

FY 2022 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>NEW YORK CITY LAW DEPARTMENT</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due October 29, 2021		<input type="checkbox"/> 2 nd Quarter (October - December), due January 31, 2022	
<input type="checkbox"/> 3 rd Quarter (January -March), due April 29, 2022		<input type="checkbox"/> 4 th Quarter (April -June), due July 29, 2022	
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>December 3, 2021</u>			
FOR DCAS USE ONLY:		Date Received:	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022. 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 2022 DEEO 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 and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 DEEO 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.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): _____ 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 and equal employment opportunity through the following:

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 1728 Q2 (12/31/2021): _____ Q3 (3/31/2022): _____ Q4 (6/30/2022): _____

2. 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

Newsletters and internal Agency Publications

On-boarding of new employees

3. 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: 10/12/21 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other - EEO Officer

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will address underutilization in FY 2022 by:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations. <input checked="" type="checkbox"/> Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts. 	<p>The agency will continue to be informed by the quarterly workforce report when planning recruitment activities and participating in OCI/job fairs/bar association events, etc.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>The agency will continue to implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:</p> <p><input checked="" type="checkbox"/> Encourage agency employees to take promotional civil service examinations</p>	<p>Emails regarding vacancies are continuously circulated to the agency by the Career Counselor.</p> <p>Exams and schedules are posted on the agency electronic board throughout the office</p> <p>Support Professionals are encouraged via agency communications to take civil service examinations, so that they can seek open competitive or promotional opportunities. Emails with exam announcements, posting schedules and links are sent. Exam announcements and posting schedules are displayed on the agency office multimedia screens.</p>	<p><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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>The agency will implement the following initiatives to develop and retain employees:</p> <p><input checked="" type="checkbox"/> Institute coaching, mentoring and cross training programs.</p> <p><input checked="" type="checkbox"/> Implement initiatives to improve the personal and professional development of employees.</p> <p><input checked="" type="checkbox"/> Conduct assessment to ensure pay and</p>	<p>Coaching Collaborative: The Coaching Collaborative holds quarterly meetings.</p> <p>Leadership Training for Managers of Support Professionals</p> <p>Mentoring Program Planning for this year’s Mentorship program activities will begin during the second quarter.</p>	<p><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</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

<p>promotions are equitable.</p>					
<p>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.</p>					
<p>A review of the most recent (FY 2021 Q4) workforce report revealed a 60/40 female to male split overall in the agency and a significant presence of racial diversity in most titles. To the extent that any underutilization is identified, the Law Department will review the comparative group use in the analysis and if necessary will take corrective steps if the underutilization identified is accurate.</p>					

B. WORKPLACE:

Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. • Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency takes initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.</p> <p><input checked="" type="checkbox"/> Promote employee involvement by supporting Employee Resource Groups (ERGs).</p> <p><input checked="" type="checkbox"/> Agency sponsors focus groups, Town Halls and learning events on race, equity and inclusion.</p> <p><input checked="" type="checkbox"/> Agency keeps employees informed of the EEO complaint and reasonable accommodations processes, and circulate DCAS EEO Complaint Procedural Guideline and Reasonable Accommodations Procedural Guidelines.</p> <p><input checked="" type="checkbox"/> Agency ensures that its workplaces post anti-hate or anti-discrimination posters.</p>	<p>The Law Department will continue to enhance diversity, inclusion, and equity in the workplace though the professional development of its leaders and employees. The agency will also enhance the workplace through its support of and participation in agency work-life programming led by its senior leadership, department committees and collaboratives.</p> <p>This quarter the following initiatives were held:</p> <p>9/9/21 : Supportive Tools for Workplace Re-entry with External Partner Forest Hughes and Associates</p> <p>9/10/21: Return to Work Townhall with the Corporation Counsel</p>	<p><input checked="" type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	LAW Employee Resource Groups Activity: see activity list below.				
<p>In FY 2022, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:</p> <p><input checked="" type="checkbox"/> Exit interview or surveys developed by the agency</p>	Exit interviews for employees continue on an ongoing basis. Evaluation of exit trends and development of strategy to address any targeted issues are done on an ongoing basis.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<p><input checked="" type="checkbox"/> The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):</p> <ol style="list-style-type: none"> 1. Collaboration with OATH to deliver “How Leaders Build Consensus” training to managers 2. Develop and update training/programming to reflect the results of the exit surveys 	<p>Planning for Leadership Program with Family Court Managers with OATH is taking place this quarter. The program is scheduled to take place during the 2nd Quarter.</p> <p>Group and one-on-one check ins with September 2022 Entry class are planned. Check-ins will be with Recruitment, Professional Development and Executive Staff members. Feedback regarding onboarding, training, work-life, and workload is exchanged.</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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 briefly the activities, including the dates when the activities occurred.

