

NYC DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN FISCAL YEAR 2013

Introductory and Commitment Statement by the Agency Head

The New York City Department of Health and Mental Hygiene (DOHMH) is committed to ensuring fair employment practices. Recognizing that employees of our agency are amongst our greatest assets, we are committed to recruitment, development and retention of a diverse and inclusive workforce reflective of our City's population. Diversity is the inclusion of people who are different. When we value our differences, we build stronger teams driving the best performance. I expect all managers and supervisors to promote a work environment that values equity, inclusion of, and respect for all. I want our employees, present and future, to view our agency as a model employer.

My policy statements, in support of this commitment, can be found at
<http://shareport/sites/adm2/Pages/EEO.aspx>

Recognition and Accomplishments

The agency conducts "Employee of the Quarter" and "Employee Recognition Programs." These programs recognize employees whose outstanding contributions and/or longevity have made a positive difference in the lives of the people with whom they work, and contributions to the agency and the customers we serve.

During FYs 11 & 12 timely complaint processing averaged 73%. During the 1st quarter of FY 13, performance improved to 100%.

By initiating corrective action during the investigative process, with the concurrence of the complaint, the Agency was able to close investigations prior to the issuance of a decision on the merits of the complaint. During the period FY 11 to FY 12, this has resulted in a 14% drop in the percentage of cases closed with a finding of discrimination.

Accountability Statement

The EEO Commitment (Policy) Statement was re-issued in January 2013 to affirm the principles of diversity, inclusion and equal employment opportunity. This effort will serve as guidance to managers and supervisors across all levels, as well as communicate the focus of our agency in this area to all employees. I will drive accountability by integrating the EEO Officer in critical human resources decisions specific to inclusive recruitment, selection and development of talent. My leadership team, including the EEO Officer, will work directly to implement the objectives and actions of this plan, as well as work to create a diversity and inclusion strategy based upon guidance provided by DCAS Citywide Diversity and EEO.

We will conduct discussions throughout the year coinciding with the issuance of our quarterly workforce reports and will take steps to review the goals we achieved at the end of the year as well as

opportunities for further progress. I expect the EEO Officer to serve as a resource for agency managers and supervisors by providing us with best practices, assessing employment decisions and providing direction in addressing any identified EEO issues. I will continue to hold managers, supervisors, EEO and human resources professionals accountable for the effective implementation of the City's EEO Policy.

Reporting and Communication Statement

DOHMH maintains information about personnel actions as required by federal, state and local laws, including the City's official records retention schedule.

DOHMH commits to do the following:

1. The agency will continue to monitor recruitment, hiring/selection, promotion, compensation, separation, demotion and transfer rates, on a quarterly basis. I will promote inclusive agency practices, policies, programs enhancing our progress in establishing a diverse workforce and pipeline across all levels of our agency.
2. The agency will submit quarterly reports to CDEEO.
3. The agency will submit a timely annual plan each year to CDEEO on behalf of the Mayor's Office, the City Council, and the Civil Service Commission.

Proactive Strategies to Enhance Diversity, EEO and Inclusion

The primary goals of DOHMH strategy for FY 2013 focused on enhancing diversity, equal employment opportunity and the overall value of inclusion.

1. WORKFORCE - In an ongoing effort to promote diversity we will continue to utilize our Mentoring Program toward internal candidate development. This program works to identify and develop emerging talent as part of larger efforts related to successive planning and increased diversity (Attachment #1)
2. WORKPLACE- To promote an inclusive work environment valuing the unique differences of all DOHMH employees, supervisors and managers are mandated to demonstrate their commitment to Equal Employment Opportunity by providing biannual EEO Talks which communicate the agency's values and definitions for diversity and inclusion. EEO Talks have been conducted twice per year covering the periods July-1 through December-31, and January-1 through June-30. The most recent scripted EEO Talk covered the period July 1, 2012 through December 31, 2012) on the subject of Reasonable Accommodation (Attachment #2).
3. COMMUNITY - The DOHMH maintains District Health Centers which provide effective and efficient delivery of public health services throughout the five boroughs focused on inclusive customer services reflective of the diverse communities that are served.

Recruitment

DOHMH, in conjunction with DCAS, has implemented and will continue to implement standard equal opportunity personnel-related rules, procedures and guidelines.

When vacancies occur for discretionary positions, the agency will post and advertise the job opportunity in a wide variety of sources with the aim of attracting a diverse pool of candidates. The agency will post job openings for a minimum of ten working days under most circumstances at the agency and at City Jobs to ensure that the information is communicated to all applicants. The agency will consider its own employees for opportunities for promotion and transfer within the agency, and promote employee awareness of such opportunities. The agency will provide a link to City Jobs in SharePort (the agency's intranet site) so that agency employees are aware of vacancies throughout City government.

The agency will assess recruitment efforts to determine whether the agency should engage in greater efforts to increase the diversity of the applicant pool for specific titles, occupations or units. When advertising, this agency will advertise in periodicals that reach a wide segment of the population (see examples below) and will include a statement that the City of New York and the DOHMH are equal opportunity employers. Agency HR staff will access this information for recruitment efforts and share with the EEO Office.

