

DOHMH FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Part I: Narrative Summary

Agency Name: <u>NYC DEPT OF HEALTH AND MENTAL HYGIENE</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023		<input checked="" type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024		<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024	
Prepared by:			
June Bridgemohan	EEO Deputy Director	jbridgemohan@health.nyc.gov	347-396-6508
Name	Title	E-mail Address	Telephone No.
Date Submitted: _____			
<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

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Instructions for Filling out Quarterly Reports FY 2024

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

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

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

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

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

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 2/6/23 No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Employee Appreciation Diversity Events/Holiday Party

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

- **LATINO/A HERITAGE MONTH AND DIVERSITY (Sept 15-Oct 15)** In honor of Hispanic Heritage Month, ERG-SALUD and Worksite Wellness organized a calendar of events. Festivities span over FY24 Q1 and into Q2 (October). These events were shared via an

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agency announcement to all staff and posted on intranet. HR Central posted a banner on the main Intranet page supporting the Hispanic Heritage month.

- **Spirit Day at DOHMH!** Spirit Day is the world’s most visible anti-bullying movement inspiring LGBTQ youth, to live their lives in their truth and authenticity. The LGBTQ+ ERG will be hosting a photo-op to showcase how we at DOHMH stand united with LGBTQ+ youth against bullying.
- **Staff Appreciation Holiday Party:** In December the agency hosted their annual appreciation holiday Celebration party so all staff can come together to celebrate the holiday season, along with an opportunity to take a Photo with the Commissioner. It’s a time for the agency staff to come together to connect outside of meetings and deadlines, and to relish in the Department’s holiday traditions, like deck the doors. Deck-the-Door design contest brings staff together to collaborate and create theme doors. Winners of the contest were acknowledged via an agencywide announcement.
- **2023 Transgender Day:** In November the agency commemorated a Transgender Day of Remembrance with a panel discussion on how to support, center, and elevate our transgender, gender nonconforming, and non-binary (TGNCNB) community while addressing the impact of discrimination, stigma, and violence they face. The event was hosted by the LGBTQ + Employee Resource Group (ERG) in partnership and collaboration with the LGBTQ Health Projects Team and Race to Justice.

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

Q1 (9/30/2023): 5638 Q2 (12/31/2023): 5638 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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

- Yes On (Date): _____ Yes again on (Date): _____ No
- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency’s intranet site

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- On-boarding of new employees
- Newsletters and internal Agency Publications

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

Yes - on (Dates): Q1 Review Date: _____ Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|--|--|--|
| <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other <u>Admin Bureau</u> | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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

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

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

[Copy Workforce goal from FY 2024 DEI-EEO plan]

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- The agency's Workforce Development Program will continue to focus on our retention goals. We also will resume all our key initiatives and targeted training and education to our employees. For FY24, we will provide information on resources available to build the next level of qualified managers, directors and provide continued support to address specific employee development and support. Bolstering the Agency Workforce is an Agency wide goal, which includes core initiatives: Improve Value Proposition for Employees, Bolster Employee Well-being & Morale, filling all critical vacancies and streamlining hiring process.
- The agency provides specialized professional development to all staff across the divisions through communities of practice, division equity liaison committees, division action teams, and core racial equity training relaunching, including a series on the six anti-racism public health principles. In addition, the Workforce Development team will provide DiSC Assessments to Leadership and assist Divisions that are interested in creating mentorship programs. HR Leadership will continue to review exit interviews to capture critical information.
- The Workforce Development goal is to provide employees with one-on-one, as well as group, career guidance, counseling, and support to help them advance in their chosen fields.
- DOHMH is committed to Diversity Recruitment and Inclusion within the agency's Talent Acquisition Process. For FY24, we will continue to work closely with our agency's Employee Resource Group (ERGs) to promote career opportunities for the LGBTQIA+ community that will enhance our Diversity Recruitment Goal.