The Department's Committees will continue to work on various initiatives during the First Quarter and Throughout FY 2022. Below is a log of the committees First Quarter activity.

- On 7/2/2021 - Participated in Trivia with Summer Honors via Zoom
- On 7/8/2021 - Women's Committee Co-Chair meeting
- On 7/14/2021 - Women's Committee Co-Chair meeting
- On 7/15/2021 - Caregiver Working Group subcommittee check in
- On 7/22/2021 - Women's Committee Co-chair meeting
- On 7/30/2021 - Caregiver Working Group Co-Chairs meeting to set agenda
- On 8/3/2021 - Caregiver Working Group monthly meeting
- On 8/5/2021 - Women's Committee Co-Chair meeting
- On 8/5/2021 - Women's Committee General Meeting
- On 8/9/2021 - Remote work subcommittee meeting
- On 8/16/2021 - Committees Unite meeting
- On 8/19/2021 - Women's Committee Co-Chair meeting
- On 8/20/2021 - Committees Unite meeting
- On 8/30/2021 - Remote work subcommittee meeting
- On 9/1/2021 - Communications with Executives regarding return to work policies
- On 9/1/2021 - Committees Unite email to Corporation Counsel re topics for return to work townhall
- On 9/2/2021 - Women's Committee General Meeting
- On 9/3/2021 - Caregiver Working Group monthly meeting
- On 9/3/2021 - Distribute Committees Unite letter to executives to membership
- On 9/8/2021 - Committees Unite meeting
- On 9/14/2021 - Communication to Steve Stein Cushman, June Witterschein and Sosimo Fabian re Committees Unite next steps
- On 9/27/2021 - Email to joint committees setting up meeting and setting agenda
- On 9/29/2021 - Participated in joint committee meeting re remote work and reasonable accommodations
- On 9/29/2021 - Email to joint committees with action items from meeting
- On 9/30/2021 - Email to Steve Stein Cushman, June Witterschein and Sosimo Fabian re remote work
- On 9/30/2021 - Women's Committee Co-Chair meeting to discuss EEO report and agenda for next general meeting

C. COMMUNITY:

Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> • Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
In FY 2022, the agency will: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Promote participation with minority and women owned business enterprises (MWBEs). 	The agency held a training in September 2021, focused on providing managers with supportive tools prior to the re-entry to the physical workplace. The Law Department partnered with a WBE consultant to deliver the training. The program addressed strategies for promoting inclusion, managing compassion fatigue and supporting healthy work environments.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

		<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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 briefly the activities, including the dates when the activities occurred.

D. EQUITY and RACE RELATIONS INITIATIVES:

Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.

The Professional and Organizational Development Team includes as part of its orientation program for new hires a program aimed at introducing and facilitating communication and understanding around DEI. The program features an introductory courageous conversation around issues of race relations, assumptions and biases. One session of this program was held on 8/5/21.