Diverse Recruitment Source(s)	
1. Monster.com/nytimes.com's diversity option	By targeting diverse groups it is anticipated that the number of minority applicants will increase, resulting in a greater selection of candidates from underrepresented groups.
2. Latpro	
3. Asianave.com	
4. National Black MBA	
5. Hispanic Nurses Association of NY	

DOHMH hires interns, but we do not solicit or maintain demographic information. Health Research Training Program (H RTP) interns may be paid or unpaid volunteers. Students may be paid via grant funds or, via CTL funds, or various combinations. From July 2012 – May 2013, H RTP had 127 interns on board. Student internships continue to be made available. We are in the process of selecting interns and have requests in for 30 more for our summer projects. In all, we estimate that H RTP will have served 157 interns from July-2012 through June-2013. (Attachment #3)

DOHMH will utilize the 55-a Program to hire and retain employees with disabilities, participate in career and job fairs, and use internship, work-study, co-op and other programs to attract a pool of diverse applicants, and to develop and hire qualified candidates. Due to the ongoing layoffs, coupled with an arbitration pertaining to the layoff of 55-a employees, we have not hired any new 55-a personnel.

The 55-a Coordinator, Mitchell Sturman, strives to provide opportunities to qualified persons with disabilities in the agency's 55-a Program. Current 55-a Program participants complement is twenty-four (24). Working in concert with Designated Human Resource Liaisons (DHRL's), 55-a Program participants are made aware of upcoming civil service exam opportunities and are encouraged to apply.

Supervisors and managers of 55-a Program participants are expected to inform individuals of upcoming civil service examinations and encourage them to take competitive exams in an effort to avoid potential layoff.

Selection (Hiring and Promotion)

DOHMH's Career Counselor is new to this position, having been selected on November 20, 2012, and currently does not have a role in the Civil Service process.

DOHMH will assess the methods by which candidates are selected for employment, promotion or separation, including a review of employee application and interview materials, and procedures for all positions, especially mid- and high-level discretionary positions. The agency will ensure that all selection criteria are objective and job-related.

For discretionary hires, DOHMH will review the job description, educational prerequisites, application procedures, interview procedures and selection methods to insure that equal employment opportunity is being afforded. DOHMH will assess any potential adverse impact of the selection method and ensure that the interviewing and selection decisions of managers and other personnel involved in the recruitment and hiring process meet EEO requirements, and those individuals who make selection, promotion, and separation decisions receive appropriate EEO and Structured Interviewing Training.

DOHMH will also ensure that, to the extent practicable, agency personnel involved in both the discretionary and the civil service hiring pool process receive Structured Interviewing training which is mandated for all hiring managers and is optional for other staff. The agency will make every effort to use diverse interview panel.

For positions filled through a civil service list, DOHMH will review the title specifications, job description, interview procedures and selection procedures in order to ensure equal employment opportunity in each selection.

DOHMH will, if applicable, use the e-hire interview log to identify eligible list interviewees by race/ethnicity and gender, to assess any potential adverse impact of the selection method.

When identifying groups of subject matter experts to assist the DCAS test development team, the agency will make every effort to identify and select a diverse and inclusive group of individuals.

Each quarter, an analysis is conducted comparing the quarterly change in representation. A comparison is made of CEEDS current quarter and prior quarters as well as in comparison to prior years to identify trends and changes in representation.

DOHMH will, if applicable, review interview logs and make every effort to establish and use a diverse interview panel. The agency is actively engaged in the e-hire process.

DOHMH will include the EEO Officer in the pre-and post-selection decision making process.

DOHMH will analyze the impact of layoffs, terminations and demotions due to legitimate business/operational reasons on racial, gender and age groups. In the event of such actions the agency will select titles or programs based on legitimate business reasons. Where layoffs, terminations or demotions would have a disproportionate impact on any of these groups, the agency will document that

the targeted titles or programs were selected based on objective criteria and justified by business necessity.

Workforce Analysis

DOHMH administers the employee self-ID forms regarding race, ethnicity, gender, disability and veteran status to all employees.

During FY 2013, an agency-wide announcement will be disseminated of the agency's expectation that employees maintain current and up-to-date employee profiles. In conjunction with the announcement all employees will be encouraged to review and or update their self-ID information. Employees will receive a notice with instructions for updating their self-ID information regarding their race, ethnicity, gender, disability and veteran status via NYCAPS Employee Self Service.

Since DOHMH is actively involved in Emergency Preparedness activities, employees are notified intermittently throughout the year to validate their personal information.

For FY 2013, we will review the CEEDS workforce composition, utilization, new hires and promotions reports presented by your EEO Officer in consultation with the Personnel Officer and your General Counsel.

Training

Training Topic	Type of Audience	Target Number of Participants
1. New Hire Orientation	All New DOHMH employees	300
2. Structured Interviewing	HR Personnel	80
3. EEO Basic & PSH (Classroom)	Line, Supervisors and Managers	200
4. DCAS Citywide Diversity and EEO Computer Based Training	Line, Supervisors and Managers	500
5. EEO Intro (HealthNet Online)	Line, Supervisors and Managers	100

Note: Due to ongoing staff reductions, it is difficult for some units to release staff to attend training that is not specifically related to their primary function. However, the Agency will consider Diversity and Inclusion Training (D&I) if it is integrated as a DCAS CBT mandated training.