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

- HR Central meets quarterly with the LGBTQIA+ ERG to enhance our partnership. DOHMH EEO Office has access the data regarding our diverse applicant pool. In FY24 Q2, we collaborated with the ERG to add specific gender awareness resources to our SharePoint for our transgender, non-binary and gender non-confirming staff and for new hires. We also worked with our agency facilities management unit on initiatives regarding signage for our all-gender restrooms.
- HR Central provides regular updates to employees regarding citywide policy changes. The LGBTQIA+ ERG was informed about the updated guidelines for The New York Blood Center (NYBC) on eligibility to donate blood following a new donor screen process that will focus on individual donor assessment rather than gender or sexual identity for staff to receive

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- three hours of comp time with proof of donation.
- For new employees, we updated our New Hire Orientation (NHO) presentation and our SharePoint pages providing information on how to access all ERGS. We continue to adjust and enhance our pages. As the collaboration continues with the group to better understand their needs, we use these brainstorming meetings to gauge effectiveness. Accomplishing and completing items on the ERG wish list also gauges our success with the group.

Workforce Goal #1 Updates:

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

1. [Copy Workforce goal from FY 2024 DEI-EEO plan]

- DOHMH is committed to Diversity Recruitment and Inclusion within agency’s Talent Acquisition Process.
- To increase BIPOC representation, we will strengthen our relationships with academic partners to encourage a steady pool of qualified applicants, target CUNY Colleges & HBCUs, and present at institutions for faculty & students about civil service process & employment opportunities.

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

- On **11/08/23** CUNY and SUNY Schools Diversity Career Fair. The event was focused following academic programs including, but not limited to, Data Science, Computer Science, Computer Engineering, Accounting, Construction Management, Architecture, Biomedical Informatics, Nursing, Environmental Control Technology, Radiologic Technology & Medical Imaging, Facilities Management, Healthcare Policy & Management, Human Services, Health Sciences/ Health Services Administration, Health Communication, and Emerging Media Technology.

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Workforce Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input 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. [Copy Workforce goal from FY 2024 DEI-EEO plan]

The Workforce Development goal is to provide employees with one-on-one, as well as group, career guidance, counseling, and support to help them advance in their chosen fields.

Our OTPD Workforce Development Program will continue to offer our employees career counseling, career development plans, Career Information workshops, Resume Writing workshops, New Hire Orientations and targeted training and education. For FY24, we will host virtual and classroom events about Civil Service to provide information on external resources to build the next level of qualified managers. The Workforce Development program will support our employees by creating mentoring programs to address specific employee development and support. We will provide an Essentials of Supervision two-day training.

Day 1 of the program will explore basic concepts for supervisors to interact effectively with their direct reports and their managers and will provide best practices to address some of the challenges that supervisors may be confronted with. The rudiments of maintaining proper boundaries, setting clear goals and expectations, interacting with subordinates professionally, and providing effective feedback will also be covered.

Day 2 offers a presentation by an HR Panel comprised of leadership from the Bureau of Human Resources and Labor Relations. The session includes a Q&A period for supervisors to ask questions pertaining to their role as supervisors and how to navigate HR resources and services. Day 2 also covers the DISC model of leadership and how to communicate effectively with differing communication styles. This training was developed to provide supervisors with the basic skills needed to function effectively in a supervisory role at DOHMH. The overall program design incorporates the areas of focus identified by DOHMH leadership and supervisors throughout the agency.

OTPD will provide a new Trauma-Informed Customer Experience Lab Workshop. We plan to train 75 employees by end of FY24. This course is designed to deepen awareness of key trauma-related concepts and trauma's effect on behavior. Whether trauma is caused by a single event or by repeated or prolonged exposure, an individual's thoughts, feelings, and behaviors are filtered

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through their experience and perspective. This training was developed to provide supervisors with the basic skills needed to function effectively in a supervisory role at DOHMH. The overall program design incorporates the areas of focus identified by DOHMH leadership and supervisors throughout the agency.

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

- In FY24 Q2, the Workforce Development Unit (WFD) provided (completed) approximately 20 individual career counseling sessions to agency staff. These meetings consisted of tracking and ongoing follow-up sessions with employees.
- In addition, the WFD unit conducted the following informational sessions:
 - Career Development-Division of Management and Systems Coordination - DISC Profile for Mentoring Launch- 10-3-2023 Approx. 30 Employees.
 - Career Development-Division of Tuberculosis Control - DISC Profile for Professional Development Staff Day - 10-13-2023 Approx. 150 Employees.

