

OATH FY 2026 Quarterly Update Report

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: OATH

- ☒ 1st Quarter (July -September), due November 14, 2025
☐ 2nd Quarter (October – December), due January 30, 2026
☐ 3rd Quarter (January - March), due April 30, 2026
☐ 4th Quarter (April - June), due July 30, 2026

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FOR DCAS USE ONLY

Date Received: (MM/DD/YY)

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Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 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 the previous quarter's submission to update your 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 your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 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 opportunity, 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; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 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.

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- ☒ Yes, on: 1/13/25
- ☐ No
- ☒ By e-mail
- ☐ Posted on agency intranet and/or website
- ☐ Other: Enter text here

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II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- ☐ Employee Accomplishment Awards
- ☒ Employee Appreciation Events
- ☐ Public Notices
- ☒ Positive Comments in Performance Appraisals
- ☒ Other (please specify): SPOTLIGHT IN MONTHLY EMPLOYEE NEWSLETTER

Please describe Awards and/or Appreciation Events below:

There was no employee appreciation events held during this quarter.

III. Workforce Review and Analysis

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

Q1 (09/30/2025): 749 Q2 (12/30/2026): Enter number

Q3 (03/30/2026): Enter number Q4 (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- ☐ Yes on (Date): (MM/DD/YY)
- ☐ Yes (again) on (Date): (MM/DD/YY)
- ☒ No
- ☐ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☐ On-boarding of new employees
- ☐ Newsletters and internal Agency Publications

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Agency conducted a review of the quarterly CEEDS workforce aggregate reports and the dashboard 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 in order to inform broad recruitment outreach efforts.

☒ Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>11/3/25</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: ☒ Agency Head ☒ Human Resources ☒ General Counsel ☒ Other: DC FOR ADMINISTRATION ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted	Review conducted with: ☐ Agency Head ☐ Human Resources ☐ General Counsel ☐ Other: <u>Enter text here</u> ☐ N/A - Not Conducted

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions** aimed at Workforce included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. OATH will continue to recruit on platforms and forums that will attract applicants from various racial, ethnic and religious backgrounds.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

During this quarter, there were 14 new hires. 9 out of the 14 were women and out of the 14, 8 were minorities. Also, during this quarter, the Commissioner sent various internal emails to highlight the open lawyer vacancies in the agency and encouraged senior

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management to promote these positions through their social media, bar associations, and alumni networks.

Workforce Goal/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

2. Continue to promote internal staff into roles and titles that align with their skills, experiences, and contributions, create new opportunities for personal and career growth, and reduce the risks of attrition.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

During this quarter, there were 9 internal promotions across various divisions in the agency. Promotions were made in the Managers, Lawyers, Clerical Supervisors, Clerical, and Paraprofessional Occupations EEO Job Groups.

Workforce Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

3. Continue to encourage employees to apply for vacant supervisory and managerial positions.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of

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New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

During this quarter, the Commissioner sent out an email encouraging staff to apply for the Pro Bono Counsel position which became available after the previous Counsel retired. As a result, various internal employees applied for the position.

Workforce Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

4. Encourage managers and supervisors to provide ongoing feedback to their staff during the year, prior to the formal performance evaluations period.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Beginning in July, the Commissioner encouraged supervisors and managers to conduct informal feedback discussions with members of their teams leading up to performance evaluations in early 2026. The Commissioner again reiterated this message in September. The goal with these discussions is to give employees an opportunity to improve and not be surprised during formal evaluations.

Workforce Goal/Initiative #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

1. 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. What are your metrics or indicators for evaluating the success of your initiatives?

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In 2026, quarterly reviews of our CEEDS reports will help guide recruitment efforts and underutilization exists, we will reassess our recruitment sources.

There were no reported underutilizations in the current quarter.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. In FY 2026, OATH will continue to honor heritage months by sending agency-wide bulletins and including cultural events in our Newsletters.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

During this Quarter, via Agency-Wide Bulletins and our monthly newsletters, we highlighted International Day of the World's Indigenous People, Disability Pride Month, and National Hispanic Heritage Month.

