

New York City Law Department FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Agency Name: NEW YORK CITY LAW DEPARTMENT

1st Quarter (July -September), due November 4, 2022

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

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

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

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Date Submitted: _____

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2023 DEI-EEO Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 4/12/2022 No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

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

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

- On August 24th, 2022, the Corporation Counsel held an all-staff Summer Ice Cream Social to thank employees and show appreciation for all their hard work throughout the year.
- In addition, the agency is in the process of nominating and selecting awardees for the 2022 Law Department Awards which includes the selection of the recipient of the Jane Bolin M. Award for Diversity Leadership
- The agency's committees host a number of diversity events throughout the year.

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 1716 Q2 (12/31/2022): _____ Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

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

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

Yes On (Dates):

Q1 Review Date: 11/9/2022 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

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

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

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

1. Revision of EEO Policies and Procedures Addressing Promotional Hiring and Selection

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

- During Q1 the Diversity & EEO Office revised internal processes related to promotional hiring and selection. The Office worked collaboratively with Law Department leadership, human resource partners, staff, managers, and supervisors to plan, monitor, and evaluate internal processes and initiatives designed to attain the agency's EEO and diversity goals. Changes that became effective this quarter include notification to the Diversity & EEO Office of all promotional vacancies. In addition, the Diversity & EEO Officer began to introduce the purpose and procedure for the observation of promotional interviews. The observations will begin next quarter and will allow the Office to ensure that EEO principles are demonstrated during the interview process. In addition, the Office will be able to identify training topics for hiring managers.
- During Q1, the Office implemented a promotional evaluation form that included a requirement of written justifications.
- Planned actions for Q3 include gathering/surveying feedback to evaluate the effectiveness of the above actions.

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

2. Training and Activities to Build Agency Capacity for Formal Succession Planning

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

- The Office has initiated planning on this goal by taking courses on organizational design and succession planning to build internal capacity. Once this training is complete, the Office will re-group and begin a strategic planning process. It is anticipated by Q3; the Office will have an initial framework in place to incorporate aspects of formal succession planning into the agency's executive decision-making processes. Planning will include a mechanism for evaluating effectiveness.
- This quarter, the agency welcomed 8 high school interns as part of its first High School Pipeline internship program. The interns spent 6 weeks working in various capacities in the Administration and Executive Divisions. They worked on high-visibility projects and worked closely with agency staff.

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

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3. Increased Professional Development Opportunities for Support Professional Staff

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

The Law Department has introduced several activities to increase the professional development of the agency’s support professional staff. These include trainings and other opportunities to enhance skills and support employees’ personal and professional growth. Below are some of the resources offered to various groups of support professional staff during Q1:

Activity	Description	Date
Training	Lexis Refresher Training	7/19/22
Training	Lexis Refresher Training	8/16/22
Training	Lexis Refresher Training	9/16/22
Training	Law Academy: Problem-Solving (Pt1)	7/28/22
Training	Law Academy: Developing Emotional Intelligence	7/13/22
Training	Tips for Organization and Productivity	
Training	Promoting Your Legal Professional Development through the Interview Evaluation Process	7/12/22
Training		
LD Newsletter	The agency’s newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	Ongoing
Notice to All Staff	The Agency emailed notice to all staff of the opening of the Mayor’s Graduate Scholarship Program’s application period and encouraged staff to apply if interested in pursuing a graduate or second graduate degree	9/21/22
Meeting	Training Consortium	9/28/22

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

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Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. Leverage Internal & External Resources to Expand Civil Service Recruitment Sources and Efforts

