

LAW Quarter 2 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: NEW YORK CITY LAW DEPARTMENT

☐ 1st Quarter (July -September), due November 6, 2024

☒ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

Prepared by:

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Date Submitted: February 7, 2025

FOR DCAS USE ONLY:

Date Received:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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.**

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): March 14, 2024 ☐ No
☒ 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): _____

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

1. The annual evaluation meetings for employees were held throughout Q1. This feedback process includes reviewing the accomplishments and challenges of employees and providing an opportunity for supervisors and employees to articulate future short and long-term goals. Accomplishments related to the promotion of diversity and inclusion in the workplace are explored and highlighted with each employee as part of this process.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

2. The Law Department is planning its 2024 Annual Awards celebration, scheduled to occur in December. The agency's Managing Attorney sent agency-wide correspondence announcing the formulation of an Awards Committee and a timeline for nominations (which will be collected in Q2). Among the awards for which nominations are considered will be the Jane M. Bolin Diversity Leadership Award – named after the first African American woman appointed to Assistant Corporation Counsel at the Law Department and first African American woman jurist in the United States. The Jane M. Bolin Diversity Leadership Award recognizes and celebrates the outstanding contributions made by an exceptional member of the Law Department in promoting and advocating the diversity goals of the Law Department.
 - a. In Q2, the award was given to Albert Rodriguez, the Chief of Municipal Finance and a well-deserving leader at the Law Department.
3. The DE&I Committee, in conjunction with the Quality of Work Life Committee (QWLC), is excited for the return of the Diversity Potluck Luncheon. Back by popular demand, these lunches allow Law Department colleagues to enjoy the history and delicacies from our various cultures and backgrounds. This year, employees are encouraged to bring in a dish, order food, or share recipes with their colleagues. Additionally, all Divisions and offices are encouraged to appoint a Potluck Coordinator. Potluck Lunches are scheduled for the week of November 18 – 22, 2024.
 - a. In Q2, the Law Department's DEI committee, in collaboration with QWLC, relaunched the Diversity Potluck Luncheon. This event provided an opportunity to reflect on and enjoy the diverse culinary traditions from our various cultures and backgrounds. All divisions, units, and borough offices were invited to designate a Potluck Coordinator to manage the event details, including dates, locations, and sharing photos of the luncheons. These pictures were featured in the agency's monthly newsletter, Sidebar, and/or displayed on the screens throughout the Law Department. The goal is to foster an environment where participants can gain new insights from colleagues through food and camaraderie.

III. Workforce Review and Analysis

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

Q1 (9/30/2024): 1,429 Q2 (12/31/2024): 1,505 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): December 14, 2023 ☒ Yes (again) on (Date): November 6, 2024 ☐ No

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- ☒ 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: _____

The review was conducted with:

- | | | | |
|--|--|--|--|
| ☐ Agency Head | ☐ Agency Head | ☐ Agency Head | ☐ Agency Head |
| ☒ Human Resources | ☐ Human Resources | ☐ Human Resources | ☐ Human Resources |
| ☐ General Counsel | ☐ General Counsel | ☐ General Counsel | ☐ General Counsel |
| ☒ Other <u>EEO Officer</u> | ☐ Other _____ | ☐ Other _____ | ☐ Other _____ |
| ☐ Not conducted | ☐ Not conducted | ☐ Not conducted | ☐ 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

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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]
Update and expand language access training for all staff who interact with members of the public.**

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?

In addition to the targeted and consistent language access training in our most front-facing division, the Family Court Division, the Diversity & EEO Office has corresponded with additional divisions which comprise a significant usage percentage of language access services.

Staff Training to Administer Language Access Services in the Tort and Administrative & Regulatory Law Divisions.

Upon review and analysis of language access data from the Operations and Administration Divisions, the Diversity & EEO Office identified two additional front-facing divisions and discussed potential scenarios and unique circumstances which would encompass staff interaction with members of the public. In Q1, a Language Access Coordinator organized the distribution of “I Speak” cards to divisions and met with the training supervisors and support professionals to identify areas for training improvements. Meetings with the Tort Division resulted in a review of the documents used in each borough to coordinate depositions, particularly when plaintiffs need the assistance of an interpreter. Additionally, the training supervisors updated their training decks and manuals with streamlined procedures for ordering language access services.

The Office has also requested and obtained specific information from the Family Court Division regarding language access training for staff, including the frequency with which such trainings are given, the audience composition, specific slides and/or training materials disseminated, etc.

In Q2, one of the agency’s Language Access Coordinators met with Tort executives and supervisors to review the

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

processes for securing interpretation services when conducting depositions, both with represented and pro se plaintiffs. The collaboration resulted in an exchange of each borough's "going sheets" - the internal forms each borough uses to schedule depositions. The LAC and Tort staff identified possible sections for uniformity across the boroughs and discussed reinforcement of the processes in Tort training materials. The collaboration resulted in updated Tort orientation materials which reinforced the importance of meaningful access to language services to all.

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]
Design a structured interviewing training program for civil service employees.

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?

Structured Interviewing Training for Staff Interviewing Applicants for Civil Service Positions

The Law Department has a robust structured interviewing program for staff who interview applicants for attorney positions. This training is offered annually, and Legal Recruitment requires all interviewers to complete structured interviewing training on a biennial basis.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

While there has been structured interviewing training in the past for staff interviewing applicants for civil service positions, there has not been a formal program. In Q1, the Administration Division, in collaboration with the Diversity & EEO Office and Legal Recruitment, have met to design and implement a structured interviewing training program specifically for civil service employees. Once finalized, the training program will be available to all Law Department employees and tailored to specific divisions without sacrificing the structured interviewing/EEO components.

In Q2, the Diversity & EEO Office continued meeting with Legal Recruitment and the Administration Division to design a structured interviewing training outline with practical hypotheticals and scenarios. After exchanging various structured interviewing resources amongst the offices and Administration Division, the first draft of the training deck is in progress.

Workforce 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 the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]**
Promote DCAS programming and other available and accessible DEI resources to agency employees.

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?

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Training Initiative for Employees in Civil Service Titles.

In a focused effort to enhance the leadership, personnel management, and conflict resolution skills of both new and experienced managers in civil service titles, the Chief and Deputy of Administration launched an agency-wide training initiative to ensure that our managers are prepared to adapt to the evolving workplace and workforce. This initiative began in FY 2024 and was enhanced with the addition of monthly email correspondence from the Diversity Training Liaison, informing the agency of all upcoming available DCAS trainings.

Quarter 1

The Law Department's Career Counselor circulated and held the following meetings/initiatives/trainings for employees to promote DCAS programming and Civil Service resources to agency employees:

Date	Notes	Number of Attendees
7/2/2024	Earn Paralegal CLE with specialized programs	Agency email
7/8/2024	Opportunity to be part of the NYC Trial Advocacy Jurors 2024 program on July 17th	Email to 22 support professionals (recent hires and those who sought career counseling)
7/9/2024	Opportunity to be part of the NYC Trial Advocacy Jurors 2024 program on July 17th	Email to 14 support professionals (who responded to the "Earn Paralegal CLE" email)
7/9/2024	Civil Service Overview for College Intern Orientation	15
7/11/2024	Phone Etiquette	11
7/16/2024	NYC Civil Service Exams for July 2024 and Job Opportunities	Agency email
7/25/2024	Bronx Tort and Family Court site visit	31 ACCs & Support Professionals + 7 on Zoom
7/29/2024 & 7/30/2024	New Hire Orientation	2
7/31/2024	Internal Announcement-Budget Analyst (Administration) - JO644092	Agency email
7/31/2024	New Supervisor Cohort - July Session	4

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

8/9/2024	Internal Announcement-Personnel Associate (Part-Time) - JO 645590	Agency email
8/12/2024 & 8/13/2024	New Hire Orientation	3
8/23/2024	New Supervisor Cohort - August Session	3
8/30/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/3/2024	September 2024 DCAS Civil Service 101 Info Sessions for City Employees - Virtual	Agency email
9/9/2024	September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst	Agency email
9/9/2024 & 9/10/2024	New Hire Orientation	3
9/16/2024	NYC Civil Service Exams for September 2024 and Job Announcements	Agency email
9/19/2024	Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156	Agency email
9/25/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/25/2024	New Supervisor Cohort - September Session	7

