



THE CITY OF NEW YORK
OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS

100 Church Street, 12th Floor, New York, New York 10007

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2023

Office of Administrative Trials and Hearings (OATH)



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I. Commitment and Accountability Statement by the Agency Head

Two cornerstones of OATH's work are fairness and respect. OATH's mission is to ensure that everyone – from the staff who work at OATH to the parties who bring cases to OATH for adjudication – is treated fairly and respectfully. As Commissioner and Chief Administrative Law Judge, I reaffirm OATH's strong commitment to having a culture that values diversity, equity, and inclusion, a workplace that is free from discrimination, and a workforce that adheres to the Citywide EEO policy. The implementation of the agency's EEO Policy is one of OATH's highest priorities and has my full support.

Recognizing that its workforce is OATH's greatest asset, OATH's leadership is committed to the recruitment, development, and retention of a diverse and inclusive workforce reflective of our City's population. When we appreciate our differences, we build stronger teams driving the best performance. Promoting these values and ensuring compliance with both the letter and spirit of the EEO policy is a team effort. OATH supervisors and managers have a duty to uphold the EEO policy and to implement the agency's EEO plan as it relates to their areas of responsibility. In addition, all employees have a role to play in creating a safe, equitable, and inclusive work environment that demonstrates dignity and respect for all employees.

Consistent with the City's EEO Policy, all employment decisions must be made on the basis of equal opportunity. Persons are not to be discriminated against based on their actual or perceived Race; Color; National Origin or Ethnicity; Immigration or Citizenship Status; Religion or Creed; Disability; Age; Status as a Veteran or Active-Duty Military Service Member; Arrest, Conviction, or Pending Case; Cannabis Use; Pre-employment Marijuana Testing; Marital or Partnership Status; Caregiver Status; Predisposing Genetic Characteristics; Sexual Orientation; Victims of Domestic Violence, Sex Offenses, and Stalking; Gender/Sex, (Including Pregnancy, Childbirth, or Related Medical Conditions), Gender Identity or Expression; Unemployment Status; Consumer Credit History; Familial Status; Salary or Pay History; and Sexual and Reproductive Health Decisions.

Lastly, the agency will take all steps necessary to ensure that all employees are aware of their rights and obligations under the Citywide EEO Policy. I encourage all OATH employees to access the resources available within OATH and to address any concerns they may have by contacting Sharina DeRoberts, EEO Officer at 212-436-0524 or via email at SDeRoberts@oath.nyc.gov.

- This statement is the same as last year.
- This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2022) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. Add additional lines as needed.]

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. In the past year, OATH showed no underutilization of Women and Minorities in our Workforce.
2. In the past year, OATH recognized employees in our *Employee Spotlight* section of our newsletter to highlight noteworthy accomplishments and/or contributions they made in the workplace or in their community.
3. In FY 2022, OATH's employees received training on the Power of Inclusion, Disability Awareness & Etiquette, Everybody Matters: EEO and Diversity & Inclusion, and Sexual Harassment Prevention. During Cycle 4, OATH reached 95% completion with 473 out of 497 employees completing this mandatory training.
4. For Q1-Q3 FY 2022, OATH ranked 2nd among all agencies in utilizing M/WBE vehicles for procurement; with a 90% utilization rate.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 687

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

1. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

- The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

[Select the options that apply to your agency.]

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other-Chief of Staff

Quarterly Semi-Annually Annually Other _____

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

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

[State below the central goals of your strategy for FY 2023 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

- The Agency will continue to review our CEEDS Reports quarterly and be mindful of any underutilization reported. If necessary, the Agency will re-examine our recruitment sources to address any underutilization.
- As we continue to build a more equitable workforce, diversity has played a significant role in various promotional decisions at OATH. In FY 2023, these initiatives will continue with a focus on equity, inclusion, and diversity. Currently, OATH is conducting a pay parity analysis of particular titles in an effort to address pay equity. This analysis will continue into FY 2023.

❖ Workplace:

- The Agency will continue to promote a safe and inclusive work environment and will continue to provide leadership training using valuable resources we already have such as the Center for Creative Conflict Resolution (CCCR). In FY 2022, OATH's ADR coordinator made approximately 10 internal referrals to the CCCR which the majority resulting in a positive resolution.

❖ Community:

- In FY 2021, former Mayor Bill de Blasio signed Executive Order 63, officially establishing the Center for Creative Conflict Resolution (CCCR) as the City government's central dispute resolution resource. The Executive Order also directs all agencies to consult with CCCR to incorporate restorative justice principles into their workplaces and missions. In FY 2023 the CCCR will continue to expand and be a resource to all city agencies.