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

- The Law Department’s leadership team continues to prioritize the reevaluation of the agency’s existing salary structure for its attorneys. We continue to collaborate with our City partners on this priority initiative.
- In addition to distributing the DCAS monthly newsletters, internal job posting announcements and monthly exam notices for that quarter, the support professional Career Counselor conducted 19 one on one career counseling sessions via in person, virtual or phone meetings.
- The support professional Career Counselor also assisted in mock interview prep for three employees. These mock interviews were held over several sessions in response to civil service hiring pool notices.
- During Q1, the support professional Career Counselor produced and presented new hire orientation for all new support hires support professional hires.
- During Q1, the support professional Career Counselor met with DCAS Citywide Diversity Recruitment to assist in job promotions at both virtual and in person job fairs for persons with disability. Open Job vacancies were sent to DCAS and MOPD for assistance with recruitment.
- The support professional Career Counselor also communicated regularly with DCAS recruitment when 55-A candidates were interested in positions at the Law Department. These candidate resumes were then forwarded to divisions for possible interviews if persons met the minimum qualifications.
- During Q1, the support professional Career Counselor also launched an electronic inbox for interested applicants to inquire about positions and postings outside of the NYCAPS platform. This new resource will create a more efficient and streamlined process for handling concerns and inquiries.
- The Agency looks forward to initiating additional action steps on this goal during Q2. Planned activities include participation in the Diversity Career Fair hosted by MOPD & DCAS being held on October 31, 2022.
- In addition, members of the agency will be completing Civil Service 101 train the trainer courses.
- During Q3 and Q4, the Office will work with the support professional Career Counselor to assess both the yield and effectiveness of these actions and other recruitment strategies.

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

- The Diversity & EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.
- The Office meets weekly with the Legal Recruitment Office and Personnel unit to discuss hiring trends, retention concerns, and efforts to improve diversity.
- The Office has been working with the Managing Attorney and Legal Recruitment Office to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.

Job Groups where underutilization may exist this quarter included Building Services, Para Professionals, Management Specialists. Our career counselors will continue to notify our current employees of available opportunities and identify community opportunities to attract prospective candidates.

A specific review of the underutilization in the Para Professionals job category revealed that our Summer Honors Legal internship program produces the majority of the staff in this category. The staff in this category are only with the agency for a short period of time. Therefore, the composition of the group and any accompanying underutilization noted causes a notable swing up or down during Quarters 4 and 1. To address this underutilization the Diversity and EEO Office will continue to discuss this underutilization with the Recruitment Office so that they can continue to engage in recruitment activities targeted at attracting a workforce that reflect the diversity of the City of New York.

B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Foundational DEI Training for all Law Department Employees

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment**

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which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?

- The Diversity & EEO Office continue to work toward identifying suitable training opportunities that meet the needs of the agency's diverse workforce.
- During Q1, members of the Office registered to survey a variety of course offerings that could be potential options for all or sub-sets of staff depending on the content. These trainings begin during Q2.
- The Office has engaged with a few external vendors and plans to review several DCAS offerings beginning in Q2.
- The Office is proud to have reported a strong completion rate for the *Everybody Matters Training*. The agency will identify resources that complement these modules in addition to highlighting DEI content that responds to the agency's unique needs.

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

2. Expansion of Employee Resource Groups

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

- During Q1, the Quality of Work life Community introduced two new subcommittees focused on employee Mental Health and Wellness and Caregiver Support.
- The Committee qualifications and application process is currently under review. The Committees are exploring membership eligibility for new employees. If adopted, committee membership will be open to additional employees.

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3. Special Mentoring Program between Legal Entry Class and Committee Members

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

- During Q1, the Professional Development team and DEI Committee recruited for mentors and mentees for a new mentoring program to expose the entry-class members to Law Department Committee efforts and support their networking and integration into the agency.
- The program enlisted volunteer mentors and during Q2, the program will provide resources and activities to support thriving mentor-mentee relationships.
- During Q4, after the initial cycle, the program will survey participants to evaluate the program's effectiveness.