Quarter 2

Date	Notes	Number of Attendees/Target Audience
10/10/2024	Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158)	Agency email
10/10/2024	MOPD posting - Audit Clerk P/T - Clerical Associate L3 - Administration	MOPD
10/18/2024	NYC Civil Service Exams for October 2024	Agency email
10/23/2024	Launched Mid-Year Meetings for Support Professionals	Coaches & Division Chiefs

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

10/29/2024	New Supervisor Cohort - October Session	3
11/7/2024	November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email
11/7/2024	Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager	2
11/12/2024	Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)	Agency email
11/13/2024	UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email
11/13/2024	MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration	MOPD
11/14/2024	Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034)	Agency email
11/15/2024	MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court	MOPD
11/15/2024	Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration	Agency email
11/15/2024	MOPD posting - P/T Timekeeping and Payroll Coordinator L1-Administration (JO 688261)	MOPD
11/15/2024	Internal Announcement- Benefits Coordinator (JO 688254)	Agency email
11/15/2024	MOPD posting -Benefits Coordinator	MOPD
11/18/2024	Internal Announcement- Deputy Personnel Chief (JO 688045)	Agency email
11/18/24 & 11/19/2024	New Hire Orientation	2
11/19/2024	2024 DCAS Training Expo emails to coaches	Email to Coaches
11/20/2024	Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)	Agency email
11/20/2024	2024 DCAS Training Expo (Dec 3 to 6 and Dec 9 to 11) - Registration Deadline Nov 26	Email to Supervisors

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

11/20/2024	Queens Family Court Site Visit	12
11/21/2024	Internal Announcement-Assistant Director of Application Services (JO 689425)	Agency email
11/25/2024	MOPD posting -Clerical Associate L3-PT-Bronx	MOPD
11/25/2024	MOPD posting -Assistant Director of Application Services	MOPD
12/3/2024	Mentorship Program Celebration	25
12/3/2024 - 12/11/2024	DCAS Expo - 43 professional development classes taken by 39 employees, some of whom took multiple classes, amounting to 82 course completions.	39
12/16/2024	December Civil Service 101 Information Session for City Employees - Wednesday, December 18	Agency email
12/18/2024	Bringing Inspirational Leadership Part 1	28
12/19/2024	NYC Civil Service Exams for December 2024	Agency email

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

4. 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.

The Diversity & EEO Office's Q1 review of the Workforce Dashboard revealed underutilization in the Managers and Building Services work groups. As a result of the recurring underutilization in Hispanic Managers, the agency's Legal Recruitment Office has added the University of Puerto Rico to its list of prospective schools to which it directs outreach. It

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

has also extended outreach to bar associations with significant Hispanic membership and representation. Additionally, with respect to the underutilization of women in the Building Services, the Diversity & EEO Office meets regularly with the Administration Division to brainstorm strategies to increase representation of women, including targeting recruitment efforts to various associations and organizations with substantial female representation.

The Diversity & EEO Office's Q2 review of the Workforce Dashboard revealed underutilization in the Managers and Building Services work groups. The Diversity & EEO Office continues to strategize with the Administration Division, particularly Human Resources, via regularly scheduled meetings and targeted recruitment and outreach efforts.

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]

Goals to enhance DEI and EEO in the Workplace for FY 2025 include:

- a. Enhance communication through internal channels such as agency-wide notifications, agency newsletter, employee resource committees, and updating the intranet and public website.
- b. Increase professional development opportunities for legal and support professionals.
- c. Increase training opportunities and information dissemination on topics such as employees with disabilities, age and gender inclusion, neurodiversity, etc.

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?

Quarter 1

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The Law Department's Diversity Training Liaison disseminates information to the agency regarding the DCAS trainings offered at no cost to the agency. The agency's training liaisons have also distributed agency-wide correspondence informing employees of how to register for no cost DCAS trainings through NYCityLearn, which was implemented in September 2024. Since the inception of disseminating this information to employees agency-wide, the Diversity & EEO Office has experienced a substantial increase in the number of employees requesting to register and attend these trainings (specifically three times more registration requests).
 - In Q1, the agency's Diversity Training Liaison circulated the agency's Gender-Neutral Language Guidelines on a monthly basis to all new hires. The guidelines are distributed in conjunction with the EEO overview training deck as part of new employees' onboarding process.
 - On August 26, 2024, the Diversity & EEO Office, in collaboration with the Managing Attorney and Operations, formally revised the Office Manual in accordance with equal treatment for religious observances. This revision provides equal time off for observance of all religions.
 - In an effort to improve camaraderie, and physical and mental health in the workplace, the Law Department's Quality of Work-Life Committee (QWLC) implored ongoing initiatives throughout Q1 including:
 - Weekly Walking Club and Running Club to engage colleagues.
 - Coordinating "Summer in the City" events - a series of sporting events across the boroughs to connect colleagues across divisions and support our New York City teams! The events in Q1 included:
 - July 30, 2024, at Citi Field, Queens – Mets game: Minnesota Twins versus New York Mets
 - August 21, 2024, at Yankee Stadium, Bronx – Yankees game: Cleveland Guardians versus Yankees
 - September 22, 2024, at Red Bull Stadium, Harrison, NJ – Woman's Soccer game: Utah Royals versus Gotham FC
- Future "Summer in the City" events will include and NY Knicks and Brooklyn Nets basketball games.
- On September 18, 2024, the QWLC circulated an agency-wide "People and Places in Your Neighborhood" - an initiative to introduce colleagues across divisions and introduce places and events in areas located near agency offices. The goal is to build community and strengthen connections at the Law Department. Three (3) colleagues, including the Deputy Chief of Facilities of the Outer Boroughs, a Clerical Associate III in the Administration division, and a Clerical Associate III in the Brooklyn Tort division, were spotlighted and shared their favorite parts of working for the Law Department, fun facts about themselves, and more! QWLC continues to plan more "People and Places in Your Neighborhood," to showcase more inspiring colleagues to the Law Department.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- The QWLC is proposing monthly mindfulness sessions hosted by various employees including the Director of Legal Recruitment, Family Court's Co-Chief of Training, and an ACC in the Administrative Law Division. The sessions will run for no more than twenty minutes on Zoom. They will alternate between seated meditations (focusing on different mindfulness methods) and mindful movements (yoga practices focusing on gentle movement, body awareness methods, and simple breath work). The programs will be designed for all attendees, including those who have never practiced meditation before. QWLC will pilot this program for three months and seek feedback. If the program is successful, QWLC will continue administering the program. The tentative schedule for this pilot program is November 13, 2024, December 11, 2024, and January 8, 2025.
- QWLC is also planning a plant swap amongst colleagues to promote and strengthen connections at the Law Department.
- The Law Department's Innovation and Strategy Council (ISC) is actively collaborating with the Chief Diversity, M/WBE, and EEO Officer on several key initiatives, including the Breaking Down Silos project within the Law Department, the Green Initiative, and the Mobile Lawyers Initiative. Additionally, five (5) ISC members are participating in the AI Working Group, contributing across various subgroups. A project proposal to develop training videos on select technologies is currently under discussion and in progress. In September 2024, an ISC member also presented at a panel for newly appointed Assistant Corporation Counsels (ACCs).
- The Law Department administers a robust mentoring program with the goals of supporting professional development, career advancement, creating an inclusive workplace environment, and promoting allyship. The Mentorship Program continued its activity in Q1 including:

Mentorship check-in	7/31/2024	2 attendees
Mentorship check-in	8/12/2024	2 attendees
Mentorship check-in	9/19/2024	2 attendees

Quarter 2

- The Law Department's Quality of Work-Life Committee (QWLC) continued ongoing initiatives including:
 - Weekly Walking Club and Running Club
 - The QWLC Walking Club resumed its walks in City Hall Park (formerly Battery Park City) on Tuesdays, Wednesdays, and Fridays during lunchtime. All participants are welcome to join. The purpose of the Walking

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Club is to promote both physical and mental well-being. The group completes two brisk laps around the park, with a change of direction after the first lap. As weather conditions fluctuate, participants are encouraged to dress appropriately and consult with their doctor before starting any exercise program.

- Monthly Mindfulness sessions
 - QWLC launched the Monthly Mindfulness sessions hosted and led by various colleagues throughout the agency. The virtual programs will run no more than 20 minutes and participants will alternate between seated meditations (focusing on different mindfulness methods) and mindful movements (yoga practices focusing on gentle movements, body awareness methods, and simple breath work). The program was designed for any level including those who have never practiced meditation before. Two sessions occurred on November 13 and December 11, 2024.
- Coordinating “Ball in the Fall” event - a series of sporting events across the boroughs to connect colleagues across divisions and support our New York City teams!
 - QWLC invited colleagues to watch the Brooklyn Nets play the Indiana Pacers at Barclays Center on December 4, 2024, after work. Ticket prices and purchase links were circulated agency-wide via e-mail. Colleagues were encouraged to connect to coordinate selecting seating sections and purchasing tickets.