Workplace Goal/Initiative #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

2. In FY 2026, the Fun@Work Committee will continue to promote a positive workplace culture by organizing events where employees feel included and their participation is encouraged.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

During this Quarter, the Fun@ Work Committee organized a Celebrate the Fourth of July in the Office. Staff gathered at their respective locations and had brown bag lunches, an ice cream social, and themed outfit contest.

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Workplace Goal/Initiative #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

3. In FY 2026, the newly created EEO Newsletter will continue to ask for feedback from employees so that topics are tailored to their needs and interests.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

During this Quarter, the EEO Officer created an "Employee Matters" newsletter. The bi-monthly newsletter aims to keep employees updated on updates in the EEO policy, mandated trainings, Wellness events and initiatives, and much more. Employees are encouraged to provide feedback to keep the newsletter with relevant content.

Workplace Goal/Initiative #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

4. In FY 2026, OATH will continue to encourage all employees to share their family traditions during the holidays and cultural events with pictures to be included in the monthly Newsletter.

1.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create and sustain an equitable work environment which values everyone's differences and maintains focus on retaining talent. What are your metrics or indicators for evaluating the success of these programs and initiatives?

During this Quarter, employees submitted pictures of events held throughout the agency. These included staff birthdays, retirement parties, baby showers, and Fourth of July celebrations.

Workplace Goal/Initiative #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?

C. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

1. Each month, OATH participates in Community Outreach events to educate the public on the Agency's mission and the procedures on how to respond to summonses. These events are held in diverse neighborhoods and include council members from different boroughs. In FY 2026, OATH will continue with these events and engage with the community.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

In July 2025, OATH participated in several community outreach events which included:

- Queens Business Expo@Citi Field, Flushing

¹ Included per Local Law 14 (2024).

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- OATH@Office with NYS Assembly Member Lester Chang, Dyker Heights, Brooklyn
- OATH Resource with New York State Assembly Member Clyde Vanel, Cambria Heights, Queens
- OATH Resource with NYC Council Member Justin Brannan, Coney Island, Brooklyn
- OATH@Office with Senator Roxanne Persaud, Canarsie, Brooklyn
- Outreach at the Beach with NYS Assembly Member Michael Benedetto, Orchard Beach, Bronx
- Flushing BID Annual Meeting, Flushing, Queens
- OATH@Office with NYC Council Member Susan Zhuang, Bensonhurst, Brooklyn
- OATH@Office with Council Member Kristy Marmorato, Pelham Bay, Bronx
- OATH Resource with NYS Senator Stephen T. Chan, Bensonhurst, Brooklyn

In August 2025, OATH participated in several community outreach events which included:

- OATH@Library, Bensonhurst, Brooklyn
- Outreach at the Beach with Council Member Justin Brannan, Coney Island, Brooklyn
- OATH Resource with NYC Council Member Rita Joseph, Flatbush, Brooklyn
- OATH-AID with United Bodegas of America, Inwood, Manhattan
- STREET-SOURCE in Harlem with NYC Council Member Yusef Salaam, Central Harlem, Manhattan
- Outreach at the Beach with NYC Council Member David Carr, South Beach, Staten Island
- Outreach at the Beach with NYC Council Member Inna Vernikov, Manhattan Beach, Brooklyn
- OATH School at the Pool with NYC Council Member Alexis Avilés, Sunset Park, Brooklyn
- Outreach at the Beach with NYC Council Member Frank Morano, Wolfes Pond Park, Staten Island
- OATH Resource with NYC Council Member Mercedes Narcisse, Canarsie, Brooklyn

In September 2025, OATH participated in several community outreach events which included:

- OATH@Office with New York City Council Member James Gennaro, Jamaica, Queens
- OATH@Office with NYC Council Member Susan Zhuang, Bensonhurst, Brooklyn
- In the Park Before Dark with Council Member Linda Lee, Oakland Gardens, Queens

Also, on September 3, 2025, Senior Advisor Rachel Amar and Deputy Commissioner John Castelli joined Noah Sheroff, the ED of the Bayside Business Improvement District (BID) for a business walk through in Bayside. Council Member

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Paladino and SBS also joined the walk through to help small businesses respond to violations and offer other help to businesses who suffered from some flooding during the summer.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

2. The Center for Creative Conflict Resolution (CCCR) at OATH, will continue to serve as a resource for all City agencies. In FY 2025, the CCCR provided mediation sessions, coaching sessions, restorative circles, conflict resolution trainings, and consultations. This work will continue in FY 2026

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

During this quarter, the CCCR continued to serve as a conflict resource for New York City Government and its own employees.