New Hire Orientation sessions are conducted every three (3) weeks and include a presentation on individual's EEO rights and responsibilities.

DOHMH will require newly promoted supervisors/managers complete the DCAS Citywide Diversity and EEO Computer Based Training within one month of their assuming supervisory/managerial responsibilities.

As evidenced by the various training venues outlined above, DOHMH utilizes these formats to ensure that DOHMH employees receive EEO training. The aforementioned training venues will be supplemented by EEO Talks which will be provided to agency employees twice a year. The agency will make good faith efforts to provide our workforce with opportunities for biennial EEO and diversity training for a minimum of one hour's duration. Due to the EEO Talks, CBT and HealthNet training, we are currently at full compliance.

Reasonable Accommodation

DOHMH provides reasonable accommodations to persons with disabilities, for religious observances and practices, and for victims of domestic violence, sex offenses or stalking, unless providing such accommodations will create an undue hardship. To increase awareness of the reasonable accommodation process in general, and ensure that the interactive process during the review of reasonable accommodation request is compliant with EEO Policy as well as NYC Human Rights Law, in particular, the agency's EEO Officer will make both, the subject of the semi-annual EEO Talk.

As a best practice, upon notification of reasonable accommodation requests, the EEO Officer, to the extent possible, facilitates discussions and researches appropriate accommodations, prior to requests being awarded and/or denied.

The appeal protocol currently being utilized by the agency entails that I will review within ten (10) business days an employee's or applicant's appeal of the denial of a reasonable accommodation request. To the extent possible, decisions will be issued within fifteen (15) days of receipt of the appeal.

Audits and Corrective Measures

The EEPC conducted an audit of the agency covering the period of January 1, 2006 to December 31, 2008. A determination of full compliance was issued on February 24, 2012.

Thomas Farley, MD, MPH

Print Name of Agency Head



Signature of Agency Head

6/26/13

Date

ADDENDUM

DOHMH Contact Information:

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Long Island City, NY 11101-4132

Agency Head:

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EEO Officer / Disability Rights Coordinator / 55-a Program Coordinator:

Mitchell Sturman
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New York City Department of Health and Mental Hygiene
Equal Employment Opportunity Office
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Career Counselor:

Juanita L. Saldivar
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Commissioner's Blog

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Mitchell Sturman

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Dream Teams

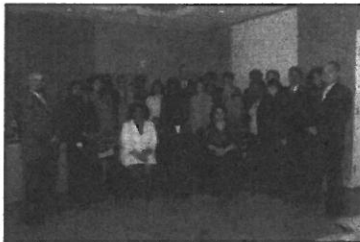
We do great work in public health because we have great employees. When one of our senior managers leaves or retires, after getting over my sadness that they are leaving, I love promoting people from within the agency into their spots.

A while ago, I got to talking to our Chief Operating Officer Patsy Yang about how we give managers an opportunity for promotions like this. Our agency does many different things, and usually people stay within their bureau, so they don't have a chance to meet people from other divisions. We decided we wanted to give junior managers who were doing well an opportunity to see other divisions and meet senior managers. Out of that thinking, the Dream Teams were born.

Patsy convened the Dream Teams a little over a year ago. Each team was led by a senior manager who served as a mentor and one or more staff who were "mentees" – managers in more junior positions from other divisions who were chosen by their supervisors as having a commitment to DOHMH and great potential. Rather than just meeting to talk, the teams were charged with completing very specific projects that the mentors wanted help with. The teams also met with Patsy once a month to hear presentations about the agency by senior managers; and quarterly to discuss how their projects were going, and share tips for becoming better managers and leaders.

The Dream Team members applied to work on a specific project and had to gather information about it, consider ways to address it, and finally present their recommendations to the Cabinet. They were given up to two days a month to work on their project and met with their mentors once a month or more over a year for guidance. Last week, my cabinet (all the Deputy Commissioners, my Chief of Staff and Patsy) and I heard their final presentations and got to ask questions.

I thoroughly enjoyed meeting the Dreamers and hearing their presentations. They ranged from Team Preparedness, which addressed how we improve our training of DOHMH staff for emergencies, to Team High School, which looked into how we educate high school students about career opportunities here. Team Recruitment gave us ideas about how to improve our recruitment of new employees. Team Procurement looked into the enormously complicated ways in which we have to procure goods and services, and developed written procedures and forms to help simplify the process for everyone. Team Stakeholder gave advice to their mentor Deputy Commissioner Dan Kass on how he and the Division of Environmental Health should communicate with the many different external stakeholders we have. A list of the Dreamers, their mentors, and their projects is at the bottom. I hope it was as great an experience for them as it was for me.



I want to give special thanks to the senior managers who came up with the project ideas and served as mentors. We're all busy, but they are especially busy. By giving up their time for this, they are investing in the agency's future.

This is worth doing again. We may adjust the process a bit, but we're looking for new mentors and projects now.