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

4. Foster an Inclusive Work Environment

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

- To raise cultural awareness and support senior leadership in building an inclusive work environment, the Diversity and EEO Office circulated a Diversity Awareness Calendar and encouraged leadership to consider a broader range of cultural and religious observances when scheduling important meetings, mandatory staff trainings, or event. The calendar will be updated and recirculated annually.
- The Diversity and EEO Office, along with the Managing Attorney conducted a disparate impact analysis of promotional and transfer opportunities.
- On July 27, 2022. The Law Department hosted it's first Wellness day in collaboration with NYC Workwell. The Law Department Wellness Day program was a "day" of agency spirit), wellness activities, and "healthy-ish" community snacks. The day's activities were accessible from any workstation and was broadcasted in office conference rooms throughout our city locations. Wellness day was an executive-led effort. The Executive staff at the Law Department were motivated by the importance of promoting wellness in the

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workplace and some of the feedback received from employees about the impact the pandemic and the return to office was having on their wellbeing. They saw Wellness Day, as a small (really large), but impactful way to promote the importance of wellness during a time of change, transition, and perceived low morale. Our agency leadership showed huge support for the event. The First Assistant Corporation Counsel opened the event with words of gratitude to the staff for their hard work, and dedication to public service and encouraging them to take care of themselves in the face of many global and personal stressors. Our Corporation Counsel closed the event by reinforcing the space for self-care and wellness in the workplace culture and thanking everyone internally as well as in NYC Workwell for making the event possible.

- The Family Court Pride Initiative and its Ambassadors continues to richly contribute to our agency’s inclusive and equitable work environment. Ambassadors are resources and advocates within the Family Court Division and the agency.
- Members of the Executive Staff continue to meet weekly to “do what we can with what we have”. Weekly meetings are designed to brainstorm and plan events to support staff and improve morale within the agency.
- The Diversity and EEO Office continues to leverage its relationships with DCAS, NYC Commission on Gender Equity, the Mayor’s Office to End Domestic and Gender-Based Violence, The OATH Center for Creative Conflict Resolution, NYC Equity, the Mayor’s Office of Immigrant Affairs, NYC Workwell, Mayor’s Office for People with Disabilities, and other city partners to enhance our work culture, to increase our competencies and to support leadership in fostering an inclusive work environment. This was advanced this quarter by attending meetings, participating in workshops, and review of shared resources and information.

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

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

Activity	Description	Date
Event	First Law Department Wellness Day	7/27/2022
Event	Staff Appreciation Ice Cream Social	8/24/2022
Meeting	Love Our Law Department (previously Staff Appreciation week) planning meeting	9/30/2022
Meeting/Training	Meeting hosted by the Mayor’s Office to End Domestic and Gender-Based Violence. The meeting will include information and training related to the NYC Domestic and Gender-Based Violence Workplace Policy, and resources	9/28/2022

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	you can provide to agency employees.	
Communication	Diversity Awareness Calendar sent to members of leadership	9/23/2022
Recruitment Ambassador Launch	The Law School Attorney Ambassador group will be a group of attorneys who will, with the assistance of the Recruitment Team, conduct outreach to law schools across the country and take part in events to raise the profile of the Law Department.	9/7/2022
Sidebar Newsletter	The agency's newsletter features EEO, DEI, Professional Development resources and is distributed to all staff bi-monthly.	7/8/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	7/22/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	8/5/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	8/19/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	9/2/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	9/16/22
Sidebar Newsletter	The agency's newsletter features DEI, Professional Development resources and is distributed to all staff bi-monthly.	9/30/22

C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Enhanced Language Access Services

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

- The Diversity & EEO Office continues to enhance language access programming. During this quarter, the office refreshed signage and delivered new I-Cards to public facing locations.
- The Office created a new Language Access training module to be used for on-boarding and refreshing current employees.
- During Q3, the Office will have a member of the Language Access team participate in the plain language training and serve as a point person to review any materials that will be posted on the agency's website for the public.

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- Q1 Update:** Planned Not started Ongoing Delayed Deferred Completed
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2. Increased Agency Participation in Community Service Committee Programming

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

- During Quarter 1, the agency offered opportunities for staff to engage in community service activities.
- In addition, the agency includes announcements in the agency’s bi-monthly newsletter and posts opportunities on the media displays throughout the building.
- During Q2, the agency is hosting a Community Service Fair to encourage employees to get involved in volunteer efforts.
- During Q4, the agency will assess staff participation in community service activities during FY23 to determine if efforts were effective.