- The Law Department’s Innovation and Strategy Council (ISC) continues in actively collaborating with the Chief Diversity, M/WBE, and EEO Officer on the Breaking Down Silos project within the Law Department, the Green Initiative, and the Mobile Lawyers Initiative. ISC’s chairperson has met with the Executive Committee to discuss status of suggestions. Additionally, five (5) ISC members are actively working on the AI Working Group, and contributing across various subgroups. A project proposal to develop training videos on select technologies is currently under discussion and in progress. The proposal will be submitted to the committee Executive upon completion.

- The Law Department administers a robust mentoring program with the goals of supporting professional development, career advancement, creating an inclusive workplace environment, and promoting allyship. The Mentorship Program continued its activity in Q2 including:

Mentorship check-in	10/9/2024	2 attendees
Mentorship check-in	10/22/2024	2 attendees
Mentorship check-in	12/5/2024	3 attendees

- In Q2, the Administration continues working closely with Human Resources and our Career Counselor, to schedule in-house trainings for employees who would like to further enhance their leadership and technology skill in areas such as Microsoft 365 applications (Outlook, Word, PowerPoint, Excel, Teams), Structured Interviewing and Avoiding Implicit Bias, Effective

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Interviewing, Effective Presentations, etc. These are all crucial skills for our future leaders.

- Additionally, the Administration Division participated in the Staff Training Initiative sponsored by DCAS to provide new training opportunities for all managers, supervisors, and team leaders. This initiative is aimed at advancing, supporting, and developing staff members who have managerial and supervisory responsibilities through innovative and interactive training sessions. Furthermore, the Administration Division's Deputy Chief of Administration has encouraged employees to participate in the upcoming DCAS training, Essential Skills for Leaders.

Workplace 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 Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]**
Increase professional development opportunities for legal and support professionals.

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?

Quarter 1

- The Law Department's Professional & Organizational Development Office held two (2) Mentorship Program sessions:
 - August 8, 2024 – Career Skills Circle (9 participants)
 - September 13, 2024 – Guest Speaker on Law School Admissions with Ella Mae Estrada (39 participants)
- The Coaching Collaborative consists of experienced members of the Law Department who, in addition to their primary roles in the agency, serve as Coaches to their divisions. Each division is represented by at least one Coach. The Coaches meet six (6) times per year to discuss ways to enhance the work environment by examining how to improve feedback, supervision, work management, and relationships within each division. Members of the Collaborative are available to listen

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

and to help employees exercise appropriate judgment to deal with challenging workplace issues. Coaches are also available to discuss career progression plans and self-evaluations upon request. The Coaching Collaborative serves as both a resource to employees as they strive toward excellence and as a valuable resource to the agency's diversity and EEO initiatives. The Collaborative also maintains a SharePoint site with resources and materials for agency employees.

- The Law Department's Professional & Organizational Development Office held one (1) Coaching Collaborative session on September 24, 2024, with twenty-one (21) participants.
- The Training Consortium is a group of lawyers and support professionals who meet every 3 - 4 months to share ideas and resources. During FY 2024, the Consortium met on three occasions and discussed training topics (planned and/or implemented) such as email and phone etiquette, writing workshops, legal ethics, neurodiversity in the workplace, and support professional and attorney interview evaluations (in collaboration with the Coaching Collaborative).
 - The Law Department's Professional & Organizational Development Office held three (3) Training Consortium meetings:
 - August 15, 2024 – Training Consortium Meeting (13 participants)
 - August 20, 2024 – Training Consortium Follow-Up Meeting (12 participants)
 - September 26, 2024 – Training Consortium Committee for Supervisor Training Meeting (11 participants)
- The Law Department's Professional & Organizational Development Office held four (4) Continuing Legal Education (CLE) courses:
 - July 23, 2024 – CLE – New HIPAA Rules for Reproductive Health Care (127 participants)
 - August 20, 2024 – CLE – The NUC Campaign Finance Program and Related Jurisprudence (124 participants)
 - September 11, 2024 – CLE – EEO Training for Entry Class ACCs (53 participants)
 - September 17, 2024 – CLE – Intellectual Property Basics for City Attorneys (145 participants)
- The Law Department's Professional & Organizational Development Office held seven (7) Supervisory Cohort Sessions with about 5 to 8 supervisors in attendance per session on July 31st, August 5th, 12th, 23rd, 27th, September 23rd & 26th.
- The Law Department's Professional & Organizational Development Office held the following programs for Lateral Onboarding:
 - August 6, 2024 - Lateral Cohort Orientation – Ethics/COIB (13 participants)
 - August 21, 2024 – Lateral Cohort Orientation – Top 10 Tips: Working with Your Supervisor (8 participants)

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Quarter 2

- The Law Department's Professional & Organizational Development Office held one (1) Mentorship Program session:
 - October 22, 2024 – Career Skills Circle (13 participants)
- The Law Department's Professional & Organizational Development Office held one (1) Coaching Collaborative session on November 19, 2024, with twenty-two (22) participants.
- The Law Department's Professional & Organizational Development Office held one (1) Training Consortium meetings:
 - December 5, 2024 – Training Consortium Meeting (15 participants)
- The Law Department's Professional & Organizational Development Office held three (3) Continuing Legal Education (CLE) courses:
 - October 15, 2024 – CLE – Let's Try to Be Civil: The City's Civil Service System (130 participants)
 - November 19, 2024 – CLE – Representation Rundown for Agency Counsel (134 participants)
 - December 17, 2024 – CLE – Indemnification, Events on City Property and Waivers (156 participants)
- The Law Department's Professional & Organizational Development Office held three (3) Supervisory Cohort Sessions with about 5 to 6 supervisors in attendance per session on October 28th and (twice) on October 29th, 2024.
- The Law Department's Professional & Organizational Development Office held a Supervisor Training: Bringing Leadership Part 1 with 31 supervisors in attendance on December 18, 2024.
- The Law Department's Professional & Organizational Development Office held the following programs for Lateral Onboarding and Check-Ins:
 - October 28, 2024 – Lateral Check-In (2 participants)
 - October 31, 2024 – Lateral Check-In (2 participants)
 - November 14, 2024 – Lateral Check-In (4 participants)
 - December 18, 2024 – Lateral Check-In (2 participants)
 - December 19, 2024 – Lateral Check-In (2 participants)
 - December 2, 2024 – Lateral Onboarding (3 participants)
- The Law Department's Diversity Training Liaison held a Mandatory EEO Supervisor Training with 44 supervisors in

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

attendance on November 6, 2024.

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]**
Increase training opportunities and information dissemination on topics such as employee with disabilities, age and gender inclusion, neurodiversity, etc.

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?

Quarter 1

- On September 18, 2024, the Law Department's Diversity Training Liaison in collaboration with the Professional & Organizational Development Office held Part 1 of the Diversity, Equity, Inclusion and Belonging Discussions for Entry Class ACCs, for fifty-three (53) attendees. Some discussion topics included equity v. equality, inclusion v. belonging, privilege and power, and DEIB terms and resources. Surveys revealed the training was well-received and related to the work we do on behalf of a diverse City.
- The Law Department's Professional & Organizational Development Office, DEI Committee, and Diversity Training Liaison are planning a program on disabilities and neurodivergence (scheduled for the 2nd and 3rd quarters).

Quarter 2

- In October 2024, the Law Department recognized National Disability Employment Awareness Month (NDEAM) to

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

commemorate the many contributions of people with disabilities to America's workplace and economy. The theme for 2024 was, "Access to Good Jobs for All." On October 23, 2024, the DEI committee hosted a virtual panel discussion to talk about Silent Disabilities. These disabilities that are not apparent to the naked eye, but are very real and equally as important. The DEI committee hosted guest speakers Haley Moss, Esq., an attorney, neurodiversity expert, and author, along with Torcha Jeffrey, Manager of Career Services at MOPD's NYC:ATWORK. The virtual panel successfully garnered engagement with 89 participants. Additionally, the Mayor's Office of People with Disabilities website was circulated agency-wide to provide additional information and resources.