Team Recruitment

Mentor:

Julie Friesen, Deputy Commissioner, Division of Administration

Mentees:

Sharon Heath, Director, Pesticide Program, Division of Environmental Health

Miranda Jones, Director, Facilitated Enrollment, Division of Health Care Access and Improvement

Theresa Yasin, Director, Public Service Operations, Division of Epidemiology

Team Sanitarian

Mentor:

Mario Merlino, Assistant Commissioner, Bureau of Veterinary and Pest Control Services, Division of Environmental Health

Mentees:

Susan Stamble, Permits/Licensing Coordinator, Division of Environmental Health

Ingrid Ramlakha, EHS Specialist, Division of Administration

Team High School

Mentor:

Elliott Marcus, Associate Commissioner, Bureau of Food Safety & Community Sanitation and Day Care, Division of Environmental Health

All Posts

- A Public Health Approach to Gun Violence - 5/29/2013
- Dream Teams - 5/15/2013
- Citywide Immunization Registry: Protecting NYC with Better Information Technology - 5/1/2013
- Preventing an Outbreak of Hepatitis - 4/17/2013
- How Healthy is Our Environment? - 4/3/2013
- Opening a New Front in the War on Tobacco - 3/20/2013
- Helping Teens Avoid Pregnancy - 3/6/2013
- Success in Sodium Reduction - 2/20/2013
- Fighting the Good Fight - 2/6/2013
- Now It Really Is Influenza Season - 1/23/2013
- Progress on Opioids - 1/9/2013
- Thinking back on 2012 - 12/26/2012
- Recognizing our Own - 12/12/2012
- Two Outbreaks of Meningitis - 11/28/2012
- More on Sandy - 11/14/2012
- Thoughts on Sandy - 11/8/2012
- How Are We Doing? The latest from the Community Health Survey - 10/17/2012
- Flu Season - 10/3/2012
- Keeping a Lid on West Nile - 9/19/2012
- Reaching New Yorkers, Millions at a Time - 9/5/2012
- Victory and Loss in the Tobacco War - 8/8/2012
- Parachute: Soft Landing for People with Mental Illness - 7/25/2012
- Vital Records: It's What Dreams are Made of - 7/11/2012
- Developing an MRI Scan for Population Health - 6/27/2012
- Announcing: Human-Sized Portions - 6/13/2012
- Catching Them Early - 5/30/2012
- Latch On NYC - 5/16/2012
- Fake Weed, Real Risks - 5/2/2012
- Spending Money is Not Easy - 4/18/2012
- Team Salmonella - 4/4/2012
- Caring for Patients - 3/21/2012
- Healthy Grades - 3/7/2012
- Medical Care Takes on Public Health in the Bronx - 2/22/2012
- Fighting HIV the Old Fashioned Way - 2/8/2012
- Recognizing Our Own - 1/25/2012
- Supersizing in Reverse - 1/11/2012
- Looking Back on 2011 - 12/28/2011
- Getting to Zero - 12/14/2011
- Reducing Harms - 11/30/2011
- Marathon Memories - 11/16/2011

Mentees:

Sancia Bonaparte, Program Analyst, Division of Environmental Health

Indira Debchoudhury, Lead Scientist, Data Preparation, Division of Epidemiology

Susan Rosenfeld, Agency Attorney, Division of Environmental Health

Shenneth King, Administrative Staff Analyst, Division of Health Promotion and Disease Prevention

Brenda Godwin, Senior Public Health Sanitarian, Division of Environmental Health

Team Preparedness Training**Mentor:**

Marisa Raphael, Deputy Commissioner, Office of Emergency Preparedness and Response

Mentees:

Alice Welch, City Research Scientist, Division of Epidemiology

Team Lecture Series**Mentor:**

Calaine Hemans-Henry, Assistant Commissioner, Bureau of Public Health Training, Division of Epidemiology

Mentees:

Cherry-Ann Da Costa-Carter, Virology Supervisor, Division of Disease Control

Team Procurement**Mentor:**

Judi Soehren, Agency Chief Contracting Officer, Division of Finance

Mentees:

Katrianna Baker, Grants Manager, Division of Finance

Team Grants Management**Mentor:**

Wilmer Ortiz, Director, Grants Management & Administration, Division of Finance

Mentees:

Martha Alexander, Director of Education, Training & Outreach, Division of Disease Control

Ayman Elsheemy, Deputy Director, Internal Accounting, Division of Finance

Lai Yee Fung, Evaluation Reviewer, Division of Mental Hygiene

Donna Reddock, Assistant ACCO, Office of the ACCO, Division of Finance

Team Risk Management**Mentor:**

Sara Packman, Assistant Commissioner, Bureau of Audit Services, Division of Chief Operating Officer (COO)

Mentees:

Leslie Brandon, Associate Staff Analyst, Division of Mental Hygiene

Bowen Liu, Divisional Director of Administration, Division of Policy and External Affairs

Amber Levanon Seligson, Director, Program Evaluation Unit, Division of Epidemiology

Team Stakeholder**Mentor:**

Daniel Kass, Deputy Commissioner, Division of Environmental Health

Mentees:

Magda Desdunes, Director, Community Outreach Initiatives, Division of Health Promotion and Disease Prevention