- In FY 2023, OATH will continue to use our Pro Bono Attorney Program which connects volunteer attorneys with nonprofit legal assistance organizations in order to provide free legal representation to low-income residents who appear before OATH to contest summonses issued by city agencies. OATH currently has six pro bono programs in the Hearings Division and one in the Trials Division that have all been initiated at various times within the last four years. Our programs cover pro bono attorneys for respondents with DOB summonses and/or with TLC summonses. While we don't track how many low-income residents were served by the various nonprofits that do the pro bono work, we track the penalty liability that residents have avoided because of the advocacy of the pro bono attorneys. Tracking it in this way helps us better gauge the financial impact it has on the residents served. In total, we are approaching a figure near \$100,000.
- OATH's Help Center employs a diverse group of 18 full-time Procedural Justice Coordinators, many of them are bilingual, whose mission is to assist unrepresented members of the community navigate the summons process and assist them in whatever their native language is. In FY 2022, OATH Help Center staff conducted 40,637 help sessions with an average of 3,386 sessions a month. For FY 2023, the Help Center plans to establish a sub-unit within the Help Center to assist unrepresented non-profits organizations.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- In FY 2023, OATH plans to proactively seek out organizations/publications that focus on diverse communities, including, older employees, non-traditional minorities to post job vacancy notices for mid/high-level positions.
- In FY 2023, OATH will continue to be visible in the communities we serve by visiting underserved and working-class neighborhoods. OATH is committed to inclusion and all our materials are available in Spanish, Arabic, Bengali, Chinese, Haitian, Creole, Korean, French, Polish, Russian, and Urdu. Within the Special Educations Hearings Division, we also include Yiddish.
- OATH HR will explore the possibility of DEI seminars, during the workday, lunch hours and possible after hours with invited guests for open discussions. OATH already started to remove outdated language that did not express inclusivity from job postings and will continue to do so in FY 2023.

2. Planned Programs, Initiatives, Actions

OATH will discuss the possibility of initiating a DEI council in FY 2023 with the goal of enhancing the agency's current diversity and EEO strategy. [Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

A. Workforce

- Many of the positions at OATH are for attorneys. To increase the diversity of our applicant pool, OATH has conducted direct outreach with local affinity bar associations representing various communities. In FY 2023, OATH will continue with this initiative.
- Increase our visibility by using different venues to post our vacancies to various organizations that serve diverse populations.
- **[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]**
- In FY 2023, OATH will continue to review the CEEDS reports on a quarterly basis and be mindful of any underutilizations of Women and Minorities. Currently, OATH has reported no underutilizations in any major job group for several years. In the event that underutilizations are reported, HR along with the EEO Officer will develop initiatives around targeted recruitment.

B. Workplace

[Select the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs: N/A

1.

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

In FY 2022, OATH participated in several community Outreach Events to increase its visibility in the community. In FY 2023, OATH will continue to meet with Council Members and the public to educate the communities we serve on how to respond to a summons. In FY 2023, OATH will also, continue to promote its Pro Bono program.

In FY 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

In FY 2023, OATH will continue to circulate its newly created recruitment flyers via Twitter, LinkedIn, directly to Minority and Affinity Bar Association Leaders and other recruitment sources. OATH's HR office will send reminders about upcoming civil service exams, and internal promotional opportunities. Together with the EEO Officer, the HR office will monitor underutilization reports to assess recruitment efforts. In FY 2023, OATH will continue to encourage Structured Interview Training and Unconscious Bias Training for Hiring Managers. In addition, OATH will also:

- Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Share job vacancy notices with the Mayor's Office for People with Disabilities

B. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. Posting on NYC Careers-NYCAPS
 - a. Previous hires from this source
2. ACCESS-VR, Department of Veteran Services, MOPD
 - a. Previous hires from this source
3. City Bar Associations and Professional Organizations, including Minority Bar Associations, Network of Bar Leaders (NBL), Affinity Bar Collective
 - a. Previous hires from this source
4. Posting on our OATH Website and Internal Bulletins for current employees only
 - a. Previous hires from this source
5. Law Student Groups: National Black Student Association, National Latino/a Law Student Association, Hispanic National Bar Association, National South Asian Law Student Association
 - a. Previous hires from this source
6. Outreach to local law schools
7. Posting on social media: LinkedIn, Monster.com and Indeed

C. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2022 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2023. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows		N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps		N/A	M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	3	1 F/B 1 M/H 1 M/A	M __2_ F__1_ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	5	1 F/W 1 F/T 1 M/U 1 F/A	M __2_ F__3_ Non-Binary __ Other __ Unknown __

		1 M/A	
5. SYEP (including Ladders for Leaders)	7	N/A	M _3_ F _4_ Non-Binary ___ Other ___ Unknown ___

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 3 [number] 55-a participants.
- There are 1 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 1 [number] new applications for the program were received and 0 participants left the program due to [state reasons] _____.

[Describe your agency’s plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

OATH works closely with MOPD and circulates the resumes of qualifying applicants to Hiring Managers to fill potential vacancies.

OATH will continue to work with MOPD and DCAS to identify 55-a Candidates and as a resource for information.

OATH will increase awareness of the 55-a program via our employee Newsletter.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

A. Career Counselors

Subject to staffing capacity, in FY 2023 OATH will appoint a career counselor

B. New Hires and Promotions

In FY 2023, OATH will continue to monitor vacancy posting protocols and commit to hiring a diverse workforce. Structured Interviewing will be required of hiring managers. The Commissioner is involved in the selection of promotions within the agency.