Workforce Goal #3 Updates:

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

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

OTPD will provide a new Trauma-Informed Customer Experience Lab Workshop. We plan to train 75 employees by end of FY24. This course is designed to deepen awareness of key trauma-related concepts and trauma’s effect on behavior. Whether trauma is caused by a single event or by repeated or prolonged exposure, an individual’s thoughts, feelings, and behaviors are filtered through their experience and perspective.

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

The Office and Training Professional Development (OTPD) is currently in the design/development phase of building the Trauma-Informed Care training curriculum. The training matrix is nearly complete, and the team is currently working on an in-depth content outline. The next step will be working out the timing and activities.

Workforce Goal #4 Updates:

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

4. Efforts to reduce Workforce underutilization:

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

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

HR Central HR's Recruitment Team circulates DCAS Notice of Exams for underutilized job titles to the faculty of our academic partners CUNY/SUNY/Private educational institutions that have a student population consisting of women and minorities, community-based organizations, elected officials, and their constituents. Our collaboration with these various organizations is constant to address underutilization in these job groups. Currently our underutilized groups are guards, public relations, building services, and crafts.

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B. Workplace:

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

1. **[Copy Workplace goal from FY 2024 DEI-EEO plan]**

DOHMH will continue to expand our communication methods to ensure that new and current employees are aware of our agency's Workforce Development Programs 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. We will partner with our ERGs and ensure they are aware of events. At our New Hire Orientations, we will sharing the various ERGs that support our diverse population and announce them in the Commissioners bi-weekly Digest. Once of agency goals is to Bolster the Workplace. The agency Worksite Wellness programs will host various events to support staff social and professional wellbeing.

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 the workplace environment post-report for the employee 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. How do you evaluate the effectiveness of these actions?

- OTPD hosts monthly in-person presentations under the suite of Offerings for Professional Development Opportunities/Resources, aligned with the goal of Bolstering the Workplace Agency, at the DOHMH Quarterly Management Meeting (QMM).
- This commitment ensures that a presentation linked to DEI goals is given at these meetings.
- Automatic notifications to complete Exit Surveys are sent to all departing (city and non-city). HR Central analyzes the data monthly and shares it with leadership.
- The Commissioner's bi-weekly digest is one of the main communications to all staff. Including in every issue is a message from the commissioner on various public Health equity and Diversity topics. Commissioners goal is to Invest in

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each other and our teams to increase trust and wellbeing at DOHMH. The Newsletter also highlights sections on DOHMH work with the community, upcoming DOHMH Events, Job spotlights, current projects under the Race to Justice team, Community events, Resources, and worksite wellness Programs.

- Creating a Survey to pilot towards newly hired staff. The purpose is to understand the experience of recently hired employees as they adjust to their new role. This survey is designed to identify potential challenges faced by employees during their first year for the purpose of boosting employee advocacy and addressing areas of improvement within the agency.
- At our New Hire Orientations, we have redesigned them to include a Welcome Letter from the Commissioner, the opportunity to attend as a hybrid program (Virtual/in Person), and an updated video message from the Commissioner welcoming newly hired staff. We have also created a Welcome package that each participant will receive based on supplies, with a reusable tote filled with goodies and valuable information on employee benefits and resources.
- The agency has created a Response Ready Action team with various goals. One of the goals aligned with a Bolstering the Workforce is to create a Resilient Workforce. Through surveys, recommendations from staff, the agency plan on align goals to create and expand on professional development, train staff for public outreach for emergencies, building other mental health support and championing staffing reforms that will lead to more diversity.

Workplace Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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. [Copy Workplace goal from FY 2024 DEI-EEO plan]

DOHMH will continue to expand our communication methods to ensure that new and current employees are aware of our agency’s Workforce Development Programs 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. We will partner with our ERGs and ensure they are aware of events. At our New Hire Orientations, we will be sharing the various ERGs that support our diverse population and announce them in the Commissioners Weekly Digest. One of agency goals is to Bolster the Workplace . The agency Worksite Wellness programs will host various events to support staff social and professional

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wellbeing. 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 the workplace environment post-report for the employee 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. How do you evaluate the effectiveness of these actions?