- On November 18, 2024, four (4) employees from the Law Department's Diversity and EEO Office, and Professional & Organizational Development Office attended the UConn | Wells Fargo: Neurodiversity Initiative Design Workshop
- The Law Department's Women's Committee is organizing the annual Women's History Month to be held in March 2025, and is working on identifying speaker(s) for the event, conducting research on a film viewing, and brainstorming other events including a community service event.
- The Law Department's Women's Committee is planning a CLE regarding NYC and reproductive rights post-Dobbs decision to be held in April 2025. This involves working with the Legal Counsel and Appeals divisions within the agency, and inviting speaker(s) from other agencies, potentially including the Department of Health and Mental Hygiene (DOHMH) and Health and Hospitals (H+H).
- The Law Department's EEO Office will coordinate with DCAS launch the mandatory DCAS training on the new NYC CityLearn training portal, Everybody Matters: EEO and Diversity Inclusion agency-wide in January 2025. The training course supports the mandates under Local Law 121 and Local Law 14 in the City Charter and provides all City employees with a framework to understand the importance of diversity and inclusion and how to develop the skills needed to create an inclusive environment where all employees, clients, vendors, and visitors are included. The curriculum for this fundamental course covers an introduction to EEO principles, workplace harassment and discrimination, including harassment and discrimination based on age, diversity & inclusion, and racial equity.

Workplace Goal/Initiative #3 Update:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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 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.

Quarter 1

- On July 23, 2024, the Law Department, in collaboration with WorkWell NYC, hosted an in-person program at the 100 Church Street office location called: "Julydration" Hydration Station. This event encouraged employees to stay hydrated, keep cool, and engage in summer self-care. Fruit and herb-infused water was served. Water recipes and fun tips were shared with all colleagues who

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

attended.

- The Law Department's DE&I Committee is in the planning stages for cultural events and programs scheduled for Q2 including:
 - o October 2024
 - Hispanic Heritage Month: "Pioneer for Change: Shaping the Future Together"
 - On October 11, 2024, the Law Department will welcome Cuban Social Dance and Visual Artist, Carlos Mateu, to share his expertise by teaching a traditional dance. The Cuban Dance Party will be open to all employees and will occur in a hybrid format, providing attendees an in-person and virtual tutorial.
 - The DE&I Committee will also circulate resources to visit cultural institutions and documentaries that indulge in the magnificent delicacies of the Hispanic and Latino culture.
 - Italian American Heritage Month
 - On October 3, 2024, the DE&I Committee will circulate an agency-wide email, inviting all employees to celebrate the people, culture and history of Italians and Italian-Americans. This year, the DE&I Committee will host the First Italian Heritage Month Celebration with a Fireside Chat feature the Law Department Alum. Hon. Anthony Cannataro, who will speak about his journey from the Law Department to NYS Court of Appeals. The program will occur on October 31, 2024, in a hybrid (in-person and virtual) format.
 - Throughout the month of October 2024, the DE&I Committee will also circulate resources with information about the history of Italian Heritage Month, and events in and around the City, such as the Italian American Museum in NYC that is reopening in the month of October 2024.
 - National Disability Employment Awareness Month: "Access to Good Jobs for All"
 - On October 1, 2024, the DE&I committee circulated an agency-wide email, inviting all employees to recognize National Disability Employment Awareness Month (NDEAM) to commemorate the many contributions of people with disabilities to America's workplaces and economy. The DE&I committee will host a panel discussion to talk about Silent Disabilities. These are disabilities that are not apparent to the naked eye but are very real and equally as important.
 - The program will occur October 23, 2024, in-person and/or virtually, featuring guest speakers, attorney, neurodiversity expert and author, Haley Moss, Esq., and Torcha Jeffrey, Manager for Career Services at NYC Work.
- The Law Department's Women's Committee met during Q1 to plan the following programs and events:
 - Breast Cancer Awareness Month
 - o October 21, 2024 - Breast Cancer Walk in honor of all those who have battled breast cancer and to call attention to the need for prevention and early detection. Pink ribbon pins will be distributed, and attendees are encouraged to wear

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- pink. The pink ribbon is the universal symbol of breast cancer awareness and serves as a symbol of support and hope. The event is scheduled to occur during the lunch hour.
- November 12, 2024 - The virtual program will cover breast cancer prevention and diagnosis, featuring insights from Carla Bianco Biagini, a breast cancer survivor and prevention advocate, as well as Donna Gerstle, a leading breast cancer researcher and expert.
- Bring Your Child to Work program/event - in collaboration with QWLC for 2025.
- CLE: NYC & Reproductive Rights Post-Dobbs decision - in collaboration with Professional & Organizational Development Office

Quarter 2

- On October 21, 2024, the Law Department's Women's Committee held a Breast Cancer Awareness Walk around City Hall Park with about 35 participants. The walk was to honor all who have battled breast cancer and to call attention to the need for prevention and early detection. In commemoration, participants were encouraged to wear pink. Pink ribbon pins, the universal symbol of breast cancer awareness that serves as a sign of support and hope, were distributed.
- On November 12, 2024, the Law Department's Women's Committee held a Breast Cancer Awareness Virtual Panel that discussed breast cancer prevention and diagnosis as well as offer the perspective on breast cancer survivor. Resources were shared with participants. The panel presentation included guest speaker, Donna Gerstle, Director and Principal Investigator of the Staten Island Breast Cancer Research Initiative at the College of Staten Island/CUNY. Additionally, the website for AfroPink, an organization highlighted by guest speaker Carla Bianco Biagini, a Breast Cancer Survivor and Prevention Advocate, was provided.
- The Law Department's Women's Committee is organizing the annual Women's History Month to be held in March 2025, and is currently identifying speaker(s) for the event, conducting research on a film viewing, and brainstorming other events including a community service event.
- As previously mentioned, the Law Department's Women's Committee is planning a CLE regarding NYC and reproductive rights post-Dobbs decision to be held in April 2025. This involves working with the Legal Counsel and Appeals divisions within the agency, and inviting speaker(s) from other agencies, potentially including DOHMH and H+H.
- The Law Department's Women's Committee continues to work on Bring Your Child to Work program/event to be held on April 24, 2025.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- From September 15th to October 15th, 2024, the Law Department celebrated the history, culture, contributions and diversity of Hispanic Latino Americans. Hispanic Heritage Month allowed Law Department employees the opportunity to explore the rich history and the contributions made by Hispanics and Latino people throughout the world. This year, the theme for Hispanic Heritage Month was: “Pioneers of Change: Shaping the Future Together.” The Law Department’s DEI committee welcomed Cuban Social Dance and Visual Artist, Carolos Mateu, who shared his expertise by teaching participants a traditional dance during a hybrid event. Hispanic and Latin heritage resources, including information on cultural institutions, documentaries, and educational videos, were circulated agency-wide.
- As previously mentioned, in October 2024, the Law Department recognized National Disability Employment Awareness Month (NDEAM) to commemorate the many contributions of people with disabilities to America’s workplace and economy. The theme for 2024 was, “Access to Good Jobs for All.” On October 23, 2024, the DEI committee hosted a virtual panel discussion to talk about Silent Disabilities. These disabilities that are not apparent to the naked eye, but are very real and equally as important. The DEI committee hosted guest speakers Haley Moss, Esq., an attorney, neurodiversity expert, and author, along with Torcha Jeffrey, Manager of Career Services at MOPD’s NYC:ATWORK. The virtual panel successfully garnered engagement with 89 participants. Additionally, the Mayor’s Office of People with Disabilities website was circulated agency-wide to provide additional information and resources.
- On October 31, 2024, the Law Department celebrated the people, culture, and history of Italian-Americans. This year, the DEI committee hosted the first Italian-American Heritage Month Celebration, which featured a hybrid Fireside Chat with Law Department alum. Hon. Anthony Cannataro. During the event, he shared his journey from the Law Department to the NYS Court of Appeals. Additionally, Italian heritage resources, including local events and education articles, were circulated agency-wide.
- As mentioned previously, the Law Department’s DEI committee, in collaboration with QWLC, relaunched the Diversity Potluck Luncheon. Potluck lunches were held during the week of November 18th to 22nd, 2024. This event provided an opportunity to reflect on and enjoy the diverse culinary traditions from our various cultures and backgrounds. All divisions, units, and borough offices were invited to designate a Potluck Coordinator to manage the event details, including dates, locations, and sharing photos of the luncheons. These pictures were featured in the agency’s newsletter, *Sidebar*, and/or displayed on the screens throughout the Law Department. The goal is to foster an environment where participants can gain new insights from colleagues through food and camaraderie.
- The Law Department’s DEI committee is planning for Black History Month for February 2025.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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]**

Continue publishing Diversity, Equity, and Inclusion (DEI) resources for agency staff, including accessible, underutilized resources such as Seramount and Catalyst.