In Q1 FY 2026, the CCCR conducted the following resources:

- 7 Mediations administered for City employees with a 100% satisfaction rate
- 11 Conflict Resolution trainings administered for City employees with a satisfaction rate of 100%
- 1 Restorative Circles/group facilitations sessions administered.
- 23 Coaching sessions for City Personnel with a satisfaction rate of 100%
- 59 Consultations for City Personnel
- 1 Mediations administered for members of the public

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

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

3. In collaboration with the Office of Night Life, the CCCR administers the MEND (Mediating Establishment Neighborhood Disputes) program. MEND NYC is a free mediation service dedicated to resolving quality of life disputes between restaurants, bars, and nightlife establishments and their neighbors through direct communication and compromise. This initiative will continue in FY 2026.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Through our MEND initiative, the CCCR provides free mediation services to all New Yorkers who experience neighborhood disputes. During this quarter, the CCCR provided one mediation sessions for the public.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

4. OATH's Pro Bono program connects volunteer attorneys with low-income residents who appear before OATH to contest summonses issued by city agencies. Currently, the law student advocates come from a group of law schools including NYU Law, CUNY Law, and Brooklyn Law schools. In FY 2026, the agency intends to hire a new Pro Bono Counsel to lead the program and to identify additional ways to expand the offerings.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

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Currently, OATH is seeking to fill the Pro Bono Counsel position after its previous Counsel retired during this quarter.

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

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. In FY 2026, OATH's HR Team will proactively reach out to Agency Executives to remind them of upcoming civil service exams and to encourage their staff to take an exam they qualify for.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #1 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

2. In FY 2026, OATH's HR Team will periodically send out Agency Wide Bulletins to all staff reminding them of DCAS's exam schedule.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #2 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

3. In FY 2026, the EEO Officer will continue to analyze CEEDS reports and keep an eye for any underutilizations.

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Each quarter, the EEO Officer reviews the CEEDS data with Agency Executives. If there are reported underutilizations, the EEO Officer will advise and adjust our recruitment strategies as needed.

Recruitment Initiatives/Strategies #3 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

4. In FY 2026, hiring managers will be encouraged to attend Structured Interview trainings.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Recruitment Initiatives/Strategies #4 Update:

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

Q2 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

Q3 Update: ☐ Not started ☐ Ongoing ☐ Delayed ☐ Completed

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

5. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter # 1	Event Date	Event Name	Borough
None			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]
			[Select Borough]

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Pursuant to Local Law 28 (of 2023) 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			
Brooklyn	\$0			
Manhattan	\$0			
Queens	\$0			
Staten Island	\$0			

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q1)

1. Brooklyn Bar Association
2. NYC. GOV
3. Law Student Groups
4. LinkedIn
5. Muslim Bar Association
6. SimplyHired.com
7. Multiple NYC area-affinity bar associations
8. NYC Jobs

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: 9 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 7 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)
5. Other (H.S Apprenticeship): Q1 Total: 1 Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

Additional comments:

During this quarter, OATH hired an apprentice who is NYC public high school student in her junior year that has committed to working at OATH part-time for four days a week for the next three years, while also attending school and maintaining her academic performance. The agency's goal is to provide her with on-the-job, paid experience, with escalating responsibilities that will serve to provide her with skills she can leverage to pursue

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a permanent career in City government. The goal is to make a future transition to a permanent public service position as easy and seamless as possible.

E. 55-A Program

The **55-a Program** is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

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 (09/30/2025): 2 **Q2** (12/30/2026): (#)

Q3 (03/30/2026): (#) **Q4** (06/30/2026): (#)

During the 1st Quarter, a total of 2 new applications for the program were received.

During the 1st Quarter (#) participants left the program due to *[State reason]*.

During the 2nd Quarter, a total of (#) new applications for the program were received.

During the 2nd Quarter (#) participants left the program due to *[State reason]*.

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to *[State reason]*.

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to *[State reason]*.