Workplace Goal #2 Updates:

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

3. [Copy Workplace goal from FY 2024 DEI-EEO plan]

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

Workplace Goal #3 Updates:

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

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4. [Copy Workplace goal from FY 2024 DEI-EEO plan]

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

Workplace Goal #4 Updates:

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

5. Other Workplace Activities:

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

C. Community:

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

1. [Copy Community goal from FY 2024 DEI-EEO plan]

- DOHMH will continue to attend community events to network with M/WBEs and will hold targeted networking events.
- DOHMH Equity Resources are posted via SharePoint.
The agency has made a commitment to advance equity in health outcomes for all New Yorkers. To further advance anti-racism public health practice within your division and in partnership with community the agency provided resources on our Intranet site for our leadership and all employees.

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

Community Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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. [Copy Community goal from FY 2024 DEI-EEO plan]

DOHMH will continue to attend community events to network with M/WBEs and will hold targeted networking events.

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- In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.
- DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.
- In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.
- DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.

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

Community Goal #2 Updates:

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

3. [Copy Community goal from FY 2024 DEI-EEO plan]

In FY 2024, the agency will:

Continue or plan to promote diversity and EEO community outreach in providing government services. Promote participation with minority and women owned business enterprises (MWBEs): DOHMH will develop a brochure for MWBEs aimed at increasing awareness of the goods and services the agency buys and how to do business with the Agency.

- In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.
- DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.

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Expand language services for the public.

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

Community Goal #3 Updates:

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

4. [Copy Community goal from FY 2024 DEI-EEO plan]

DOHMH will continue to attend community events to network with M/WBEs and will hold targeted networking events.

- In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.
- DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.
- In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.
- DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.

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

Community Goal #4 Updates:

- Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
- Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Other Community programs and activities:

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

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D. Equity, Inclusion and Race Relations Initiatives:

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

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

1. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

The agency’s Workforce Development Program will continue to focus on our retention goals. We will continue to review exit interviews to capture critical information. We also will resume all our key initiatives and targeted training and education to our employees. For FY24, we will provide information on resources available to build the next level of qualified managers, directors and provide continued support to address specific employee development and support. The agency provides specialized professional development to all staff across the divisions through communities of practice, division equity liaison committees, division action teams, and core racial equity training relaunching, including a series on the six anti-racism public health principles.

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

In FY24 Q1, the Workforce Development Team hosted the following Career Development sessions with Agency and specific Divisions staff:

- Individual Career Counseling for Various Bureaus in August 2023 and September 2023
- Career Development-Division Staff Epidemiology Administration and Bureau of Clinical Quality Management and Improvement

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- Civil Service Overview Workshops-Bureau of Clinical Quality Management and Improvement.

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

2. **[Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]**

DOHMH will continue to prioritize doing business with M/WBEs and will specifically aim to increase utilization of Black and Latina WBEs.

To increase BIPOC representation, we will strengthen our relationships with academic partners to encourage a steady pool of qualified applicants, target CUNY Colleges & HBCUs, and present at institutions for faculty & students about civil service process & employment opportunities.

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

Equity, Inclusion and Race Relations Initiative #2 Updates:

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

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3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

In FY 24, we are updating our policy for micro purchases to increase utilization of MWBEs.

DOHMH will continue to prioritize the utilization of the MWBE Small Purchase Method and will continue to first reach out to MBEs.