Carolyn Olson, Director, Community Epidemiology, Division of Epidemiology

Nina Rothschild, Community Planner, Division of Disease Control

- Birth of an Information System - 11/2/2011
- To Your Health - 10/19/2011
- Promoting Health, a Neighborhood at a Time - 10/5/2011
- NYC Health Goes Global - 9/21/2011
- Good Night Irene - 9/7/2011
- 9-11-2011 - 8/24/2011
- Dogs, Cats, and the Health Department - 8/10/2011
- Truth on the Subway - 7/27/2011
- Prescription Opioid Misuse - 7/13/2011
- Taking Care of New York - 6/29/2011
- Make NYC Your Gym - 6/14/2011
- An Active School Day: Moving to Improve - 6/1/2011
- Therapy in Jail - 5/18/2011
- Public Health on a Barge - 5/4/2011
- Healthy Environments - 4/20/2011
- We're Here! - 4/6/2011
- Disease Detectives - 3/23/2011
- Medicaid and Behavioral Health - 3/9/2011
- Snow and Climate Change - 2/23/2011
- Smoke-free Parks and Beaches - 2/9/2011
- Raccoon Brigade - 1/26/2011
- Drug Addiction, Managed - 1/12/2011
- Looking Back, Looking Ahead - 12/29/2010
- Touring Gotham - 12/15/2010
- Surveying for Health - 12/1/2010
- Sending a Message - 11/17/2010
- Condom Power - 11/3/2010
- Managing Mental Illness - 10/20/2010
- It's Flu Vaccine Season Again - 10/6/2010
- Helping Hands - 9/22/2010
- Walking Together - 9/8/2010
- The Air of Summer - 8/25/2010
- Following the Money - 8/11/2010
- Making the Grade - 7/28/2010
- Heat Wave - 7/14/2010
- Vital Signs - 6/30/2010
- Getting There - 6/16/2010
- By the Numbers - 6/2/2010
- Designing for Health - 5/19/2010
- Vital Records - 5/5/2010
- Eliminating TB - 4/21/2010
- Health Care Reform and Public Health - 4/7/2010
- Retail Warning Signs: NYC Leads Fight Against Tobacco - 3/24/2010
- NYC's Drinking Water: Past, Present, Future - 3/10/2010
- Going 2 Gotham - 2/24/2010
- What Are We Doing in Doctors' Offices? - 2/10/2010
- Rat Patrol - 1/27/2010
- Hitting the Streets - 1/13/2010
- The Decade in Numbers - 12/30/2009
- Clubhouse: Rethinking Mental Illness - 12/16/2009
- Touring the Public Health Lab - 12/2/2009

Comments

The right seat.

I am reminded of Jim Collins' "Good to Great and the Social Sector" where he applies his theory of getting the right people on the bus and into the right seats. The Dream Team program seems to all mentees to try sitting in seats they may not have tried before, which could help them in finding where they'll most enjoy the ride. Kudos to a good start in loading the bus.

Jonathan Jarrell on 5/16/2013 2:38 PM

- POD People - 11/18/2009
- Take Care DOHMH - 11/4/2009
- My Restaurant Inspection Tour - 10/21/2009
- Flu and You - 10/7/2009
- As Others See Us - 9/22/2009

Add Comment

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Title *

Body *

The "EEO Talk" - July 2012 – December 2012

- Commissioner Thomas Farley has reiterated his personal commitment to employment practices that support a nondiscriminatory workplace, and expects that all DOHMH employees be held accountable for promoting equal employment.
- Our Agency Equal Employment Opportunity Office link to Policy Statements, procedures, references and forms are available for review on SharePoint. To access the information, you would first, scroll over the "Administration & Operations" tab. Next, on the drop-down menu scroll down to "Administration" where on the right-hand menu, you can click on "HR & Labor Relations." The Equal Employment Opportunity Office is the 3rd listing.
- Mitchell Sturman is the DOHMH EEO Officer, as well as the Disability Rights Coordinator and the 55-a Program Coordinator.
- Career counseling regarding employee needs, interests and areas of skill enhancement is available by contacting Juanita L. Saldivar at jsaldiva@health.nyc.gov

The focus of this EEO Talk is "Requests for Reasonable Accommodation (RFRA)."

RFRA's are not complaints. An RFRA is a request made by an employee who has a limitation that precludes him/her from performing non-essential or marginal work-related task(s). The request, made to the supervisor or to the EEO Office, seeks an accommodation (for example, modification or adjustment to the work environment, work schedule, equipment or tasks to be performed, manner or circumstances under which the position is held customarily performed) that would either eliminate task(s) or modify his/her work location/schedule, thereby enabling him/her to perform the job. An RFRA is generally based upon one of the following categories: (a) disability (mental/physical); (b) religion; and (c) Victims of Domestic Violence, Sex Offenses or Stalking.

Individuals requesting a reasonable accommodation are required to complete the following areas of Form PE-236: upper portion as well as Sections I and II. They must also provide documentation in support of the request submitted to their supervisor or Manager. If the condition in the case of a disability is obvious or if the documentation was previously submitted, documentation will not be required. The supervisor/manager then completes Section IV, acknowledging receipt of the form. The form is submitted to the Office of EEO. An EEO Professional will be assigned to assist the parties in exploring opportunities to provide the employee with an accommodation that best meets their mutual needs.

Following submission of the form, the parties are required to engage in an interactive process to identify the precise limitations, what accommodations could be provided to overcome those limitations and if the requested accommodation will create an undue hardship to the employer. The supervisor/manager is required to engage with the individual in a good faith interactive process, for failure to do so may produce a wrong and indefensible determination. Prior to a final determination, decisions to grant, modify, or deny the request must be approved by the EEO Officer.

