

DOHMH FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NYC DEPARTMENT OF HEALTH AND MENTAL HYGIENE</u>			
<input checked="" type="checkbox"/> 1 st Quarter (July -September), due November 6, 2024	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2025		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2025	<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2025		
Prepared by:			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>11.13.2024</u>			
<u>FOR DCAS USE ONLY:</u>		Date Received:	

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **“XXXX Quarter X FY 2025 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 2025 DEI-EEO Report.Part II Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): _____ No (will be in Jan. 2025 for calendar year)

By e-mail

Posted on agency intranet and/or website

Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _DEI Events, National Hispanic Heritage Month, Workshops

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

- **Race to Justice Core Workshop**
- **National Hispanic Heritage Month** from September 15th to October 15th, we honor the tremendous contributions of Hispanic and Latinx communities to the cultural and social landscape of both our nation and New York City.

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- **September is [Hawaiian History Month](#)**, which celebrates the culture and heritage of Native Hawaiians and honors Queen Lili'uokalani's birthday on September 2, 1838. This September, we honor the late Hawaiian activist, scholar, educator, and author Huanani-Kay Trask. (Video link: [11- HKT on the origins of Kānaka Maoli \(youtube.com\)](#)).
- **[D.R.E.A.M. ERG](#)** (the *DOH Disability Resources Empowerment Access & Movement ERG*) continues celebrating **Disability Pride Month** by bringing together representatives from each of our **DOHMH Employee Resource Groups** for a rich panel discussion about their views on disability and the impact that intersectionality has on the disability experience.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): 5692 Q2 (12/31/2024): Q3 (3/31/2025): Q4 (6/30/2025):

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

On-boarding of new employees

Newsletters and internal Agency Publications

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

Yes - on (Dates):

Q1 Review Date: Q2 Review Date: Q3 Review date: Q4 Review date:

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The review was conducted with:

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

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

The agency is dedicated to fostering a dynamic workforce. To enhance this goal, it has initiated a strategic planning process aimed at strengthening its staffing capabilities. Recent changes have been implemented to enhance DOHMH's capacity to develop its workforce and promote the cultural mission of creating One DOHMH. The Bureau of Human Resources and Labor Relations will persist in its efforts.

Race to Justice (RTJ) aims to improve staff awareness of how racism and other intersecting systems of oppression operate within institutions and building skills to address how these systems shape health inequities.

1. [In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

The agency has restructured several programs as follows:

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- **Creation of a new Bureau under the Division of Administration.** Effective July 1, the new **Bureau of Workforce Development and Training** - led by Assistant Commissioner Calaine Hemans-Henry – will combine the former Center for Population Health Data Science’s Bureau of Public Health Training and Information Dissemination’s workforce development team, with the Division of Administration’s Bureau of Human Resource’s Training and Professional Development Unit. The new bureau will be comprised of the Office of Experiential Learning, led by Senior Director Janice Blake, and the Office of Training and Professional Development, led by Senior Director Emilia Velasquez. The bureau will enhance our commitment to support an Agency learning culture through youth and early career traineeships and employee trainings, workshops, and professional development seminars.
- **The Public Health/Preventive Medicine Residency (PH/PMR) Program will join the Center for Health Equity and Community Wellness’ (CHECW) Bureau of Equitable Health Systems.** PH/PMR’s move to CHECW will strengthen resident training experiences, giving them opportunities to support the Chief Medical Officer’s and CHECW’s efforts to bridge public health and health care; eliminate racial inequities and reduce premature mortality; focus on chronic diseases and the social and environmental factors that impact health; enhance engagement with diverse health care providers across New York City; and advance prevention and wellness promotion.
- The Bureau of Human Resources and Labor Relations (HRLR) will maintain its collaborative efforts with all Divisions and Bureaus to advance the agency’s One DOHMH/Bolstering the Workforce initiative. HRLR will persist in analyzing exit interviews and surveys to gather essential insights for suggested changes that can be implemented within the current fiscal year. The HRLR Recruitment team is dedicated to sourcing talent and staying updated on industry best practices to attract new staff and develop the next generation of qualified supervisors, managers, and directors. Additionally, the team will work closely with the new Bureau of Workforce Development and Training to provide ongoing support for specific employee development and training needs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

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

Candidates that have successfully passed civil service exams for underutilized job titles such as Special Officer, Senior Stationary Engineer, and Motor Vehicle Operator are selected from Civil Service Lists that DCAS publishes. While this process limits our opportunity to have prior knowledge of how many women and minorities are on the actual civil service list, the agency is aware of the underutilization in these job

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categories. It will make every effort to ensure that appropriate candidates are chosen.