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?

The Diversity & EEO Office, due in part to its participation in the Gender Equity Interagency Partnership, has identified some available and underutilized DEI resources: Seramount – a professional services and research firm dedicated to advancing high-performing, inclusive workplaces by providing comprehensive, employee-focused DEI and talent solutions; and Catalyst – an organization committed to driving change with preeminent thought leadership, actionable solutions, and galvanized community of multinational corporations in accelerate and advance women into leadership. The City has contracted with these organizations to provide DEI resources, such as training, informational materials, and knowledge bursts to city employees via their respective agency email accounts. The Diversity & EEO Office is drafting an informational communication to the agency and will also include these resources as training recommendations in the DEI and EEO spheres.

- In Q1, the Diversity Training Liaison completed GEIP's survey on DEI resources provided to the City, noting that Seramount and Catalyst were particularly helpful in providing scholarly information about DEI in the workplace. A GEIP Interagency Partnership meeting is scheduled for October 2024 to explore additional methods to promote available DEI resources.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- In Q2, the Diversity & EEO Office circulated the 2025 Diversity Calendar from Seramount with a notation for employees and supervisors be mindful of these celebrations throughout the agency, especially when scheduling meetings, trainings, etc.
- Unfortunately, Q2 marked the end of the City's subscription with Catalyst but Catalyst continues to offer some free articles and other resources to City employees.

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
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]**
Increase agency participation with M/WBEs.

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?

- The agency will continue to expand its outreach efforts to expand its outreach efforts to various organizations.

Ongoing planned activities include:

- Training on M/WBE and Procurement processes
- Production of promotional/information materials for use at outreach events such as M/WBE Conference

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Collaboration with citywide agency partners to support new and innovative approaches to expanding M/WBE opportunities
- Promotion of NYC Small Business Services resources to prospective M/WBE enterprises

Quarter 1

- The Diversity & EEO Office continues to participate on Requests for Proposals committees to secure contracts with staffing firms for legal services. The Law Department's Diversity Training Liaison and Assistant EEO Officer continues participating in the RFP Panel that includes:
 1. Reviewing eleven (11) proposals
 2. Pre-Evaluation Meetings with the RFP Panel
 - a. Review, score and select proposals to identify finalists to interview
 - b. Conduct a structured interviewing review of interview questions
 3. Participating in seven (7) RFP interviews of legal staffing firms (two of which are M/WBEs)Interviews with the seven finalists are scheduled to occur in Q2.
- The Law Department's Chief Diversity, M/WBE & EEO Officer and Agency Chief Contracting Officer (ACCO) continue to attend the Asylum-Seekers' Related Procurement / EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter they attended a total of 13 meetings.
 - July 2nd, 9th, 16th, 23rd, 30th, 2024
 - August 6th, 13th, 20th, 27th, 2024
 - September 3rd, 10th, 17th, 24th, 2024
- The Law Department's Agency Chief Contracting Officer (ACCO) is scheduled to attend the MWBE event on November 4, 2024, on behalf of the agency.

Quarter 2

- The Law Department's Chief Diversity, M/WBE & EEO Officer and/or Agency Chief Contracting Officer (ACCO) continue to attend the Asylum-Seekers' Related Procurement / EPWG (Emergency Procurement Working Group) meetings on a weekly basis. This Quarter, they attended a total of 12 meetings:
 - October 1st, 8th, 15th, 22nd, 29th, 2024
 - November 6th, 12th, 19th, 26th, 2024

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- December 3rd, 10th, 17th, 2024
- The Law Department's Agency Chief Contracting Office (ACCO) attended the M/WBE event on November 4, 2024 on behalf of the agency.

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]**
Increase collaboration with other city agencies to provide substantive DEI and EEO programming.

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?

In FY 2024, in addition to working with MOPD and OCR to host "Spotlight" sessions, the Diversity and EEO Office is coordinating a mandatory Disability-Inclusive Training for all Law Department staff, especially those involved in the interview recruitment process. These efforts will continue in FY 2025.

Quarter 1

- Throughout Q1, the Diversity Training Liaison and Assistant Director of Professional and Organizational Development are collaborating with the Department of Social Services Office of Equity and Inclusion to facilitate a DEI CLE for General Counsels across various City agencies. The CLE is scheduled to occur in Q3 in January 2025.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- On July 18, 2024, the Law Department's Professional & Organizational Development Office in collaboration with the Department of Investigation (DOI), held the Corruption Prevention Training, with 142 attendees.
- On September 18, 2024, the Law Department's Professional & Organizational Development Office in collaboration with OATH held a session on the Center for Creative Conflict Resolution presentation for Entry Class ACCs, with fifty-three (53) attendees.
- The Law Department's Family Court Division attended the following Interagency meetings/events and community outreach:

Date	Event	Location	Borough
7/11/2024	Weekly Interagency Engagement/Outreach Call	Virtual-Teams	Manhattan
7/11/2024	Brownsville Harmony Day	Hilltop Playground	Brooklyn
7/15/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
7/18/2024	Youth Presentation for Prince 2 Kings Program	Central Family Life Center	Staten Island
7/23/2024	ATLAS Stakeholder meeting	Virtual	
7/24/2024	Law Dept- ATLAS meeting	Virtual	
7/29/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
7/30/2024	Juvenile Referral Project Meeting (Lifesafers)	Virtual	Manhattan
8/1/2024	Weekly Interagency Engagement/Outreach Call	Virtual	Manhattan
8/2/2024	Citywide CAC Inter-agency Operating Committee (IAOC)		
8/2/2024	Back to School Event Excelsior Charter School	Bedstuy Community Partnership Program	Brooklyn
8/6/2024	National Night Out 26th precinct		Manhattan
8/6/2024	National Night Out 32nd precinct		Manhattan
8/6/2024	National Night Out 103rd precinct		Queens
8/6/2024	National Night Out 107th precinct		Queens
8/6/2024	National Night Out 84th precinct		Brooklyn

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

8/6/2024	National Night Out 46th precinct		Bronx
8/6/2024	National Night Out Staten Island (4 precincts)		Staten Island
8/6/2024	National Night Out 5th precinct		Manhattan
8/6/2024	National Night Out 44th precinct		Bronx
8/8/2024	OCFS Meeting re: MCAC NY Accreditations		
8/8/2024	120th Precinct Roll Call Training - No P&A Template		Staten Island
8/9/2024	CAC IAOC Racial Equity Meeting		
8/9/2024	120th Precinct Roll Call Training - No P&A Template		Staten Island
8/12/2024	Interagency efforts to prevent subway surfing by youth	Virtual	
8/14/2024	Queens CAC Leadership		
8/15/2024	Weekly Interagency Engagement/Outreach Call	Virtual	
8/16/2024	CJI-Law Department	Virtual	
8/17/2024	Heal the Family Heal the Nation		Brooklyn
8/22/2024	Weekly Interagency Engagement/Outreach Call	Virtual	
8/26/2024	Interagency efforts to prevent subway surfing by youth	Virtual	
8/28/2024	OCFS Meeting re: MCAC NY Accreditations		
8/28/2024	National Senior Citizens Day		Manhattan
8/30/2024	CJI-Law Department PACT Program	Virtual	
9/3/2024	MTA, MTAPD, NYCPS, NYPD, LAW (Staten Island) subway surfing prevention	hybrid	Staten Island
9/3/2024	East NY CPP Meeting	Virtual	Brooklyn
9/4/2024	DANY-LAW Dept Firearm Check-in		
9/4/2024	Axon Integration Meeting		
9/4/2024	Queens Hope- QCJC Presentation	Virtual	Queens (Virtual)