During this quarter the Diversity Committee initiated planning for an agency-wide Hispanic Heritage Month program.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2022 Diversity 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):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>The agency will implement the following recruitment strategies and initiatives in FY 2022:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Review policies, procedures, and practices related to targeted outreach and recruitment. <input checked="" type="checkbox"/> Review underutilization in job groups to inform recruitment efforts. <input checked="" type="checkbox"/> Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment. <input checked="" type="checkbox"/> Put in place an operating, up-to-date, accessible website, mobile application and 	<p>Policies, procedures, and practices related to targeted outreach and recruitment are reviewed.</p> <p>Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.</p> <p>Update and post attorney vacancy announcements on the agency website.</p> <p>Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.</p> <p>Post ALL vacancies on NYC Careers.</p> <p>Ensure that agency personnel involved in both the discretionary and the civil service</p>	<ul style="list-style-type: none"> <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 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 	<ul style="list-style-type: none"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>social media presence related to EEO protection and rights.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Currently in operation. (website only) <input checked="" type="checkbox"/> Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging. <input checked="" type="checkbox"/> Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients. <input checked="" type="checkbox"/> Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov <input checked="" type="checkbox"/> Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Structured Interviewing training <input checked="" type="checkbox"/> Unconscious Bias training <input checked="" type="checkbox"/> Assess recruitment efforts to determine whether such efforts adversely impact any particular group. 	<p>hiring process have received structured interviewing training.</p> <p>Unconscious bias training for all employees involved in hiring processes.</p> <p>Assess recruitment efforts to determine whether such efforts adversely impact any particular group.</p> <p>Support professional vacancies are also sent agency wide via email and posted in NYCAPS, which in turn employees are able to access via ESS.</p>				
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		<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please specify any Recruitment efforts and initiatives designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe briefly the activities, including the dates when the activities occurred.					

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2022:
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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	2	U-2	M ___ F <u>2</u> N-B ___ O ___ U
2. Public Service Corps	16	UF-8, OF-1, WF-1, AF-1, UM-4, WM-1	M <u>5</u> F <u>11</u> N-B ___ O ___ U
3. Summer College Interns	1	A	M ___ F <u>1</u> N-B ___ O ___ U

4. Summer Graduate Interns	32	UM-4, UF-2, AF-6, WF-8, WM-6, BM-3, BF-1, OM-1, OF-1	M <u>14</u> F <u>18</u> N-B <u> </u> O <u> </u> U <u> </u>
5. Other (specify):	33	UM-12, UF-13, WF-2, WM-1, BM-1, BF-1, AM-1, AF-2	M <u>15</u> F <u>18</u> N-B <u> </u> O <u> </u> U <u> </u>

Additional Comments:

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 (9/30/2021): 3 Q2 (12/31/2021): Q3 (3/31/2022): Q4 (6/30/2022):

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

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

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

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

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

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

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail: Yes No
 in training sessions: Yes No
 on the agency website: Yes No
 through an agency newsletter: Yes No

2. _____

3. _____

VI. SELECTION (HIRING AND PROMOTION)

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2022 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>)	Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.
Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).	During FY 2021 Q4, a working group convened to review structured interviewing practices. The workgroup communicated in April this year to begin planning for training on this topic. A few members of the workgroup attended the DCAS training on structured interviewing and implicit bias. We plan to continue review of updated structured interview questions for agency support professional titles and develop updated training for interviewers who participate in hiring pools.
Promote employee awareness of opportunities for promotion and transfer within the agency.	The Career Counselors for both attorneys and support professionals regularly circulate notifications for promotional and transfer opportunities by agency wide email.
Arrange for agency wide notification of promotional and transfer opportunities.	The Career Counselors for both attorneys and support professionals regularly circulate notifications for promotional and transfer opportunities by agency wide email.
Encourage the use of training and development programs to improve skills, performance and career opportunities. <input checked="" type="checkbox"/> Provide information to staff on both internal and external Professional Development training sources.	DCAS training and development opportunities are shared with the agency by email as well as internal training sources. The Career Planning Small Group, a collaborative group of internal trainers and the Career Counselor for civil servants host a variety of events aimed at teaching career skills to civil servant and other employees. An event is scheduled for Q2.