The agency's Central HR's Recruitment Team circulates DCAS Notice of Exams for underutilized job titles to the faculty of our academic partners CUNY/SUNY/Private educational that have a student population consisting of women and minorities, community-based organizations, elected officials, and their constituents.

To enhance equity, inclusion, and race relations, the agency has a Race to Justice team, divisional equity staff and other agency members, such as Racial and Social Justice Policy Manager, that are devoted to these issues. Their work hopefully ensure that agency-wide policy agendas, research projects and data collection are viewed through racial, gender and social justice lens. The agency also has in place a Bolstering the Workforce team, headed by the COO. It is an over-arching agency goal. The establishment of the Bolstering the Workforce strategic goal presents an opportunity for DOHMH to assess its current state of creative and equitable retention and recruitment methods, workplace wellness, pay equity, professional development and investment necessary to upgrade its capacity and capability, and scaffold Agency-wide efforts required to achieve sustainable NYC DOHMH workforce.

Race to Justice (RTJ) is the New York City Department of Health and Mental Hygiene's internal transformation process for advancing racial equity and social justice, now with a trauma-informed lens. We aim to promote justice and build capacity to embed equity within the agency. RTJ's work addresses the execution of the **five internal equity goals, which was proposed and committed to by leadership in the summer of 2020:**

- **Address pay inequity [across similar titles](#)** by investing significant time and funding into ensuring salaries are equitable across all levels and roles, and addressing wage gaps based on gender, race, and salary history.
- **Provide a living wage** for all staff by investing significant time and funding into securing salary increases for all of our staff in lower paying positions (e.g., under \$50,000 dollars).
- **Embed equity in agency planning and programming** by requiring all divisions to create equity focused action plans, corrective action plans, accountability indicators, and task and standards for leadership/managers.
- **Develop mechanisms for reporting bias and oppression** by developing reporting system that allows staff to report experiences of bias, and oppression and allows Commissioner to get a pulse of the climate of each bureau, identify trends of problematic leaders/staff, and monitor whether issues are being addressed.
- **Create staffing lines to support Race to Justice work** by allocating funding to hire equity staff embedded within each division to provide coaching, support for Divisional Action Teams, and to implement recommendations from Race to Justice cross divisional teams.

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Workforce Goal/Initiative #1 Update:

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

2. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal/Initiative #2 Update:

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

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal/Initiative #3 Update:

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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4. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal/Initiative #4 Update:

- 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

5. Efforts to reduce Workforce underutilization:

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

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In accordance to the CEEDS reports, the agency is experiencing underutilization in categories of building services, craft, and guards for women. These job categories are recruited via civil service pools that the Civil Service Hiring Unit coordinates on behalf of the respective Division/Bureaus in the agency. The agency is making efforts to recruit candidates that have successfully passed civil service exams for underutilized job titles such as Special Officer, Senior Stationary Engineer, and Motor Vehicle Operator. While the civil service process limits the agency's ability to freely hire women and minorities, the agency is aware of the underutilization in these job categories and will be mindful when considering applicants.