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

9/5/2024	Weekly Interagency Engagement/Outreach Call	Virtual	Manhattan
9/6/2024	CJI-Law Department, next steps on Family Conflict	virtual	
9/6/2024	Back to School Event Hosted by Senator Cleare	Adam Clayton Powell Jr. State Office Building	Manhattan
9/9/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
9/10/2024	Safe Horizon CVAP- Law Dept	Virtual	
9/10/2024	Robbery Pilot Expansion- Queens South	in person	Queens
9/10/2024	Comptroller BWC Compliance Meeting		
9/11/2024	BX Leadership Meeting	Virtual	Bronx
9/13/2024	CompStat	In person	Manhattan
9/18/2024	DANY-LAW Dept Firearm Check-in		
9/18/2024	Patrol Boro Bronx- FCD Robbery Pilot	in person	Bronx
9/20/2024	FCD- ACS Family Assessment Program	Virtual	
9/23/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
9/24/2024	Lunch and Learn: Listening and Learning from Black Girls etc.	Virtual	
9/24/2024	Robbery Pilot Expansion- Bronx	In person	Bronx
9/25/2024	ICC Quarterly Meeting- Mental Health Services	in person	Manhattan-DYCD
9/25/2024	Information Session: GOAL E Job Readiness Program	Virtual	Brooklyn
9/25/2024	DANY-LAW Dept Firearm Check-in		
9/30/2024	Columbia University Justice Ambassadors Orientation	Virtual	Manhattan
9/30/2024	University of Miami School of Law alumni gathering	in person	Manhattan

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

9/30/2024	Bed Stuy CPP Monthly Meeting	Virtual	Brooklyn
9/16-26/2024	Lifesavers Strategies Partnership Meetings (total 5)		
9/26-27/2024	Institute for Innovation in Prosecution- Convening on Juvenile Justice	in person	Manhattan
9/3-30/2024	HIDTA Gun Violence Strategies Partnership (Sept total 18)	in person	Manhattan

Quarter 2

-
- The Law Department's Family Court Division attended eighty-one (81) Community Meetings, including the following Interagency meetings/events and community outreach:

Date	Event	Location	Borough
10/1/2024	East NY CPP Meeting	Virtual	Brooklyn
10/1/2024	Columbia University Justice Ambassadors	in person	Manhattan
10/4/2024	ACS FAP Resource Fair	in person	Manhattan
10/7/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
10/8/2024	Columbia University Justice Ambassadors	in person	Manhattan
10/14/2024	Interagency efforts to prevent subway surfing	Virtual	Manhattan
10/9/2024	Community Counseling and Mediation Site Visit	in person	Brooklyn
10/15/2024	ACS/DYFJ - LAW Meeting re-detention	Virtual	
10/15/2024	Columbia University Justice Ambassadors	in person	Manhattan
10/22/2024	Columbia University Justice Ambassadors	in person	Manhattan
10/24/2024	Lifesavers Strategies Partnership Meeting		
10/24/2024	Bed Stuy CPP Monthly Meeting	Virtual	Brooklyn
10/24/2024	P.S.121X Lights on In Afterschool Family night	in person	Bronx
10/29/2024	Columbia University Justice Ambassadors	in person	Manhattan

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

10/29/2024	Safe Horizon- CVAP- Robbery Pilot	Virtual	
10/1-10/30	HIDTA Gun Violence Strategies Partnership (Oct total 18)	in person	Manhattan
10/31/2024	Weekly Interagency Engagement/Outreach Call	Virtual	Manhattan
11/1/2024	Project Restore Symposium	Virtual	
11/6/2024	Recruitment Panel Hofstra Law School	In Person	Long Island, NY
11/12/2024	Columbia University Justice Ambassadors	in person	Manhattan
11/18/2024	Bushwick CPP Education Forum	Virtual	Brooklyn
11/15/2024	Teen Day	in person	Bronx
11/19/2024	Columbia University Justice Ambassadors	in person	Manhattan
11/21/2024	Patrol Borough Staten Island Robbery Pilot	in person	Staten Island
11/25/2024	Patrol Borough Queens North	in person	Queens
11/26/2024	OCFS Aftercare- Parent Workshop	in person	Brooklyn
11/1-11/27	HIDTA Gun Violence Strategies Partnership (Nov total 13)	in person	Manhattan
12/3/2024	Chief Michael LiPetri Crime Briefing to GVSP	in person	Manhattan
12/3/2024	Lifesaver Strategies Partnership Pre-Meet	Virtual	
12/3/2024	Columbia University Justice Ambassadors Presentation and Graduation	in person	Manhattan
12/4/2024	ICC Annual Public Hearing	in person at DYCD office	Manhattan
12/5/2024	Weekly Interagency Engagement/Outreach Call	Virtual	Manhattan
12/5/2024	CompStat	in person	Manhattan
12/6/2024	Patrol Borough Manhattan North	in person	Manhattan
12/2/24-12/30/24	HIDTA Gun Violence Strategies Partnership (Dec total 15)	in person/hybrid	Manhattan
12/11/2024	NYPD ECMS API Working Group	Virtual	
12/18/2024	Chief Theresa Tobin Farewell Retirement Luncheon	in person	Manhattan

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

12/19/2024	Crime Control Strategies Crime Briefing to GVSP	in person	Manhattan
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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?

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.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Quarter 1

- The Law Department's Community Service Committee (CSC) successfully organized a donation drive to support Team TLC, collecting over seven (7) boxes of children's clothing, shoes, stuffed animals, and backpacks.
- Additionally, a group of nine (9) employees from the Law Department's Community Service Committee volunteered at Heart & Soul's Monday Night Hospitality event. The Law Department volunteers assisted with distributing food and beverages, managing food service between the kitchen and the 'to-go' window, and welcoming diners while providing directions. The event was led and coordinated by a member of the Community Service Committee.

The Community Service Committee has several upcoming events pending and/or planned including:

- Volunteer opportunity with Encore Services is tentatively scheduled for October 26, 2024
- Shoe donation drive to benefit Soles4Souls is expected to run from October 28 to November 8, 2024
- 'Crafting Love' card decorating event, in November 2024 with dates to be determined
- Holiday Toy Drive will be organized to support the Department of Homeless Services (DHS)

Quarter 2

- In honor of the NYC Marathon that occurred on November 3, 2024, the Law Department's Community Service Committee hosted a shoe donation drive to benefit Soles4Souls, from October 28th to November 14th, 2024. All shoe styles and sizes were accepted, as long as they still had some "miles" in them. Multiple donation drop-off locations were set up across the borough offices. CSC successfully collected sixty (60) boxes worth of shoes which were delivered to Soles4Souls.
- On October 28th and November 18th, 2024, the Law Department's Community Service Committee organized volunteer events for entry class attorneys at God's Love We Deliver - an organization that provides meals and support to those in need.
- The Law Department's Community Service Committee invited colleagues to handcraft Thanksgiving, Winter Wishes, and/or Birthday cards for God's Love We Deliver, from November 11th to 15th, 2024. Employees of the Law Department successfully created ninety (90) holiday cards, which were personally hand-delivered to God's Love We Deliver.
- The Law Department's Community Service Committee hosted the annual Holiday Toy Drive to benefit NYC Department of Homeless Services (CHS), from November 15th to December 13th, 2024. The link to the DHS Holiday Toy Drive Wishlist was circulated agency-wide for those who want to contribute. This year marked the most successful drive yet, with a total of 277 toys donated to DHS.
- The Law Department's Community Service Committee is organizing the annual Souperbowl Donation Drive to benefit City Harvest, scheduled for February 7th to 21st, 2025. An agency-wide email will be sent to encourage colleagues to donate non-perishable and non-expired foods including, but not limited to, canned fruits and vegetables, canned proteins, boxed meals,

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

canned and boxed soups, and family-sized hot and cold cereals. Multiple donation drop-off locations will be stationed in the borough offices.

V. 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]**
Promote discretionary positions and civil service exams internally and externally.

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?

The Diversity & EEO and Human Resources Offices look forward to expanding the Law Department's recruitment efforts and sources for the agency's civil service positions.

Existing and continuing efforts include strategies that promote awareness of opportunities such as:

- Sending timely and detailed agency-wide communications regarding promotions and transfer opportunities within the agency;
- Attending and participating in career fairs and citywide hiring halls;
- Posting information about civil service exams on LinkedIn and via agency-wide email correspondence.