Below are some of the events that staff participated in during Q1:

Activity	Description	Date
Community Service Event	The Community Service Committee invites our Law Department colleagues to join us on Saturday, July 16, 2022 for a volunteer opportunity with Community Help in Park Slope (CHiPS). Since 1971, CHiPS has served the Park Slope and Gowanus communities of Brooklyn with the mission to eliminate food insecurity and homelessness in the City. In furtherance of its mission, the CHiPS Soup Kitchen serves as many as 150 meals daily and is staffed by dedicated volunteers who come from all over the City to ensure that our neighbors have a place to turn to for delicious, healthy meals.	7/16/2022
Community Service Event	The Women’s Committee & Community Service Committee in partnership with the Brooklyn Book Bodega hosted a Children & Young Adult Book drive from	6/13-7/15/2022

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

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

3. Expand Community Outreach Opportunities for Staff

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

- Members of the executive team and the Family Court Division participated in National Night Out, which resumed in-person at local police precincts across the City. The Family Court Division also invites individuals from other divisions to participate in its Youth Leadership Council activities.
- During Q1, in-person community outreach opportunities increased allowing agency staff increased contact with City residents and agencies in further of the Law Department’s mission.
- During Q4, the office will survey staff to determine if there was increased staff participation.

Below are some of the community outreach activities of Family Court division staff:

Activity	Description	Date
Community Outreach	Harmony Day Staten Island:	7/2/22
Community Outreach	National Night Out	8/2/22
Community Outreach	Avenues For Justice Graduation	8/15/22
Community Outreach	Jamaica Community Partnership Meeting	8/17/22
Community Outreach	103 Precinct Council	9/13/22
Community Outreach	111 th Precinct St. Kevin’s Cathedral	9/15/22
Community Outreach	113 th Precinct Community Council Meeting	9/19/22
Community Outreach	104 th Precinct Community Council Meeting	9/20/22
Community Outreach	112 th Precinct Community Council Meeting	9/20/22
Community Outreach	Queens Borough Based Council Meeting Virtual	9/26/22
Community Outreach	Community Board 12 Education Committee Meeting	9/26/22

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Community Outreach	Community Board 13 General Meeting	9/18/22
Community Outreach	78 th Precinct Community Council Meeting	9/28/22
Community Outreach	Community Board 7 General Meeting	9/21/22
Community Outreach	84 th Precinct Community Council Meeting	9/20/22
Community Outreach	73 rd Precinct Community Council Meeting	9/15/22
Community Outreach	Community Board 2 General Meeting	9/14/22
Community Outreach	Community Board 8 General Meeting	9/8/22

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

Activity	Description	Date
Cultural Program	Scavenger Hunt for the Entry Class in collaboration with Professional Development	9/21/2022
Cultural Program	Hispanic Heritage Month Program with Dr. Tallaj, in collaboration with the Diversity, Equity and Inclusion Committee	9/29/2022

1. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Racial Inclusion Circles

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

The agency plans to offer several opportunities for staff to engage around Equity, Inclusion and Race Relations:

- During Q2, the Mentoring program will be hosting a discussion of the documentary *“Boss: The Black Experience in Business Documentary.”* At the close of the annual programming, the Program will administer a survey process to learn from participant experiences and to gauge the effectiveness of the initiative.

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

2. Allyship Programs

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- The Mentoring Program’s Allyship Book Club will continue during FY23 which will allow facilitated courageous conversations exploring race and equity in small group settings. At the close of the annual programming, the Program will administer a survey process to learn from participant experiences and to gauge the effectiveness of the initiative.

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

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3. Programming on Age Inclusion

- a. Leadership and Staff Training on Multigeneration Workforce
- b. Explore Models of Intergenerational Mentorship

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- During Q1, the Diversity and EEO Office participated in the Department for the Aging -Age Inclusive Learning and Development Trainings on 7/28 and 8/29 . These sessions were excellent and have helped inform proposed actions to meet this goal.
- During Q3, the Office is registered to be trained through DCAS CTC on Managing a Multigenerational Workforce and hope to identify train-the-trainer opportunities to deliver this important content.