The agency's Central HR's Recruitment Team circulates DCAS Notice of Exams for underutilized job titles to the faculty of our academic partners CUNY/SUNY/Private educational that have a student population consisting of women and minorities, community-based organizations, elected officials, and their constituents.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

The DOHMH Team will keep enhancing our communication strategies to ensure our employees are informed about the agency's events. The Commissioners Grand Rounds Series is scheduled for all staff to participate in discussions on public health, equity, and other relevant topics featuring various distinguished guest speakers throughout the year. The Bureau of Human Resources and Labor Relations also organizes and coordinates the following employee activities in collaboration with other programs:

- Employee Recognition Ceremonies
- Women's History Month
- Wear Purple Day
- Wear Denim Day
- Wear Red Day
- Promoting Excellence in Workplace Wellness (PEWW) activities for HR
- Choose to Lose Challenge
- Gratitude Month
- HR Afternoon Events Celebrating Staff

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Administrative Professionals Day
Take Our Children to Work Day
Distinguished Service Awards Ceremony
Agency Holiday Party Festivities
Deck-the-Door Competition

The Department of Health and Mental Hygiene (DOHMH), The Bureau of Human Relations and Labor Relations (HRLR) is dedicated to fostering diversity in recruitment and inclusion throughout our Talent Acquisition Process. For this upcoming FY we intend to strengthen our collaborative recruitment partnerships with New York State Department of Labor; NYC Small Business Services/Workforce 1 Career Center; America Works, a nonprofit organization that helps people find and keep jobs in New York, including NYC Human Resource Administration (HRA) and NYC Homeless Services (DHS) clients. To enhance this partnership, we will be conducting virtual career information sessions and resume workshops on a quarterly basis. Additionally, in partnership with our Office of External Affairs/Institutional Government Affairs Unit, we continue to routinely promote vacancies and civil service exams by liaising with all elected officials (city, state, federal) citywide, all the community boards and business improvement districts (BIDS), local chambers of commerce, merchants' associations, health advocates of all backgrounds, social services non-profits and lobbying groups.

In FY25, we will maintain our collaboration with all Employee Resource Groups (ERGs) within the agency to promote career opportunities and cultivate a diverse workplace. Last fiscal year, we organized events for the LGBTQIA+ ERG and the SALUD ERG (Latino Resource Group) to strengthen our diversity recruitment objectives, enhance our recruitment capabilities, and optimize talent acquisition.

HRLR has partnered with various ERGs and will continue to support efforts to hire Latinos and other demographics that have been identified as underrepresented at DOHMH. In partnership with our Office of External Affairs/Publications Unit, we routinely create customized recruitment flyers for hard-to-recruit vacancies such as Nurses, Pharmacists and Physicians into the top 13 languages utilized across the five boroughs of New York City, including Arabic, Bengali, French, Haitian Creole, Italian, Korean, Polish, Russian, Simplified Chinese, Spanish, Traditional Chinese, Urdu, and Yiddish. These flyers are then disseminated to our agency's academic partners, CBOs, faith-based organizations, elected officials, their constituents, and the Commissioners Bi-weekly Digest.

In accordance with our agency's Diversity, Equity and Inclusion Talent Acquisition Goals, we have also cultivated a strategic workforce development partnership with the NYC Commission on Human Rights in order to customize trainings for hiring managers on the following:

Human Rights Law, Anti-Black Racism and Other Forms of Discrimination Based on Race and Color within the workplace. This was conducted

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on June 18th. For the upcoming Fall 2024, they will also be conducting a training on Understanding Jewish Experiences and Antisemitism and Understanding Muslim Experiences and Combating Anti-Muslim Bias.

HRLR Recruitment and Talent Acquisition Team is currently engaged in a recently formed partnership with NYC Department of Social Services which will be conducting a customized training for our hiring managers on How to Write Inclusive Job Descriptions. Course content will have a targeted focus on Conscious and Inclusive Language, Gender-Neutral Wording, Racially Conscious Language, Readability of Language to Meet Intent and Inclusiveness for Job Seekers, Barrier-Free versus Traditional Job Descriptions, Cultural and Racial Bias.

For the new FY, we are also committed to the creation of a Veterans ERG Group for the agency to foster greater inclusiveness and cultural sensitivity for our veterans within the agency. The goal is to create a safe space for veterans to gain greater recognition and acknowledgement within the agency by creating mentorship programs that will create a dynamic internal resource platform to leverage academic advancement, career growth, professional development, and greater employee engagement.