<p><input checked="" type="checkbox"/> Explain the civil service process to staff and what it means to become a permanent civil servant.</p>					
<p>Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.</p>	<p>Agency electronic bulletin screens showcase informational flyers that contain vacancy announcements, civil service exam schedules and other career development information.</p>				
<p>Assist employees and Job Training Program participants in assessing and planning to develop career paths.</p>	<p>The Career Planning Small Group, a collaborative group of internal trainers and the Career Counselor for civil servants host a variety of events aimed at teaching career skills to civil servants and other employees. An event is scheduled for Q2.</p>				
<p>Other: Provide resources and support for targeted job searches, review of techniques to promote career growth and deal with change</p>	<p>The agency promotes workshops and external programs that provide opportunities for attorneys and support professionals to enhance their legal training, writing and communication skills.</p>				
<p>During this Quarter the Agency activities included:</p>		<p>Q1</p>	<p>Q2</p>	<p>Q3</p>	<p>Q4</p>
	<p># of Vacancies</p>	<p># <u>172</u></p>	<p># _____</p>	<p># _____</p>	<p># _____</p>
	<p># of New Hires</p>	<p># <u>84</u></p>	<p># _____</p>	<p># _____</p>	<p># _____</p>
	<p># of New Promotions</p>	<p># <u>2</u></p>	<p># _____</p>	<p># _____</p>	<p># _____</p>

VII. TRAINING

Please provide your training information in Part II of the report "DIVERSITY AND 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>

IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER/CHIEF MWBE OFFICER

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: _____

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

D. 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

E. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

Describe any follow-up measures taken to address the results of the 2018 Climate Survey:

None during this quarter

Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):

Not yet received

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC 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 NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI 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.

APPENDIX: NYC LAW DEPARTMENT EEO PERSONNEL DETAILS
EEO PERSONNEL FOR FIRST QUARTER, FISCAL YEAR 2022

A. 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 %):

EEO Training Completed within the Last TWO Years, including the Current Quarter (EEO and D&I Officers, Deputies, AND ALL NEW EEO Professionals):

Name & EEO Role	1. Sosimo Fabian, Chief EEO Officer	2. Shanel Spence, Deputy EEO Officer	3. Leon Breedon, Deputy EEO Officer
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability 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 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <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 <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. 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	<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	<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
Name & EEO Role	4.	4.	5.
Completed EEO Trainings: 1. Everybody Matters-EEO/D&I 2. EEO Awareness 3. Diversity & Inclusion 4. Sexual Harassment Prevention 5. IgbTq: The Power of Inclusion 6. Unconscious Bias 7. Disability 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 <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Completed OCEI Trainings: A. EEO Officer Essentials: Complaint/Investigative Processes B. EEO Officer Essentials: Reasonable Accommodation C. 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	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

B. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2022 *

<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>
<u>EEO Officer/Director</u>	Sosimo Fabian	Assistant Corporation Counsel		sfabian@law.nyc.gov	212-356-7110
<u>Deputy EEO Officer OR Co-EEO Officer</u>	Shanel Spence	Assistant Corporation Counsel		spence@law.nyc.gov	212-356-3290
<u>Chief Diversity & Inclusion Officer</u>	Sosimo Fabian	Assistant Corporation Counsel		sfabian@law.nyc.gov	212-356-7110
<u>Diversity & Inclusion Officer</u>	Sosimo Fabian	Assistant Corporation Counsel		sfabian@law.nyc.gov	212-356-7110
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Muriel Goode-Trufant	Managing Attorney		mgoodetr@law.nyc.gov	
ADA Coordinator	Leon Breeden	Admin Staff Analyst-Non Manager		lbreeden@law.nyc.gov	212-356-1055
Disability Rights Coordinator	Leon Breeden	Admin Staff Analyst-Non Manager		lbreeden@law.nyc.gov	212-356-1055
Disability Services Facilitator	Leon Breeden	Admin Staff Analyst-Non Manager		lbreeden@law.nyc.gov	212-356-1055

55-a Coordinator	Tiffany Parker	Staff Analyst		tparker@law.nyc.gov	212-356-2022
Career Counselor	Tiffany Parker	Staff Analyst		tparker@law.nyc.gov	212-356-2022
EEO Counselor					
EEO Investigator	Shanel Spence	Assistant Corporation Counsel		spence@law.nyc.gov	212-356-3290
EEO Counselor\Investigator					
Investigator/Trainer	Sosimo Fabian	Assistant Corporation Counsel		sfabian@law.nyc.gov	212-356-7110
EEO Training Liaison	Sosimo Fabian	Assistant Corporation Counsel		sfabian@law.nyc.gov	212-356-7110
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.