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

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

Activity	Description	Date
Diversity, Equity & Inclusion (DEI) Committee meeting	Meeting to restart the DEI Attorney Recruitment & Retention Sub-committee	7/1/2022
Executive Meeting	Meeting with the Law Department Chief Diversity & EEO Officer Karlyne Fequiere, Corporation Counsel Judge Sylvia O. Hinds-Radix, and Law Department Committee Co-chairs.	7/11/2022
DEI meeting with Corp Counsel’s Special Assistant	Meeting to kick off planning for the Love Our Law Department Week events.	7/19/2022
DEI Meeting	Meeting to plan Love Our Law Department Week events.	8/3/2022
DEI Meeting	Meeting to plan Welcome to the Entry Class with Committees.	8/4/2022

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DEI Meeting	Law Department Committee Co-chairs meeting with Chief Diversity & EEO Officer	8/5/2022
		7/12/2022
		8/9/2022
		9/13/2022
DEI Meeting	Meeting to plan the Love Our Law Department Week events	8/10/2022
DEI Meeting	Meeting to plan the Love Our Law Department Week events	8/18/2022
DEI Meeting	Meeting to plan the Love Our Law Department Week events	8/30/2022
Cultural Programming	DEI Committee meetings to plan Hispanic Heritage Month event	8/18/2022
Cultural Programming	DEI Committee meetings to plan Hispanic Heritage Month event	8/25/2022
Cultural Programming	DEI Committee members volunteer in the Committees Involvement in Entry Class Orientation, Scavenger Hunt	9/21/2022
Cultural Programming	DEI Committee planning meeting for the Disability Pride NYC Parade 2022	9/22/2022
Cultural Programming	DEI hosts Hispanic Heritage Month event with speaker Dr. Ramon Tallaj/SOMOS Community Care.	9/29/2022
EquityNYC Communities of Equity Practice	General Meeting	7/26/2022
EquityNYC Communities of Equity Practice	Executive Committee Meeting	8/2/2022
EquityNYC Communities of Equity Practice	Meeting with Mayor's Office of Equity Staff	8/11/2022
EquityNYC Communities of Equity Practice	Equity Practitioners Networking Event	8/12/2022
EquityNYC Communities of Equity Practice	Executive Committee Meeting	8/29/2022
EquityNYC Communities of Equity Practice	General Meeting	9/8/2022
EquityNYC Communities of Equity Practice	Equity Practitioners Networking Event	9/14/2022
EquityNYC Communities of Equity Practice	Training & Capacity Building Kick-off Meeting	9/28/2022

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Legal Recruitment Efforts

- a. Job Fairs

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- b. Recruitment Ambassadors
- c. Pipeline Initiatives
- d. Structured Interviews & Implicit Bias Training
- e. EEO Reviews

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

During Q1, the Legal Recruitment team has executed several strategies for targeted outreach and outreach, diversity recruitment, social media and other initiatives and strategies:

Job Fairs:

- The agency participated in the Southeast Minority Job Fair on 7/14. The recruitment team conducted 17 interviews with several candidates advancing to the next level of the hiring process.
- The agency participated in the National Black Prosecutors Association Conference and Career Fair on

Law Recruitment Ambassadors:

- The DEI Committee and Legal Recruitment team launched the Recruitment Ambassadors Program. Over 80 attorneys have volunteered to conduct targeted outreach to Law Schools.
- During Q1 initial planning meetings were held on 9/6th and 9/8th.
- The Recruitment team developed recruitment materials and resources to assist Ambassadors with their efforts. These include an information manual and templates for outreach communications.
- The Team meets to plan and debrief once a month and will use these sessions to evaluate program progress and outcomes on an ongoing basis.

Pipeline Initiatives:

- During Q1, the agency provided several pipeline opportunities for young people at the agency.
- Pencil for leaders Highschool Interns, College Aides, and the Summer Honors Intern Program were the three programs held over the summer that the agency will continue during FY23.
- The agency also is hosting an Urban Fellow and a City Fellow, through the City Service partnership.