In accordance with the Agency's Provisional Reduction Plan Initiative, on March 25, 2024, in partnership with Department of Citywide Administrative Services, a customized training entitled *NYC Civil Service Educational Session for DOHMH Hiring Managers and Human Resources Liaisons* was jointly conducted by Phoebe Fong | Director, Exam Development Group and James Whitman, Director of Classification and Compensation Unit. The primary goal was to educate them on the Civil Service Title Classification Process which ensures that City government is an equal opportunity employer filled with diverse career opportunities in nearly every occupation. We also wanted to reduce the number of provisional hires by informing and reinforcing to hiring managers the fact that over 80% of City jobs require you to take a civil service exam and Standardized testing helps ensure that the hiring process is fair and competitive and adheres to Civil Service Law. This workshop series will be an ongoing collaboration with DCAS on a semi-annual basis in order to empower our hiring managers to encourage their provisional employees to file for open-competitive, promotional and qualifying incumbent exams as applicable in order to secure a permanent civil service title.

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

The recruitment unit create the course, The Art of Writing Inclusive Job Descriptions for DOHMH Hiring Managers Agency-Wide. The target audience for this course are Hiring Managers, Supervisors, Designated Human Resources Liaisons (DHRLs) and all Employees. Course was offered on Thursday, September 12th, 2024. Inclusive job description training assists individuals in employing non-biased job description language and clear requirements within their respective organization's job vacancy

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announcements. The two primary goals of inclusive job description writing were:

- (1) To ensure that all qualified job seekers feel welcome and comfortable in applying for a position that holistically represents an organization's inclusiveness.
- (2) Inclusive job description training can assist hiring managers in becoming better communicators by learning how to use racially and culturally conscious words that can help mitigate biases that foster racism, tokenism, ableism, ageism, and sexism.

Key Learning objectives include:

- Understanding Inclusive Job Descriptions, Utilizing Conscious Language that is free of exclusionary words or phrases which can tarnish your brand and inadvertently convince talented, qualified candidates that they shouldn't apply.
- Employing Inclusive Writing that will increase representation within your applicant pool by reworking job postings, emails, and social content to reflect your commitment to inclusion.

For the past several months of Office of External Affairs/Publications Unit, shared recruitment flyers for hard-to-recruit vacancies such as Nurses, Pharmacists and Physicians into the top 13 languages utilized across the five boroughs of New York City, including Arabic, Bengali, French, Haitian Creole, Italian, Korean, Polish, Russian, Simplified Chinese, Spanish, Traditional Chinese, Urdu, and Yiddish. These flyers are then disseminated to our agency's academic partners, CBOs, faith-based organizations, elected officials, their constituents, and the Commissioners Bi-weekly Digest. This effort will continue throughout the fiscal year.

Workplace Goal/Initiative #1 Update:

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

2. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

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

Workplace Goal/Initiative #2 Update:

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

3. [Copy Workplace Goal/Program/Action from FY 20254 DEI-EEO plan]

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

Workplace Goal/Initiative #3 Update:

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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4. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

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

Workplace Goal/Initiative #4 Update:

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

5. Other Workplace Activities:

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

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C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. **[Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]**

Race to Justice (RTJ) is the New York City Department of Health and Mental Hygiene's internal transformation process for advancing racial equity and social justice, now with a trauma-informed lens. We aim to promote justice and build capacity to embed equity within the agency to improve equitable health outcomes for all New Yorkers including, but not limited to, building staff awareness of how racism and other intersecting systems of oppression operate within institutions and building skills to address how these systems shape health inequities.

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

Race to Justice's Core Workshop is a full-day workshop designed to build a shared analysis of racial equity and social justice across the agency. The Core Workshop creates a space where staff are able to define and explain core concepts such as race, racism, racial equity, social justice, systems of oppression, implicit bias, and privilege; explain the relationships between race, racism, and health; and identify strategies they can implement in their own work. All Health Department staff are required to complete the workshop.

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

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

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

2. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

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

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

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

3. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

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

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

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

4. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

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

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

- 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

5. Other Community programs and activities:

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

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Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

Target Population: A diverse and lucrative pool of applicants in possession of an academic and professional skillset across multiple academic disciplines, irrespective of race, gender, sexual orientation, religion, age, LGBTQIA+ status, veteran status, disability.