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

Equity, Inclusion and Race Relations Initiative #3 Updates:

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

4. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

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

Equity, Inclusion and Race Relations Initiative #4 Updates:

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

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V. Recruitment

A. Recruitment Efforts

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

1. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

- Spearhead Agency Branding Efforts:** expand employer branding efforts and marketing strategies to build credibility with job applicants via social media promotion (LinkedIn, Facebook, Twitter); posting vacancies on professional job boards and New York State Public Health Association (NYSPHA) membership; cultivate external networking relationships with academic partners, community-based organizations, Mayor’s Office of People With Disabilities and DCAS Office of Citywide Recruitment; host in-person and virtual career fairs that are tied to Targeted Diversity Recruitment Initiatives (i.e. Hispanic and Latino, African-American, LGBTQIA+ Communities, 55-A, Veterans).
- Engage in Career Patterns Analysis:** assess current workforce trends for hard-to-recruit titles; forecast hiring needs by number and occupation, including skillset and core job competencies; and develop strategies for a proactive approach to meeting projected vacancies; strengthen pre-existing recruitment collaboration with New York State department of Health/Office of the Professions to recruit licensed Social Workers, Pharmacists, Clinical Laboratory Technologists, Registered Nurses, Nurse Practitioners, Pharmacy Technicians, Midwives.
- Identify Agency-Specific Recruitment Initiatives:** prioritize vacancies that are tied to public health initiatives addressing Mental Health, Homelessness, HIV, Sexually Transmitted Infections, TB, Maternal and Reproductive Health, World Trade Center Health Registry as well as CDC and/or mayoral grant-funding. Align recruitment plan with the agency workforce plan, staffing acquisition plan, succession plan, affirmative employment plan, retention plan and other human capital initiatives. Set an overall recruitment vision for the agency and articulate goals, objectives, expectations, and accountability.
- Expanding our 55-a Diversity Recruitment Efforts for People with Disabilities:** Strengthen our partnership with the Mayor’s Office of People with Disabilities and the NYC Veterans Association in order to expand our recruitment efforts for people with disabilities. This is in accordance with the mayor’s initiative to support career advancement for people with disabilities and expand access to internships,

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training seminars, jobs, and future careers. [Mayor Adams Announces New Investment to Support Career Advancement for People With Disabilities | City of New York \(nyc.gov\)](#)

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input 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. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Fostering a Partnership with DCAS’ Classification Unit to Modernize the Civil Service Titles: In order to widen the recruitment net and increase the pool of applicants that can be qualified for hard-to-recruit civil service titles including but not limited to City Research Scientist, Public Health Sanitarian, Health Services Manager, Family Public Health Nurse, Administrative Public Health Nurse and Quality Assurance Specialist, we are working closing with DCAS’ Classification Team to reduce the number of titles that require a Bachelor’s degree and substituting relevant work experience, creating more equal employment opportunities. In addition, we are also advocating that when a candidate meets NYS testing requirements, they won’t have to retest with the City. We are asking to eliminate pre-employment drug testing for some titles.

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

- The DOHMH HR Central Recruitment and Classification team meets routinely with DCAS to review the list submitted to reduce Minimum Qualification Requirements (MQRs) for civil service titles under DCAS’ control. Out proposal includes but not limited to reducing the Minimum Qualification Requirements for civil service titles to require a H.S. Diploma or its educational equivalent and relevant work experience.
- Allowing multiple Selective Certification lists to be used simultaneously for DOHMH to hire candidates with unique skills and abilities. Restoring civil service titles which DCAS deleted but they are still considered a major function of DOHMH.
- These titles fall under DCAS’ purview. DCAS is currently working on reducing MQRs for phase 3 of the list of Civil Service

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titles.

- The DOHMH Office of General Counsel (OGC) is also reviewing the list of Civil Service titles to eliminate pre-employment drug testing. DOHMH will collaborate with DCAC’s OGC on this matter.
-

Recruitment Initiatives/Strategies #2 Updates:

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

3. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

Identify Agency-Specific Recruitment Initiatives: prioritize vacancies that are tied to public health initiatives addressing Mental Health, Homelessness, HIV, Sexually Transmitted Infections, TB, Maternal and Reproductive Health, World Trade Center Health Registry as well as CDC and/or mayoral grant-funding. Align recruitment plan with the agency workforce plan, staffing acquisition plan, succession plan, affirmative employment plan, retention plan and other human capital initiatives. Set an overall recruitment vision for the agency and articulate goals, objectives, expectations, and accountability.