Structured Interviews & Implicit Bias Training

- The Agency continues to require all staff conducting interviews to be trained on Structured Interviews and Unconscious Bias. During Q1 # people took part in training.
- During Q1, the Recruitment team began gathering structured interview questions for different legal positions to submit to the Diversity & EEO

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Office for review.

EEO Reviews

- The Office has initiated an EEO review process to assess hiring and selection actions for promotional and lateral legal hires.

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

2. Support Professional Recruitment Efforts

- Recruit a team of Law Department staff serve as recruiters at events; participate in career and resources fairs being held by educational institutions, community-based organizations and elected officials that serve primarily underrepresented populations.
- Conduct information sessions and campus visits to promote working at the Law Department and open positions.
- Participate in workshops and panels sponsored by educational institutions and professional organizations.
- Seek opportunities to talk to students about career paths offered by the Law Department.
- Invite potential job seekers to a “*Law Department Career Fair*” at agency offices.
- Expand the Law Department’s participation in internship and fellowship programs to attract and hire diverse talents.
- Foster early talent by recruiting Law Department staff to participate in career days at City junior and high schools.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

- This a planned initiative and the agency is in the process of identifying staff and resources with the expectation to begin activities during Q3.

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

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

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

Activity	Description	Date
Job Fair	Recruited at the Southeast Minority Job Fair	7/14/22
Job Fair	Recruited at the National Black Prosecutors Association Career Fair	
Social Media Presence	Posting shared on LinkedIn	Ongoing
Notice to all staff	Positions Notices	Ongoing
Notice to all staff	Civil service examinations for open/competitive and promotional opportunities, associated links and schedules	Ongoing
Notice to all staff	Exam announcements and schedules displayed on electronic office multimedia screens	Ongoing

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note: Please update this information every quarter.]**

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

1. Urban Fellows Total:

Race/Ethnicity* [#s]: Black__ Hispanic__ Asian/Pacific Islander__ Native American__ White__ Two or more Races__

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

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2. Public Service Corps Total:

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

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

3. Summer College Interns Total:

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

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

4. Summer Graduate Interns Total:

Race/Ethnicity* [#s]: Black___ Hispanic_2_ Asian/Pacific Islander_1_ Native American___ White_2_ Two or more Races___

Gender* [#s]: M_1_ F_4_ N-B ___ U ___

5. Other (specify) Total: Summer Honors Law Students

Race/Ethnicity* [#s]: Black_2_ Hispanic_6_ Asian/Pacific Islander___ Native American___ White_1_ Two or more Races_25_

Gender* [#s]: M_16_ F_15_ N-B ___ O ___ U_3_

Additional comments:

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. **Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.**

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

- The Law Department’s Career Counselors work collaboratively with the agency and City partners to provide a host of resources to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.
- During Q1, notice of all civil service position and legal vacancies were distributed by email to all employees. Legal vacancies were also posted on the agency’s social media platform and with several local bar associations.
- The Career Counselors continue to conduct employee onboarding and exit interviews to gather employee feedback on their experience within the agency and identify opportunities to improve retention and engagement, improve career development practices, strengthen the agency’s culture, and uncover key issues that may be affecting the Law Department’s ability to retain employees. During Q1, the support professional Career Counselor conducted 31 exit interviews and the Legal Career Counselors conducted 54 exit interviews.

Activity	Description	Date
Notice to all staff	The Career counselor noticed employees via email of the release of the City’s new Fiscal year 23 civil exam schedule. The notice included details and zoom links for Civil Service 101 information sessions and a list of open competitive exams for application in August 2022.	7/21/2022
Notice to all staff	The Career Counselor distributed the DCAS September 2022 newsletter to all Law Department staff. This notice recognized National Hispanic Heritage month and also listed civil service exam alerts and a number of vacancy announcements.	9/16/2022
Notice to all staff	The Career counselor noticed employees via email of the release of the City’s new Fiscal year 23 civil exam schedule. The notice included details and zoom links for Civil Service 101 information sessions and a list of open competitive exams for application in October 2022.	9/22/2022
Technical Assistance	Provided division with Internal Structured Interview Training materials & Candidate Evaluation form Rating Sheet.	9/22/2022