Recruitment Efforts

- Strengthening recruitment partnership and networking relationship with DCAS' Office of Citywide Recruitment to create dynamic opportunities for us to continuously promote high priority and hard to recruit vacancies in their monthly email blast that is disseminated to their Community Partner organizations (including schools, workforce development programs), as well as their monthly NYC Jobs newsletter.
- We will continue to collaborate with New York State Department of Education/Office of Professions to source NYS Licensed Professionals across a wide array of academic disciplines including Social Workers (LMSW and LCSW and Limited Permit Holders), Physicians, Psychologists, Clinical Laboratory Technologists, Architects, Pharmacists, Nurse Practitioners, Midwives, Engineers to fill many of our in-house vacancies that are tied to Mental Health, Maternal, Infant, and Reproductive Health, Substance and Opioid Addiction, Homelessness, Food Safety & Community Sanitation, Veterinary and Pest Control Services, Environmental Disease and Injury Prevention, Health Equity and Community Wellness.
- We have recently solidified a new partnership with CUNY/Office of Careers and Industry Partnerships to attend career fairs, promote job vacancies and civil service exams, and host career information sessions and resumes workshops.
- We continue to proactively partner with the Mayors' Office of People With Disabilities in sourcing 55-a candidates for many of our hard to recruit vacancies.
- Amplify our recruitment and networking initiatives with the Justice Impacted Population including but not limited to the Bard Prison Institute, John Jay Prison Re-Entry Initiative, Brooklyn Justice Initiatives, Brooklyn Justice Corps, and Council of State Governments Justice Center.

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- Forging recruitment partnerships with Apprenticeship Programs in NYC such as Lincoln Tech which offers hands-on training for careers in electrical and electronic systems technology; Apex Technical school which offers hands-on training programs in Air Conditioning and Refrigeration, Construction and Building Skills, Electrical and Advanced Electrical Skills, Plumbing and Pipefitting, and Combination Welding Technology.
- Establishing networking relationships with Local Unions Apprenticeship Programs, including NYC Building & Construction Trade Council, Ua Local 1 Plumbers Training Center, Local 580 Apprentice Training Facility.
- In partnership with James Whitman, Director of Classification and Compensation at DCAS, we are currently engaged in the process of amending the minimum qualification requirements (MQRs) for the respective civil service titles of Public Health Nurse and City Medical Specialist in order to widen the recruitment net and diverse pool of applicants for consideration. With respect to the Public Health Nurse civil service title, we are trying to promote consistency with the NYS Department of Education Office of Professions, by including Associate's Degree prepared nurses, instead of restricting the minimum qualification requirements exclusively to BSN and MSN and/or MPH prepared nurses. Likewise for the City Medical Specialist, we are widening the recruitment net by considering clinical experience such as the successful completion of a residency and/or fellowship.
- Additionally, we are currently working with DCAS to create a customized title for our Pharmacist title that has been deemed extremely hard to recruit and is a high recruitment priority per the operational need of our Article 28 Clinics that provides clinical care and services for patients diagnosed with sexually transmitted infections, Hepatitis and HIV, and Tuberculosis. This title will be called City Health System Pharmacist title, and per DCAS, effective June 7, 2024, this title has been under review by the Mayor's Office of Labor Relations and the Office of Management & Budget.
- For the underutilization of women in certain professions including Health Police and Facilities Management, we intend to forge recruitment partnerships with nonprofit organizations providing medical access for people of color and underserved communities, including but not limited to the:
 - AAPC (African American Planning Commission) which is a multi-service housing, social service, community development and economic development nonprofit based in New York City, and seeks to address the root causes of homelessness, domestic violence, HIV/AIDS, poverty, and economic dependency. Programs include the development of transitional and affordable housing integrated with social services and a supportive community.
 - Make the Road New York (MRNY) which builds the power of Latino and working class communities to achieve dignity and justice through organizing, policy innovation, transformative education and survival services.
 - Mixteca, which serves to empower and enrich the Mexican and Latin-American immigrants of the New York area by providing them access to services that enhance their quality of life and will allow them to reach sustainable social and economic development. They offer a variety of programs and services that respond to the specific needs of immigrant families and aim to build a supportive environment for the growing Mexican and Latin-American immigrant community.