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

Recruitment Initiatives/Strategies #3 Updates:

DOHMH Recruitment Events are created and aligned to prioritize vacancies that are tied to public health initiatives:

- **Nurses Job Fair / Hiring Event, NFP and School Health** – NYC DOHMH Registered Nurse Career and Networking Event - 10/03/2023.
- **Hispanic/Latino Career Fair** – Hispanic/Latino Career Fair - Oct 10, 2023
- **Social Worker Networking Event** – Social Worker Hiring Event - 10/17/2023 and 10/18/2023.

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- **Columbia University Mailman School of Public Health – 10/20/2023**
- NYS DOL-New York
- **CUNY and SUNY Schools Diversity Career Fair - NYC DOHMH - CUNY and SUNY Schools Diversity Career Consortium – 11/10/2023**
- **MOPD-DOHMH 55-a Diversity Career Fair – 12/11/2023 and 12/15/2023 MOPD - DOHMH 55a Diversity Career Consortium**

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

4. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

Expanding our 55-a Diversity Recruitment Efforts for People with Disabilities: Strengthen our partnership with the Mayor’s Office of People with Disabilities and the NYC Veterans Association (MOPD) in order to expand our recruitment efforts for people with disabilities. This is in accordance with the mayor’s initiative to support career advancement for people with disabilities and expand access to internships, training seminars, jobs, and future careers. [Mayor Adams Announces New Investment to Support Career Advancement for People With Disabilities | City of New York \(nyc.gov\)](https://www.nyc.gov/newsroom/2023/11/08/mayor-adams-announces-new-investment-to-support-career-advancement-for-people-with-disabilities)

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

DOHMH is planning a 55a and Veterans Diversity Career Fair, a targeted recruitment joint event with MOPD in December 2023. Planning meetings with stakeholders are scheduled. Collaboration with DCAS, NYC Veterans Affairs, and CUNY LEADS (Linking Employment, Academics Disability Services) is underway. In preparation for the event, a DOHMH Hiring Manager Readiness Workshop for participants is scheduled.

Recruitment Initiatives/Strategies #4 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

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

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

B. Recruitment Efforts for Civil Service Exams

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

Quarter #	Event Date	Event Name	Borough
Q1	7/17/2023	York City College of Technology-CUNY	Queens
Q1	8/16/2023	Harlem Chamber of Commerce Harlem Week NYC Jobs & Careers Fair –Public Health Laboratory	Manhattan
Q1	8/16/2023	NYC DOHMH Public Health Sanitarian Career Fair	Queens
Q2	09/14/2023	Emory School of Public Health East Harlem Action Center - Labs/Clinics	Virtual
Q2	09/29/2023	Staten Island EI Job Fair - with interview on the spot, invite only	
Q2	10/10/2023	DOHMH In-Person Hispanic and Latino Career Fair	Queens
Q2	10/17/2023 10/18/2023	Two-Day Social Work Hiring Event: October	Queens
Q2	12/11/2023	55-a and Veterans Diversity Career Fai	Queens
Q2	10/11/2023	NYS DOL - New York City Virtual Career Fair	Virtual
Q2	10/31/2023	Columbia University Mailman-Labs Career Information Session	Virtual

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Q2	11/09/2023	Columbia University Mailman-Labs Career Information Session	Manhattan
Q2	11/14/2023	Nurses Career Fair	Queens
Q2	12/04/2023	Labs Civil Service Information Session	Virtual

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

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

C. Recruitment Sources

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

1. Promote positions on Handshake – an early talent recruiting platform connecting over 12 million students and alumni. Reach CUNY, SUNY, and Private Colleges' diverse population.
2. Promote positions on the DCAS Newsletter and participate in DCAS Hiring Halls, reaching thousands of diverse New Yorkers.

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3. Utilize DOHMH’s Partners Connect system to message community-based organizations and elected officials.
4. Schedule Resume Workshops with CUNY and SUNY to discuss city hiring practices, civil service process, and promote positions and/or career hiring events.
6. Promote positions to Historically Black Colleges and Universities.
7. NYC Advertising Media Contract Graystone, including Blackjobs.com, Diversityinc.com, Latinos in Higher Ed.com, Pink Jobs.
8. NYS Public Health Association and American Society of Clinical Pathology.
9. NYS Department of Labor to promote jobs and participate in virtual and in-person career fairs.