Quarter 1

The Law Department's Career Counselor held the following career counseling sessions:

- Two (2) One-to-One Interview prep sessions
- Twelve (12) Civil Service counseling sessions

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- Twelve (12) Resume & Cover Letter Review
- Five (5) Job Coaching counseling sessions

The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

Date	Notes	Number of Attendees
7/9/2024	Civil Service Overview for College Intern Orientation	15
7/16/2024	NYC Civil Service Exams for July 2024 and Job Opportunities	Agency email
7/31/2024	Internal Announcement-Budget Analyst (Administration) - JO644092	Agency email
8/9/2024	Internal Announcement-Personnel Associate (Part-Time) - JO 645590	Agency email
8/30/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/3/2024	September 2024 DCAS Civil Service 101 Info Sessions for City Employees - Virtual	Agency email
9/9/2024	September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst	Agency email
9/16/2024	NYC Civil Service Exams for September 2024 and Job Announcements	Agency email
9/19/2024	Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156	Agency email
9/25/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/25/2024	New Supervisor Cohort - September Session	7

Quarter 2

- The Law Department's Career Counselor held thirty-one (31) career counseling sessions.
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Date	Event/Subject	# of Attendees/Target Audience
10/10/2024	Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158)	Agency email
10/10/2024	MOPD posting - Audit Clerk P/T - Clerical Associate L3 - Administration	MOPD
10/18/2024	NYC Civil Service Exams for October 2024	Agency email
11/7/2024	November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email
11/7/2024	Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager	2
11/12/2024	Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)	Agency email
11/13/2024	UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email
11/13/2024	MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration	MOPD
11/14/2024	Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034)	Agency email
11/15/2024	MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court	MOPD
11/15/2024	Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration	Agency email
11/15/2024	MOPD posting - P/T Timekeeping and Payroll Coordinator L1-Administration (JO 688261)	MOPD
11/15/2024	Internal Announcement- Benefits Coordinator (JO 688254)	Agency email
11/15/2024	MOPD posting -Benefits Coordinator	MOPD
11/18/2024	Internal Announcement- Deputy Personnel Chief (JO 688045)	Agency email
11/20/2024	Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)	Agency email
11/21/2024	Internal Announcement-Assistant Director of Application Services	Agency email

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

	(JO 689425)	
11/25/2024	MOPD posting -Clerical Associate L3-PT-Bronx	MOPD
11/25/2024	MOPD posting -Assistant Director of Application Services	MOPD
12/16/2024	December Civil Service 101 Information Session for City Employees - Wednesday, December 18	Agency email
12/19/2024	NYC Civil Service Exams for December 2024	Agency email

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

2. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan] Use of underutilization reports to inform recruitment efforts.

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?

- As previously mentioned, the Chief Diversity, M/WBE & EEO Officer and Deputy EEO Officers meet regularly with Human Resources to brainstorm efforts to increase recruitment in the areas the agency experiences underutilization. Please note, just as in Q1, we are currently not hiring for any discretionary positions in Q2.

Recruitment Initiatives/Strategies #2 Update:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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] Review of current procedures and practices related to recruitment.

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?

EEO Reviews

The Diversity & EEO Office continues conducting final level reviews for all candidates in the interview process. If, based on interviews, the Legal Recruitment Office or a division that is hiring does not recommend a candidate's advancement in the interview process, the Legal Recruitment Office sends the candidate's application materials and interview evaluations to the Diversity & EEO Office for review before a final decision is rendered on the applicant's candidacy.

Quarter 1

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and sixty-three (163) individuals, and participated in the interview process of one (1) promotional hire.

Quarter 2

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and seventeen (117) individuals, and participated in the interview process of eleven (11) promotional hires.

Recruitment Initiatives/Strategies #3 Update:

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

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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]

Training hiring managers and recruiters on DEI courses.

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?

Quarter 1

- The Law Department's and EEO Office's Diversity Training Liaison is planning to facilitate a CLE-accredited Mandatory EEO Training for Supervisors and Managers on November 6, 2024. This 90-minute training will include interactive discussions, hypotheticals, polling questions, employment discrimination caselaw, overview of the Reasonable Accommodation and EEO Complaint processes, updates to the 2024 EEO Policy, and a review of the obligations of managers and supervisors pursuant to the NYC EEO Policy.
- While there has been structured interviewing training in the past for staff interviewing applicants for civil service positions, there has not been a formal program. In Q1, the Diversity Training Liaison, Career Counselor, and Legal Recruitment Coordinator met on a monthly basis to plan and draft a training deck for staff interviewing applicants for civil service positions. Once finalized, the training program will be available to all Law Department employees and tailored to specific divisions without sacrificing the structured interviewing/EEO components.

Quarter 2

- The Law Department's and EEO Office's Diversity Training Liaison facilitated a CLE-accredited Mandatory EEO Training for Supervisors and Managers on November 6, 2024 with 44 supervisors in attendance.
- The Diversity & EEO Office's Diversity Training Liaison is collaborating with Professional and Organizational Development and

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

DSS's Office of Equity and Inclusion to draft and facilitate a 2-credit Continuing Legal Education (CLE) course for General Counsels across over seventy (70) City agencies to acquire Diversity, Inclusion, and Elimination of Bias credit. The CLE is scheduled for January 28, 2025 and will be available in-person at the NYC Law Department, and virtually via ZoomGov.com.

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

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

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- N/A for Q1: As previously mentioned, since there is a hiring freeze, there are no discretionary positions for which to recruit. However, the Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.
- N/A for Q2: As previously mentioned, we are currently not hiring for discretionary positions. However, the Career Counselor continues to promote civil service examinations on job boards and via agency-wide correspondence.

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	Approximately \$5,000	Approximately \$5,000		
Brooklyn				
Manhattan				
Queens				
Staten Island				

C. Recruitment Sources

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

1. Q1: Attended twenty (20) On-Campus Interview Programs
2. Q1: Attended four (4) Networking Events
3. Q2: Attended three (3) On-Campus Interview Programs
4. Q2: Attended one (1) Networking Event

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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: 0 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: 1 Q2 Total: 0 Q3 Total: Q4 Total:

Race/Ethnicity* [#s]: Black 1 Hispanic Asian/Pacific Islander Native American White Two or more Races

Gender* [#s]: M F 1 N-B O U

3. Summer College Interns:

Q1 Total: 2 Q2 Total: 0 Q3 Total: Q4 Total:

Race/Ethnicity* [#s]: Black 1 Hispanic Asian/Pacific Islander 1 Native American White Two or more Races

Gender* [#s]: M F 2 N-B O U

4. Summer Graduate Interns:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q1 Total: _____ 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 ____

5. Other (specify): Summer Honor Legal Intern

Q1 Total: 6 Q2 Total: 4 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White 1 Unidentified 3

Gender* [#s]: M 1 F 2 N-B ____ O ____ U 1

Additional comments:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. ☒ Yes ☐ No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2024): 2 Q2 (12/31/2024): 3 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

During the 1st Quarter, a total of 1 [number] new applications for the program were received. During the 1st Quarter 1 participants left the program due to [state reasons] change of title.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received. During the 2nd Quarter 0 participants left the program due to [state reasons] N/A.

During the 3rd Quarter, a total of ____ [number] new applications for the program were received. During the 3rd Quarter ____ participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of ____ [number] new applications for the program were received. During the 4th Quarter ____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
- | | | |
|------------------------|---|--|
| by e-mail: | ☒ Yes | ☐ No |
| in training sessions: | ☒ Yes | ☐ No |
| on the agency website: | ☐ Yes | ☒ No |
| in agency newsletter: | ☒ Yes | ☐ No |
| Other: | | |

2. _____

3. _____

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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.

Quarter 1

- The Law Department's Career Counselor held the following career counseling sessions:
 - Two (2) One-to-One Interview prep sessions
 - Twelve (12) Civil Service counseling sessions
 - Twelve (12) Resume & Cover Letter Review
 - Five (5) Job Coaching counseling sessions
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

Date	Notes	Number of Attendees
7/9/2024	Civil Service Overview for College Intern Orientation	15
7/16/2024	NYC Civil Service Exams for July 2024 and Job Opportunities	Agency email
7/31/2024	Internal Announcement-Budget Analyst (Administration) - JO644092	Agency email
8/9/2024	Internal Announcement-Personnel Associate (Part-Time) - JO 645590	Agency email
8/30/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/3/2024	September 2024 DCAS Civil Service 101 Info Sessions for City	Agency email

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

	Employees - Virtual	
9/9/2024	September 2024 Civil ServiceNYC Civil Service Exams for September 2024 - Associate Staff Analyst	Agency email
9/16/2024	NYC Civil Service Exams for September 2024 and Job Announcements	Agency email
9/19/2024	Internal Announcement-Personnel System Assistant P/T (Admin & Human Resources) - JO 680156	Agency email
9/25/2024	Internal Announcement-Paralegal- (Risk Management) - JO 646634	Agency email
9/25/2024	New Supervisor Cohort - September Session	7