An Agency is not required to grant an RFRA if it would create an undue hardship to the employer. Such an accommodation request would not be deemed a reasonable one. Factors to consider in assessing undue hardship include: the overall size of the agency with respect to: the number of employees; the type, number and location of work facilities; size of the budget; the type of operation; composition and structure of the workforce; the nature and cost of the accommodation; and its impact upon the operations of the Agency employer.

- a) Regarding requests based on disability: in simple terms, a disabled individual is an individual:
 - with any physical, medical, mental or psychological impairment; or
 - who has a history or record of such impairment
- b) The individual must be a "qualified disabled individual." This is defined as an individual who meets the requisite skill, experience, education and other job-related requirements of the position; and can perform the essential functions of the position. Not everyone who is disabled is a qualified disabled individual. For example, a person who is blind is disabled but if the position was that of a driver, he would not be able to perform the essential function of the position (driving), and as such is not a qualified disabled individual.
 - Regarding requests seeking a religious accommodation: these occur when the individual establishes an actual conflict between his/her religious beliefs with a specific request or requirement of his/her employment. Generally, this arises when a religious practice involved represent an obligation and differs from a personal want or desire. The employer's duty to accommodate will usually entail making a specific exception from, or adjustment to, a particular requirement so that the employee will be able to practice his/her religion. The accommodation requests are often related to work schedules, dress and grooming, or religious expression at work. That is, the employer, once on notice, must reasonably accommodate an employee whose sincerely held religious beliefs, practices or observances conflict with a work requirement, unless providing the accommodation will create an undue hardship to the Agency.

- Regarding requests based on Being a Victim of Domestic Violence, Sexual Offenses, Stalking: Pursuant to the NYC Human Rights Law, an employer is required to make reasonable accommodation to the needs of the victims of domestic violence, sex offenses or stalking to enable the individual to satisfy the essential requirements of his/her job. The victim of domestic violence, sex offenses or stalking requesting an accommodation may be required by his/her employer to provide certification that he/she is a victim of domestic violence, sex offenses or stalking. The person requesting such accommodation should provide that certification to the employer within a reasonable period of time after the request is made. Such certification may take the form of a court or police record, letter from an attorney, member of clergy, medical or other provider from whom the individual has sought assistance in addressing domestic violence, sexual offenses or stalking. Such requests frequently take the form of requests for time off from work to go to court, move residences, or seek other forms of assistance.

As should be apparent, each RFRA is unique. And it is only through the interactive process that both the employee's needs, as well as the Agency's needs, will be met.

If any individual feels they may have a situation requiring Reasonable Accommodation, they are encouraged to contact their supervisor or the Office of EEO.

H RTP: A Public Health Internship Program • Epi Scholars *at the New York City Department of Health and Mental Hygiene* *Training future generations of public health professionals*

Welcome to Summer 2013!

H RTP ORIENTATION


H RTP will be hosting its 53rd annual Summer orientation on
June 14, 2013 (Friday) from 1:00 pm to 4:15 pm at Gotham Center
in **Rm. 3-32**, 3rd floor auditorium (42-09 28th St. Queens, NY 11101)

The orientation is a chance for you to meet other H RTP interns,
the H RTP team, H RTP preceptors, and other DOHMH staff.

Key speakers include:

Thomas Farley, MD, MPH, NYC DOHMH Commissioner of Health
Carolyn Greene, MD, Deputy Commissioner, Division of Epidemiology
Calaine Hemans-Henry, MPH, CHES, Assistant Commissioner, Public Health Training
Janice Blake, MPH, CHES, Director, H RTP/Epi Scholars
Roslyn Windholz, JD, Deputy General Counsel of Health
Suzette Gordon, JD, Deputy General Counsel, Chief Privacy and Records Access Officer
Daniel Cole, MHS, Project Officer, HIV/AIDS Prevention and Control, H RTP Alumni
Greta Bushnell, MSPH/PhD Candidate, H RTP Summer Graduate Intern, 2012 Epi Scholar
Jewel Jones, M.ED, EEO Investigator, Human Resources
Kinjia Hinterland, MPH, Epidemiology Services
Daisylee Sprauve, Public Health Training Coordinator, Public Health Training

*Please arrive on time and make sure that you have your DOHMH ID ready when you enter the building.
If you do not have an ID yet, please check-in at the security desk in the lobby.*



*Dr. Farley addressing summer
H RTP interns and Epi Scholars*



✓ When you receive a **DOHMH e-mail address**, please share it with H RTP by sending an e-mail to
hrtplib@health.nyc.gov (Subject: DOHMH e-mail)

✓ Your **Memorandum of Agreement (MOA)** is due within the first week of your official start date.
Please send it to hrtplib@health.nyc.gov (Subject: Last name_First name MOA Summer 2013)



NYC DOHMH EVENTS

JUNE EPI GRAND ROUNDS

June 24, 2013; 3:30 pm—5:00 pm
Rm. 3-32 (3rd floor auditorium)
Gotham Center and at the 1st floor
Emergency Operations Center, 125 Worth
Street, New York, NY