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	Up to 550	January 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	Up to 550	July 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	Up to 550	March 2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette			
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		25	June 2023
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : _____
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[Note: DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

Analyzed the 2020 Climate Survey data provided by DCAS.

Will review or has reviewed the results of the survey with agency head and senior leadership.

Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].

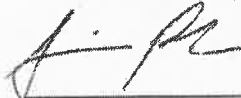
- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency’s most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

Asim Rehman

Print Name of Agency Head



Signature of Agency Head

November 15, 2022

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Sharina DeRoberts	SDeRoberts@oath.nyc.gov	212-436-0524
2.	Agency Deputy EEO Officer	N/A		
3.	Agency (Chief) Diversity & Inclusion Officer	N/A		
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	N/A		
5.	ADA Coordinator	Sharina DeRoberts	SDeRoberts@oath.nyc.gov	212-436-0524
6.	Disability Rights Coordinator	Sharina DeRoberts	SDeRoberts@oath.nyc.gov	212-436-0524
7.	Disability Services Facilitator	Sharina DeRoberts	SDeRoberts@oath.nyc.gov	212-436-0524
8.	55-a Coordinator	Sharina DeRoberts	SDeRoberts@oath.nyc.gov	212-436-0524
9.	EEO Investigator(s)	N/A		
10.	Career Counselor(s)			
11.	Training Liaison	Jessika Speranza	JTscholl@oath.nyc.gov	212-933-3049
12.	EEO Counselor(s)	Migdalia Nieves Lorna Mondesir	mnieves@oath.nyc.gov lmondesir2@oath.nyc.gov	212-933-3081 718-503-3030

Appendix B: 2020 Climate Survey Action Plan

[Please provide a detailed description your agencies plan to address the target areas and objectives identified by DCAS. For each target area and objectives, include the planned actions, initiatives, programs or policies, the intended reach, and the office responsible for implementation. More than one initiative is encouraged to address a target area and objective.]

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

- The EEO Office will continue to circulate agency wide emails that include the revised EEO Policy, EEO resources, and the Reasonable Accommodation Procedural Guidelines. New employees receive this information at the start of their employment.

➤ Intended reach:

- All staff, including, senior executives, managers, interns, and consultants. The EEO Policy and other related resources are also available in the EEO Office and on Bulletin Boards.

➤ Who will be responsible for implementing the action?

- The EEO Officer.

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

- The EEO Office will continue to have an open-door policy, disseminate agency wide emails with EEO information, resources, and mandatory training information.
- The EEO Office will continue to include EEO and Diversity related content in our employee newsletter.

➤ Intended reach:

- All staff, including, senior executives, managers, interns, and consultants

➤ Who will be responsible for implementing the action?

- The EEO Officer.

3. Target area and objective: 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.

➤ **Planned actions, initiatives, programs, or policies:**

- The EEO Policy along with the "EEO Complaint Process at a Glance," is disseminated to all new employees during their onboarding process and to all other employees annually via an agency wide email.

➤ **Intended reach:**

- All staff, including, senior executives, managers, interns, and consultants.
- In the event that a computer terminal may not be available to an employee, the EEO policy and all additional resources are available in hard copy at the EEO Office.
-

➤ **Who will be responsible for implementing the action?**

- The EEO Officer.

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

➤ **Planned actions, initiatives, programs, or policies:**

- OATH's Anti-Sexual Harassment policy and the EEO policy is disseminated to all staff via an agency wide email on an annual basis.
- On a yearly basis, all staff must complete the mandatory Sexual Harassment Prevention e-training provided by DCAS. During the current cycle, employees are reminded weekly to complete the mandatory training and to reach out to the EEO Officer with any concerns.

➤ **Intended reach:**

- All staff, including, senior executives, managers, interns, and consultants.
- In the event that a computer terminal may not be available to an employee, the EEO policy and all additional resources are available in hard copy at the EEO Office.

➤ **Who will be responsible for implementing the action?**

- The EEO Officer.

5. Target area and objective: 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 actions, initiatives, programs, or policies:**

- On an annual basis, the EEO Office will continue to remind managers and supervisors of their responsibilities under the EEO Policy.
- Managers and Supervisors are reminded to contact the EEO Office when they receive a complaint or become aware of any EEO violations, including sexual harassment.

➤ **Intended reach:**

- Managers and Supervisors.
- In the event that a computer terminal may not be available to an employee, the EEO policy and all additional resources are available in hard copy at the EEO Office.

➤ **Who will be responsible for implementing the action?**

- The EEO Officer.

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

➤ **Planned actions, initiatives, programs, or policies:**

- On an annual basis, the EEO Office will continue to remind managers and supervisors of their responsibilities under the EEO Policy.
- The Agency Head's Commitment and Accountability Statement, which is disseminated annually to all staff, specifically highlights managers' and supervisors' responsibility under the EEO Policy and advises them to contact the EEO Officer with any questions relating to the Policy.

➤ **Intended reach:**

- Managers and Supervisors.

- In the event that a computer terminal may not be available to an employee, the EEO policy and all additional resources are available in hard copy at the EEO Office.

➤ **Who will be responsible for implementing the action?**

- The EEO Officer.