The 55-a Coordinator has achieved the following goals:

Disseminated 55-a information:

by e-mail:	☐ Yes	☐ No
in training sessions:	☐ Yes	☐ No
on the agency website:	☐ Yes	☐ No
in agency newsletter:	☒ Yes	☐ No
Other:		

Other Goals (if applicable):

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VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (e.g., *use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool*).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	31	14	9
Q2	(#)	(#)	(#)
Q3	(#)	(#)	(#)
Q4	(#)	(#)	(#)

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.

OATH is currently in the process of appointing a new Career Counselor after the previous one resigned during this quarter.

2. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)
3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.

OATH has been diligently working with the Mayor's Office of Racial Justice on the 2024 initiatives to include an improvement to OATH's internal procedures. OATH has submitted an action plan to include DEI and hiring manager training, outreaches to diversify the applicant pool, and transparency of policies that are still being reviewed by the team at City Hall.

The EEO Officer reviews and maintains applicant logs and advises HR if it notices any barriers for employment.

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4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)

In these events, OATH will consult internally with its General Counsel and externally with the Law Dept.

VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

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 Complaint Reporting

- ☒ The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No Q4: ☐ Yes ☐ No

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- ☒ The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: ☒ Yes ☐ No **Q2:** ☐ Yes ☐ No

Q3: ☐ Yes ☐ No **Q4:** ☐ Yes ☐ No

- ☒ The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

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).

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 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_
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☒ The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.
- **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 1 Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):

Personnel Changes: ☐ Yes ☒ No

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EEO Training Completed within the last <u>two</u> years, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Sharina DeRoberts	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. IgbTq: The Power of Inclusion	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No
4. Disability Awareness & Etiquette	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. Structured Interviewing and Unconscious Bias	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Microaggressions	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No
8. Reasonable Accommodation Procedural Guidelines	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9. Overview Training for New EEO Officers	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No
10. Understanding CEEDS Reports	☒ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
11. Intersectionality and EEO Investigations	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No
12. Trauma-Informed Interviewing Techniques	☐ Yes ☒ No	☐ Yes ☐ No	☐ Yes ☐ No

[Continued] EEO Training completed within the last <u>two</u> years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role:	4.	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
2. Sexual Harassment Prevention	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
3. IgbTq: The Power of Inclusion	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
4. Disability Awareness & Etiquette	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
5. Structured Interviewing and Unconscious Bias	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
6. Microaggressions	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

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8. Reasonable Accommodation Procedural Guidelines	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
9. Overview Training for New EEO Officers	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
10. Understanding CEEDS Reports	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
11. Intersectionality and EEO Investigations	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No
12. Trauma-Informed Interviewing Techniques	☐ Yes ☐ No	☐ Yes ☐ No	☐ Yes ☐ No

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

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

MAILING ADDRESS: 66 John Street, NY, NY 10038, 10th Floor

EEO and D&I Staffing as of 1 Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the "EEO Officer" capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Sharina DeRoberts	<u>Administrative Labor Relations Analyst</u>	sderoberts@oath.nyc.gov	<u>212-436-0524</u>
Deputy EEO Officer	<u>N/A</u>			
Diversity & Inclusion Officer (or a similar business title)	<u>N/A</u>			
Executive Order 59 Chief Diversity Officer/Chief MWBE Officer	<u>Arnab Das</u>	<u>Administrative Staff Analyst</u>	ADas@oath.nyc.gov	<u>212-933-3030</u>
ADA Coordinator	<u>Sharina DeRoberts</u>			
Disability Rights Coordinator	<u>Sharina DeRoberts</u>			
Disability Services Facilitator	<u>Sharina DeRoberts</u>			
55-a Coordinator	<u>Sharina DeRoberts</u>			
EEO Counselor (liaison)	<u>Migdalia Nieves</u>	<u>Public Information Specialist</u>	MNieves@oath.nyc.gov	<u>212-933-3007</u>
EEO Investigator				
EEO Counselor (liaison)	<u>Lorna Mondesir</u>	<u>Community Associate</u>	LMondesir2@oath.nyc.gov	<u>718-503-5831</u>
Investigator/Trainer				

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<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Training Liaison				
Other (specify)				
Other (specify)				

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.