"How're We Doin'?" Program Evaluation at DOHMH

*Quick Stats: Mortality among
the Homeless Population*
Melissa Gambatese, MPH
Bureau of Vital Statistics

*Assessing the Effectiveness of the NYC Ryan
White HIV Care Coordination Program:
Combining Program and Surveillance Data
to Enhance Program Evaluation*
Stephanie Chamberlin, MPH, MIA
Bureau of HIV/AIDS Prevention & Control

*Evaluation of a New Mental Health Treat-
ment Model for Incarcerated Individuals*
Sarah Glowa-Kollisch, MPH
Bureau of Correctional Health Services

*Evaluation of Enhanced Housing
Placement Assistance for
Homeless Persons Living with HIV*
Laura McAllister-Hollod, MPH
Bureau of HIV/AIDS Prevention & Control

*New York/New York III
Supportive Housing Evaluation*
Amber Levanon Seligson, PhD
Bureau of Epidemiology Services

Discussant:

Bruce Feig, Healthcare Consultant
Former Executive Deputy Commissioner,
NYS Office of Mental Health

JUNE 2013 H RTP EVENTS

Workshops • Lectures • Brown Bags

CLICK HERE

to RSVP

SUDAAN Training (Workshop)
(Pre-registered participants only, no rsvp)
June 20, 2013 (Thursday); 9:30 am—4:00 pm
Rm. 20—38 (Gotham Center)

Outbreak Investigations (Workshop)
June 21, 2013 (Friday); 10 am—12 pm
Rm. 20-38 (Gotham Center)

**Teens in NYC Program: From Conception
to Implementation (Lecture)**
June 21, 2013 (Friday); 2:00—3:00 pm
Rm. 20-38 (Gotham Center)

The IRB Process (Lecture)
June 24, 2013 (Monday); 10:00—11:00 am
Rm. 7-36 (Gotham Center)

Questionnaire Development (Workshop)
June 24, 2013 (Monday); 1:30—3:30 pm
Rm. 20-38 (Gotham Center)

**Presentation Skills Session 1
(Lunchtime Brown Bag Series)**
June 27, 2013 (Thursday); 12:00—1:00 pm
Rm. 17—42 (Gotham Center)

You will receive an e-mail CONFIRMING your registration or placement on a WAITING LIST



From the Mayor's office:

2013 NYC SUMMER INTERN EVENTS

SEMINAR I: Service as a Strategy to Address Local Challenges

Diahann Billings-Burford, Chief Service Officer, NYC Service
June 27, 2013 (Thursday); 9:00 am—10:00 am
Spruce Street School, 12 Spruce St. (between Nassau and Gold Streets), Manhattan

If you are interested in attending, please RSVP to nycintern@cityhall.nyc.gov or call (212) 788-2569. Please include your name, agency, phone number and email address.



Did you know?

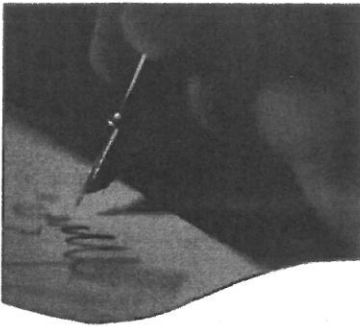
In 1988 the Institute of Medicine released its report, *The Future of Public Health*, which called for developing a link with local health agencies for experiential opportunities in research and professional specialties.

Then in 2003, the Institute of Medicine published a follow-up report, *Who Will Keep the Public Healthy? Educating Public Health Professionals for the 21st Century*. It outlines the importance of additional training in order to combat the challenges posed by globalization, increasing diversity, and an aging population.

The Association of Schools of Public Health estimates that by 2020, the nation will be facing a shortage of more than 250,000 public health workers and the public health workforce is diminishing over time as the US population increases.*



Source: * Association of Schools of Public Health. Confronting the Public Health Workforce Crisis. December 2008



WHO ARE YOUR PEERS?

Most Popular Degree

Masters of Public Health

Most Popular Major

Epidemiology

Most Represented School

Columbia University

Most Represented Division

Division of Disease Control

Most Represented Bureaus

HIV/AIDS Prevention and Control
Primary Care Information Project

What bureaus are the interns working in this summer?

Alcohol and Drug Use, Prevention, Care and Treatment, Child, Youth and Adolescent Services, Commissioner's Office, Communicable Diseases, Correctional Health Services, District Public Health Offices, Administration Division Management, Disease Control Division Management, Epidemiology Division Management, Office of Emergency Preparedness and Response Division Management, Emergency and Continuity of Operations, Environmental Disease Prevention, Environmental Sciences and Engineering, Epidemiology Services, Office of Emergency Preparedness Grants Management and Administration, HIV/AIDS Prevention and Control, Immunization, Intergovernmental Affairs, Maternal, Infant and Reproductive Health, Mental Health, Office of Emergency Preparedness and Response Policy Development, Public Health Laboratory, STD Prevention and Control, Exercises, Training, and Response, Tuberculosis Control, Veterinary and Pest Control Services, World Trade Center Health Registry

Notes from H RTP alumni

Deep in the slums of Guatemala City, the largest landfill in Central America is kept hidden. The poor men, women, and children who work there begin each day hoping to find food that has little mold or rot for their families and recyclables to sell in order to afford bags of amoeba-infested water, matches to make fires atop old hubcaps, glue to sniff when there is a hopeless need to escape from the sheer poverty. Having had the chance to volunteer next to the landfill for nearly eight months allowed me to realize at eighteen that I was destined for a career in public health, as I started to understand how passionate I was about the health and welfare of the underrepresented and the wholly forgotten.