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- Korean Community Services (KCS) of Metropolitan New York, Inc. KCS serves low-income immigrant individuals and families by helping them address critical needs, solve complex problems and adapt to a new cultural, economic and social environment.

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

- We are actively promoting our hard to recruit vacancies via the DCAS monthly newsletter, which takes advantage of their network of community partners.
- In the past three months we have messaged, social workers, pharmacist, pharm techs, JDs and Registered Nurses via the New York State Department of Education/Office of Professions provided list of licensed professionals in these career paths.
- We recently promoted the Public Health Advisor exams to our academic partners.
- In October we partnered with the Center for Workplace Accessibility and Inclusion and the Mayor’s Office for People with Disabilities to promote our vacancies at the National Disability Employment Awareness Month Ceremony.
- We have not started on an initiative for the justice impacted population due to staffing issues, but we are hiring two recruiters to assist. We have shared vacancies with Bard Prison Initiative.
- In early November, we met with the Division of Environmental Health Services, Bureau of Pest Control, to discuss the possibility of creating an apprenticeship program for exterminators, pest control aides, and veterinary aides in partnership with the Mayor’s Office of Talent Acquisition and DCAS. The Bureau has agreed to participate, but express concerns about support for language services and if needed assistance with Visa waivers.
- Currently working with James Whitman, Director of Classification and Compensation, from DCAS to amend MQRs for:
- All Social Worker titles: Edits have been made to MQRs and DCAS is discussion with OLR and OMB for final approval.
- City Medical Specialist: Submitted final draft to DCAS for review and approval by OLR and OMB.
- Pharmacist: Created new title, City Health System Pharmacist, to mimic H&H pharmacist title. We have a meeting on 11/12 with DCAS and DIS Control to finalize the title.

Recruitment Initiatives/Strategies #1 Update:

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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2. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

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

Recruitment Initiatives/Strategies #2 Update:

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

3. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

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

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Recruitment Initiatives/Strategies #3 Update:

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

4. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

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

Recruitment Initiatives/Strategies #4 Update:

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

B. Recruitment Efforts for Civil Service Exams

Note: The Bureau of Human Resources share notifications for upcoming exams and provide in-house Civil Service Information Sessions with our current staff.

Quarter #	Event Date	Event Name	Borough
N/A	N/A	N/A	N/A

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	0			

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Brooklyn	0			
Manhattan	0			
Queens	0			
Staten Island	0			

C. Recruitment Sources

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

HRLR Recruitment team does not have metrics for each recruitment source.

1. Promote positions on Handshake – Early talent recruiting platform connecting over 12 million students and alumni. Reaching CUNY, SUNY and Private Colleges diverse population.
2. Promote positions on the DCAS Newsletter and participate in DCAS Hiring Halls reaching thousands of diverse New Yorkers.
3. Utilize DOHMH’s Partners Connect system to message community-based organizations and elected officials.
4. Schedule Resume Workshops with CUNY and SUNY to discuss city hiring practices, civil service process and promote positions and/or career hiring events.
5. Promote positions to Historically Black Colleges and Universities.
6. NYS Public Health Association and American Society of Clinical Pathology.
7. NYS Department of Labor Career Center to promote jobs and participate in virtual and in-person career fairs.
8. Other sources: HBCUConnect.com, lhispano.com, Diversityjobs.monter.com, Vetjobs.com and Careercenter.SACNAS.org
9. DCAS Office of Citywide Recruitment’s monthly email blast that is sent out each month to their Community Partner organizations (schools, workforce development programs, etc.) and also their monthly NYC Jobs newsletter.
10. CUNY Office of Careers and Industry Partnerships

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D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [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:

Q1 Total: ___0___ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

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

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

2. Public Service Corps:

Q1 Total: ___0___ Q2 Total: _____ Q3 Total: _____ Q4 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:

Q1 Total: ___4___ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black_4_ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M_2_ F_2_ N-B ___ O ___ U ___

4. Summer Graduate Interns:

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Q1 Total: ___5___ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black_1__ Hispanic___ Asian/Pacific Islander___ Native American___ White_2__ Two or more Races_1__ Chose not to Disclose ___1

Gender* [#s]: M ___ F _5_ N-B ___ O ___ U ___

5. Other (specify): College Aides

Q1 Total: ___112___ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black_21__ Hispanic__23_ Asian/Pacific Islander_25__ Native American___ White_29__ Two or more Races_6__ Chose not to Disclose _8__

Gender* [#s]: M _27_ F _82_ N-B _2_ O _1_ U ___

6. Other (specify): High School Student Aide

Q1 Total: ___18___ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black__6_ Hispanic_7__ Asian/Pacific Islander_5__ Native American___ White___ Two or more Races___

Gender* [#s]: M _5_ F __13_ N-B ___ O ___ U ___

Additional comments:

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 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*).

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

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

At DOHMH, recruitment and talent acquisition are decentralized throughout all divisions of the agency.

The agency offers Structured Interview and the Influence of Unconscious Bias Training Sessions to our internal hiring managers and employees, aiming to enhance their understanding of diversity recruitment and the significance of fair and equitable hiring practices.

In FY25 at our civil service pools we have implemented structured interview practices for all our hiring pool selection.

This training ensures a structured, systematic, and standardized approach to the interview, selection, and onboarding processes, which helps mitigate preconceived and unconscious biases.

The HRLT Recruitment unit supports hiring managers across the agency by proactively participating in diversity recruitment initiatives. These activities include engaging on social media, collaborating with academic partners, organizing career information sessions, and attending career fairs to attract qualified candidates from various academic backgrounds, tailored to meet the operational needs of each program.

This past fiscal year we organized a training about Human Rights Law, Anti-Black Racism and Other Forms of Discrimination

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Based on Race and Color within the workplace for hiring managers.

For the upcoming Fall 2024, they will also be conducting a training on Understanding Jewish Experiences and Antisemitism and Understanding Muslim Experiences and Combating Anti-Muslim Bias.

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

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

5. Other:

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	# 1138_	# __138_	# _92____
Q2	# _____	# _____	# _____
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

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VII. Training

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

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

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

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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

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Appendix A: EEO Personnel Details

EEO Personnel For 1 Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions: 0	Number of Deletions: 0
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	4.	5.	6.
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:

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For New EEO Professionals:			
Name & Title	1.	2.	3.
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	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 %):

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. Sye-Eun Ahn, Director	2. June Bridgemohan, Deputy Director	3. George Poubouridis, Investigator/Trainer
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 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
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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6. Microaggressions	<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
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<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
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports			

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	4. Jay Brodski, Attorney Interne	5. Terry Ravenel, Investigator/Trainer	6.
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 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 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 type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS: 42-09 28th Street, 16th Floor
 Long Island City, NY 11101

Diversity and EEO Staffing as of _1_Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Sye-Eun Ahn	EXECUTIVE AGENCY COUNSEL	100	sahn1@health.nyc.gov	347-396-6067
Deputy EEO Officer OR Co-EEO Officer	June Bridgemohan	PRAA	100	jbridgemohan@health.nyc.gov	347-396-6508
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer					
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Aaron Anderson	Admin Staff Analyst		aanderson5@health.nyc.gov	347-396-6242
ADA Coordinator					

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator					
Disability Services Facilitator	Amanda Alvarado-Frantz		100	aalvaradofrantz@health.nyc.gov	347-396-6465
55-a Coordinator	Carol Pope	Confidential Strategy Planner	15	cpope@health.nyc.gov	347-396-2111
Career Counselor					
EEO Counselor					
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer	George Poubouridis Jay Brodska Terry Ravenel	Investigator Trainer Attorney Interne Investigator Trainer	100	gpoubouridis@health.nyc.gov jbrodska@health.nyc.gov travenel1@health.nyc.gov	347-396-6491 347-396-6449 347-396-6558
EEO Training Liaison					
Other (specify)					

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Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.