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Notice to all staff	The Agency emailed notice to all staff of the opening of the Mayor’s Graduate Scholarship Program’s application period and encouraged staff to apply if interested in pursuing a graduate or second graduate degree	9/21/2022

2. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- The Diversity & EEO Office is involved in pre- and post-selection stages of the hiring and selection process and has made great strides with enhancing transparency around the agency’s processes for hiring and selection including promotional and advancement opportunities. The Offices actions include, but are not limited to, working with hiring personnel on selection of diverse panels; reinforcing the requirement that hiring personnel have written justifications included in all hiring packages and documented in candidate evaluation forms; and reviewing hiring practices and outcomes for trends and to assess for training needs.
- During this Quarter, the Office held its regularly recurring monthly meetings with HR, Professional Development, and the Managing attorney to discuss various aspects including the agency’s hiring and selection activities.

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

- The Law Department is not currently in a period of layoffs.

4. Other:

- Ensured that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Began process of reviewing all structured interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Reviewed a select number of hiring packages to evaluate that the selection process was conducted in accordance with EEO best practices.

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During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>294</u>	# <u>94</u>	# <u>14</u>
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VI. Training

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

VII. Reasonable Accommodation

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

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

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B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency makes best efforts to ensure that complaints are closed within 90 days.

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

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

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1. Increase employees' familiarity with the EEO Policy.

Action	Status
○ The Diversity & EEO Office will circulate an agency wide email annually which includes the EEO Policy and links to resources.	Planned
○ Training on the EEO policy will be included in all onboarding and orientation programming.	Ongoing

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

The Diversity and EEO Office conducts monthly onboarding and orientation programming with new non-legal hires and yearly training with summer interns and new legal hires. These sessions include Q&A components and specific instructions on how to access EEO information and forms.

2. Improve the EEO Office's visibility to the workforce.

Action	Status
○ The Diversity & EEO Office will streamline administrative procedures and dedicate an electronic mailbox to improve efficiency in reasonable accommodation requests and increase visibility and awareness of the Office's services and responsibilities.	Completed
○ The Diversity & EEO Office will host division-specific meetings to increase visibility and awareness of the Office's services and responsibilities.	Not yet planned
○ The Diversity & EEO will maintain an up-to-date website, with information and resources such as the DCAS Guidance publications and information sheets.	Ongoing
○ The Executives will include EEO information and links in the agency's periodic newsletter "SideBar".	Ongoing

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

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The Diversity & EEO Office continues to communicate on a regular basis at leadership meetings, staff events, and at division-specific meetings regarding its initiatives, resources and processes.

The Chief Diversity and EEO Officer attends and delivers opening remarks for various committee and staff events, which help to increase visibility and awareness of the office.

The Diversity and EEO Office regularly reviews and updates the agency’s EEO intranet page with helpful information, resources and contact information.

3. Improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

Action	Status
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will conduct periodic training to improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will maintain information on its intranet and internet sites to improve employees’ knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing
<ul style="list-style-type: none"> ○ The Diversity & EEO Office will send out periodic emails advising employees of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed. 	Ongoing.

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

The Diversity & EEO Office supported by DCAS Citywide Training Center and Technical Support has and will continue to launch Diversity, Equity, Inclusion and EEO e-learning modules covering the complaint process and what happens after a complaint is filed in accordance with the applicable annual or bi-annual schedules.

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

Action	Status
○ The Diversity & EEO Office will provide training to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.	Ongoing
○ The Diversity & EEO Office will post information on electronic and physical bulletin boards to increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.	Ongoing

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

The Diversity & EEO Office supported by DCAS Citywide Training Center and Technical Support has and will continue to launch Diversity, Equity, Inclusion and EEO e-learning modules covering the prohibition of discrimination, including sexual harassment and protected rights in accordance with the applicable annual or bi-annual schedules.