After moving to New York City to begin my undergraduate studies at Hunter College, I also began a job with the New York City Department of Health and Mental Hygiene at the Washington Heights Health Center, located in an area of Manhattan where over thirty percent of the residents live in poverty, where a fifth of its residents are considered obese and where most residents are likely to not have a personal doctor or access to routine health care. My work at the health center became the foundation of my public health career, as I followed that opportunity with internships and positions at New York City Office of Emergency Management and at the Department of Health's Bureau of Correctional Health Services, Office of Labor Relations, and the Office of Emergency Preparedness and Response's Exercises and Training Unit, which was my seven-month long H RTP placement. Because of H RTP, I was able to work closely with the Exercises and Training Unit staff by providing research and drafting a paper outlining the threat and effect of explosives and the responsibilities of bystanders in the event of an explosion; acting as project manager by tracking all tasks pertaining to the agency-wide emergency roles training; assisting in the creation and dissemination of a needs assessment survey regarding employee emergency knowledge and preparedness; acting as note-taker during the assigned hotwashes and evaluation sessions regarding agency activated performance during Hurricane Sandy; and participating in a unit level survey project that distributed nearly 100,000 N95 respirator masks to individuals and pop-up volunteer centers in Hurricane Sandy-affected areas.

Through my educational and professional experience, I have learned one very important theme: social structure and inequality is inevitable; however, there are ways to deal with the seemingly inherent hegemony of society. By making it a priority to educate individuals about their health and by treating individuals based on a more personal scale, we can further avoid the portrayal that some lives are more important than others. The Guatemalan children, the wealthy of Wall Street, the bystanders and victims of explosions and attacks, the college students without healthcare, Congress, prisoners in solitary confinement...we all come from different paths and trajectories, yet we all fear, we all love, and we all have lost. We are all human and we require resources to maintain existence and health. H RTP has taught me that the world of public health comes in very diverse branches, flavors and colors, and that the state of being is not a distinctive entity, but an interconnected attribute that requires personal touch and less systematic governance. Compassion and empathy for others are necessities, for without them, public health simply becomes lifeless.

Nicole Skursky, BA, H RTP Alumna (2012—2013)



What's Happening in New York City this week?

Your Guide to FREE NYC events!

June 10—June 16, 2013



Annual Museum Mile Festival

June 11, 2013; 6:00—9:00pm

Fifth Ave. from 82nd to 105th St. New York, NY

<http://museummilefestival.org/>



River to River Festival

From June 15—July 14, 2013

Over 150 events in 30 days at 28 sites

For a list of events, please visit their website

<http://www.rivertorivernyc.com/>



Free Concert: Calexico at Prospect Park Bandshell

June 15, 2013; Starts at 7:00pm

Prospect Park West at Union St. Brooklyn, NY 11217

<http://www.prospectpark.org/visit/places/bandshell>



Free event: The Comedy of Errors (Shakespeare in the Park)

All performances start at 8:30 pm

Delacorte Theater in Central Park

<http://www.shakespeareinthepark.org/>



Skyscraper Harlem Cycling Classic

June 16, 2013

Marcus Garvey Park; 124th St. New York, NY 10027

<http://www.nycgo.com/events/skyscraper-harlem-cycling-classic>



Red Hook Jazz Festival 2013

June 16, 2013; 1:00—6:00 pm

Urban Meadow at President and Van Brunt Streets, Brooklyn, NY

<https://www.facebook.com/RedHookJazzFestival>



Free Tour: Big Apple Greeter

Meet a real New Yorker and discover the magic of NYC! Please visit their website to schedule/request for a greeter.

<http://www.bigapplegreeter.org/>

H RTP Office Hours

On Fridays throughout the summer, H RTP will host office hours. This is a time when you can make an appointment to meet with an H RTP staff member to talk about your internship, career, opportunities in the field, and or any other questions or concerns you may have.

The H RTP team

Janice Blake, MPH, CHES, H RTP/ES Director

Gemily Abadines, MPH Candidate, H RTP/ES Coordinator

Daisylee Sprauve, Public Health Training Coordinator

GOALS OF H RTP: A PUBLIC HEALTH INTERNSHIP PROGRAM



1. To orient students to the principles and practices of public health planning, research, administration and evaluation.
2. To broaden students' concept of public health by increasing their awareness of the needs, challenges and career opportunities in this field.
3. To assist the New York City Department of Health and Mental Hygiene in recruiting skilled, professional candidates with proven potential.



NYC Department of Health
and Mental Hygiene
Division of Epidemiology
Bureau of Public Health Training

H RTP: A Public Health
Internship Program and the
Epi Scholars Program

42-09 28th St., 7th floor
Queens, NY
11101-4132

e-mail:

hrtip@health.nyc.gov
epischolars@health.nyc.gov

Website:

<http://www.nyc.gov/health/hrtip>
<http://www.nyc.gov/health/epischolars>