D. Internships/Fellowships

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

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

1. Urban Fellows Total: 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 ___

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3. Summer College Interns 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 ___

4. Summer Graduate Interns Total: 1

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

Gender* [#s]: M ___ F 1 N-B ___ O ___ U ___

5. Other (specify) College Aides Total: **95**

Race/Ethnicity* [#s]: Black 16 Hispanic 25 Asian/Pacific Islander 15 Native American 1 White 25 Two or more Races 4
Chose not to disclose: 9

Gender* [#s]: M 28 F 63 N-B 2 O 1 U 1

Additional comments:

E. 55-A Program

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

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

Q1 (9/30/2023): 26 Q2 (12/31/2023): 27 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

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During the 1st Quarter, a total of 6 [number] new applications for the program were received.

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

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

During the 2nd Quarter 0 participants left the program due to [state reasons] 0 .

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. _____

VI. Selection (Hiring and Promotion)

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

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO

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Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data).

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

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 1. In our Commissioner's Digest, we post job opportunities for all staff and career development information for all staff.
 2. This is a weekly agency-wide announcement. The WFD Intranet page shares resources via email. Jobs are also posted on the Jobs Spotlight Page, highlighting additional career opportunities.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
 - a. All hiring managers are trained in Structured Interviewing best practices. There is data on demographics to support this effort, reviewed by HR staff.
 - o Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

3. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
 - a. Labor Relation review all cases within these groups.

4. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 1153__	# __218__	# __153__
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VII. Training

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

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-dcslnx01.csc.nycnet/Login.aspx>

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

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://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

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

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 2 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions:
Employee's Name & Title	1. Sye-Eun Ahn, EEO Director	2.	3.
Nature of change	<input checked="" 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: 10.2.23	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. Sye-Eun Ahn, EEO Director	5.	6.
EEO Function	<input checked="" 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 checked="" 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.	2.	3.
Completed EEO Trainings:			
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. IgbTq: 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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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	4.		5.		6.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input 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 type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

MAILING ADDRESS:

Diversity and EEO Staffing as of **2** Quarter FY 2024*

<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	Sye-Eun Ahn	EXECUTIVE AGENCY COUNSEL	<u>100</u>	sahn1@health.nyc.gov	347-396-6067
Deputy EEO Officer OR Co-EEO Officer	June Bridgemohan	PRAA	<u>100</u>	jbridgemohan@health.nyc.gov	347-396-6508
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Aaron Anderson	<u>Admin Staff Analyst</u>		aanderson5@health.nyc.gov	347-396-6242
ADA Coordinator	Sye-Eun Ahn	EXECUTIVE AGENCY COUNSEL	<u>100</u>	sahn1@health.nyc.gov	347-396-6067

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Disability Rights Coordinator	Sye-Eun Ahn	EXECUTIVE AGENCY COUNSEL	<u>100</u>	sahn1@health.nyc.gov	<u>347-396-6067</u>
Disability Services Facilitator	Sye-Eun Ahn	EXECUTIVE AGENCY COUNSEL	<u>100</u>	sahn1@health.nyc.gov	<u>347-396-6067</u>
55-a Coordinator	JB Henry Carol Pope	Community Coord Confidential Strategy Planner	<u>20</u>	jhenry3@health.nyc.gov c pope@health.nyc.gov	347-396-2111
Career Counselor	Keema Davis	?	<u>50</u>	kdavis7@health.nyc.gov	<u>347-396-2174</u>
EEO Counselor					
EEO Investigator					
EEO Counselor/ Investigator					
Investigator/Trainer	<u>George Poubouridis</u> <u>Jay Brodska</u> <u>Terry Ravenel</u>	<u>Investigator Trainer</u> <u>Attorney Interne</u> <u>Investigator Trainer</u>	<u>100</u>	gpoubouridis@health.nyc.gov jbrodska@health.nyc.gov travenel1@health.nyc.gov	<u>347-396-6491</u> <u>347-396-6449</u> <u>347-396-6558</u>
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 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.