The office will continue to work with Administration and Facilities staff to post physical and electronic information to increase employees' access and understanding of workplace protections and share resources.

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

Action	Status
○ The Diversity & EEO Office will provide mandatory supervisory training to improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.	Planned
○ The Diversity & EEO Office will provide consultation to divisions to improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.	Ongoing

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<ul style="list-style-type: none"> Managers and supervisors will be assessed on their awareness of measures that an employee may take to report EEO violations during the annual performance evaluation process. 	Planned
---	---------

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

The EEO Office prides itself on being a resource for the agency in addition to its other roles. The office invites managers and supervisors to contact the EEO Office with questions, for consultation, for support, for guidance, for assistances, for additional resources, and to report any potential violations of the EEO Policy. We frequently receive questions, emails, comments, suggestions that demonstrate a strong willingness of managers, supervisors, and staff to contact our office for assistance.

6. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

Action	Status
<ul style="list-style-type: none"> The Diversity & EEO Office will provide ongoing guidance to improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy. 	Ongoing
<ul style="list-style-type: none"> Managers and supervisors will be assessed on their knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy during annual performance evaluation. 	Planned

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

7. **Other:** Building Capacity to Design and Conduct Internal Climate Survey/Assessments

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

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- The Diversity & EEO Office is engaging with practitioners in the EquityNYC Communities of Equity Practice who are actively designing and executing climate surveys for their respective agencies. The Office is looking forward to working with City partners to design an assessment tool and/or process to gauge the agency's unique needs and to evaluate the effectiveness of the ongoing and proposed internal actions.

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: _____.

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

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Appendix A: EEO Personnel Details

EEO Personnel For First Quarter, FY 2023

Personnel Changes

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

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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Karlyne Fequiere	2. Shanel Spence	3. Leon Breedon
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<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
9. Essential Overview Training for New EEO Officers	<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
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

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EEO Personnel Training Continued:

EEO Training completed within the last two years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	. Cecillia Shepard		.		0.	
Completed EEO Trainings:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

Diversity and EEO Staffing as of First Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Deputy EEO Officer OR Co-EEO Officer	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel	10% 95%	LBreeden@law.nyc.gov SSpence@law.nyc.gov	212-356-1055 212-356-3290
Chief Diversity & Inclusion Officer	Karlyne Fequiere	Assistant Corporation Counsel	100%	kfequier@law.nyc.gov	212-356-5010
Diversity & Inclusion Officer					212-356-3290
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Muriel Goode-Trufant	Assistant Corporation Counsel	100%	mgoodetr@law.nyc.gov	212-356-5010
ADA Coordinator					

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Disability Rights Coordinator	Leon Breeden Shanel Spence	Administrative Staff Analyst IV Assistant Corporation Counsel			
Disability Services Facilitator					
55-a Coordinator	Tiffany Parker	Staff Analyst			(212) 356-2022
Career Counselor	Lillian Evans Tiffany Parker	Assistant Corporation Counsel Staff Analyst		lievans@law.nyc.gov tparker@law.nyc.gov	(212) 356-2446 (212) 356-2022
EEO Counselor	Arlene Aikens Danielle Boccio Marilyn Campbell Diane Meminger Rosemarie Peyton Charles Rott	Workers Comp Benefits Examiner III Assistant Corporation Counsel Claims Specialist III Assistant Corporation Counsel Assistant Corporation Counsel Assistant Corporation Counsel		aaikens@law.nyc.gov dboccio@law.nyc.gov mcampbel@law.nyc.gov dmeminge@law.nyc.gov rpeyton@law.nyc.gov crott@law.nyc.gov	(718) 724-5435 (718) 558-2269 (212) 356-3297 (718) 410-2730 (212) 356-3222 (718) 780-2530
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison					
Other (specify) Diversity & EEO Officer Designee	Cecillia Shepard	Assistant Corporation Counsel		ceshepar@law.nyc.gov	212-356-3123
Other (specify)					

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* 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.