Quarter 2

- The Law Department's Career Counselor held thirty-one (31) career counseling sessions.
- The Law Department's Career Counselor circulated and held the following meetings/sessions to promote Civil Service Exams and Positions:

Date	Event/Subject	# of Attendees/Target Audience
10/10/2024	Internal Announcement-Audit Clerk P/T - Clerical Associate L3 - Administration (JO 683158)	Agency email
10/10/2024	MOPD posting - Audit Clerk P/T - Clerical Associate L3 - Administration	MOPD
10/18/2024	NYC Civil Service Exams for October 2024	Agency email
11/7/2024	November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email
11/7/2024	Sent individual emails to 2 employees eligible to take the promotional exam for Computer Operations Manager	2
11/12/2024	Internal Announcement-Payroll Clerk FT-Clerical Associate L3-Administration (JO 644723)	Agency email
11/13/2024	UPDATED - November 2024 Civil Service Exams **Computer Operations Manager** & Civil Service 101 Information Sessions	Agency email

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

11/13/2024	MOPD posting - Payroll Clerk FT-Clerical Associate L3-Administration	MOPD
11/14/2024	Internal Announcement - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court (JO 682999, 683037, 683034)	Agency email
11/15/2024	MOPD posting - Paralegal Aide, L2 (8 FT & 2 PT) & Clerical Associate, L3 (2 FT) - Family Court	MOPD
11/15/2024	Internal Announcement- P/T Timekeeping and Payroll Coordinator L1- Administration	Agency email
11/15/2024	MOPD posting - P/T Timekeeping and Payroll Coordinator L1- Administration (JO 688261)	MOPD
11/15/2024	Internal Announcement- Benefits Coordinator (JO 688254)	Agency email
11/15/2024	MOPD posting -Benefits Coordinator	MOPD
11/18/2024	Internal Announcement- Deputy Personnel Chief (JO 688045)	Agency email
11/20/2024	Internal Announcement-Clerical Associate Level 3 - PT-Bronx (JO 688070)	Agency email
11/21/2024	Internal Announcement-Assistant Director of Application Services (JO 689425)	Agency email
11/25/2024	MOPD posting -Clerical Associate L3-PT-Bronx	MOPD
11/25/2024	MOPD posting -Assistant Director of Application Services	MOPD
12/16/2024	December Civil Service 101 Information Session for City Employees - Wednesday, December 18	Agency email
12/19/2024	NYC Civil Service Exams for December 2024	Agency email

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.

Quarter 1

- The Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and sixty-three (163) individuals, and participated in the interview process for one (1) promotional hire position.

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Quarter 2

- As mentioned previously, the Law Department's Chief Diversity, M/WBE & EEO Officer reviewed applications and final recommendations of approximately one-hundred and seventeen (117) individuals, and participated in the interview process of eleven (11) promotional hires.

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).

Quarters 1 and 2

- The legal hiring process involves a thorough evaluation and justification for each applicant interviewed. The Chief Diversity, M/WBE & EEO Officer and the Deputy Diversity & EEO Officers review these justifications before submission to the agency head.
- The Chief Diversity, M/WBE & EEO Officer also conducts exit interviews for staff departing the agency for lateral or promotional opportunities elsewhere.

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

- The agency is currently not experiencing a period of layoffs.

5. Other:

During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>21</u>	# <u>67</u>	# <u>4</u>
Q2	# <u>45</u>	# <u>10</u>	# <u>1</u>
Q3	# _____	# _____	# _____

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Q4 # _____ # _____ # _____

I.
II.
III.
IV.
V.
VI.

VII. Training

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

IV.
V.

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

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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://mspwa-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).

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

I.
II.
III.
IV.
V.
VI.
VII.
VIII.

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: EEPC.
- ☐ 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.

The New York City Equal Employment Practices Commission

hereby issues this

Determination of Compliance

to

New York City Law Department

for achieving compliance with the
Equal Employment Practices Commission's audit:

Evaluation of Employment Practices with a Focus on Underutilization

From July 1, 2021, to this date.



*In care of Acting Corporation Counsel Muriel Goode-Trufant
and Principal EEO Professional Karlyne Fequiere*

On this 17th day of December in the year 2024

A handwritten signature in black ink, appearing to read "Aldrin Rafael Bonilla".

Aldrin Rafael Bonilla, Chair/Commissioner

A handwritten signature in black ink, appearing to read "Jeanne M. Victor".

Jeanne M. Victor, Executive Director

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel For 2nd Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: ☒ No Changes		Number of Additions:	Number of Deletions: 2
Employee's Name & Title	1.	2.	3.
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start Date or Termination Date: 12-9-2025	Start Date or Termination Date: 12-9-2025	Start Date or Termination Date: 12-9-2025
Employee's Name & Title	4.	5.	6.
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Karlyne Fequiere: Chief Diversity, M/WBE & EEO Officer	2. Shanel Spence: Acting EEO Officer	3. Leon Breeden: Deputy EEO Officer
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Disability Awareness & Etiquette	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
5. Unconscious Bias	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
6. Microaggressions	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ No
7. EEO Officer Essentials: Complaint/Investigative			

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Processes	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☒ No
8. EEO Officer Essentials: Reasonable Accommodation	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☒ No
9. Essential Overview Training for New EEO Officers	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes	☒ No
10. Understanding CEEDS Reports	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes	☒ No
	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes	☒ No
	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes	☒ No

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. Celina Fletcher-Serrant: Assistant EEO Officer & Diversity Training Liaison		5. Bijan Vafegh: Assistant EEO Officer		6. Samantha Chan: EEO Legal Assistant	
Completed EEO Trainings:	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
1. Everybody Matters-EEO and D&I	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
2. Sexual Harassment Prevention	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
3. lgbTq: The Power of Inclusion	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
4. Disability Awareness & Etiquette	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
5. Unconscious Bias	☒ Yes	☐ No	☒ Yes	☐ No	☒ Yes	☐ No
6. Microaggressions	☒ Yes	☐ No	☐ Yes	☐ No	☐ Yes	☒ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes	☐ No	☐ Yes	☒ No	☒ Yes	☐ No
8. EEO Officer Essentials: Reasonable Accommodation	☐ Yes	☒ No	☒ Yes	☐ No	☐ Yes	☒ No
9. Essential Overview Training for New EEO Officers	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☒ No
10. Understanding CEEDS Reports	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☒ No
	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes	☒ No

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

	☐ Yes ☒ No	☐ Yes ☒ No	☐ Yes ☒ 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: 100 Church Street, Executive Division, 6th Floor, New York, NY 10007

Diversity and EEO Staffing as of 1stQuarter 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	Karlyne Fequiere Shanel Spence	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-3290
Deputy EEO Officer OR Co-EEO Officer	Leon Breeden	Administrative Staff Analyst IV	100% 30%	LBreeden@law.nyc.gov	212-356-1055
Chief Diversity & Inclusion Officer	Karlyne Fequiere Shanel Spence	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-3290
Diversity & Inclusion Officer	Karlyne Fequiere Shanel Spence	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-3290
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Karlyne Fequiere Shanel Spence	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-3290
ADA Coordinator	Karlyne Fequiere Shanel Spence	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov	212-356-5010 212-356-3290

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<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	Shanel Spence Leon Breeden	Assistant Corporation Counsel Administrative Staff Analyst IV	100% 30%	SSpence@law.nyc.gov LBreeden@law.nyc.gov	212-356-3290 212-356-1055
Disability Services Facilitator	Leon Breeden Bijan Vafegh	Administrative Staff Analyst IV Assistant Corporation Counsel	30% 100%	LBreeden@law.nyc.gov bijvafeg@law.nyc.gov	212-356-1055 212-356-2602
55-a Coordinator	Tiffany Charles	Administrative Staff Analyst	0%	tcharles@law.nyc.gov	212-356-1010
Career Counselor	John Campbell Rima McCoy	Assistant Corporation Counsel Administrative Staff Analyst	0% 0%	icampbel@law.nyc.gov rimmccoy@law.nyc.gov	212-356-2446 212-356-1971
EEO Counselor	Arlene Aikens Danielle Boccio Marilyn Campbell Diane Meminger Rosemarie Peyton Charles Rott	Workers' Comp. Benefits Examiner III Assistant Corporation Counsel Claim Specialist III Assistant Corporation Counsel Assistant Corporation Counsel Assistant Corporation Counsel	0% 0% 0% 0% 0% 0%	aaikens@law.nyc.gov dboccio@law.nyc.gov mcampbel@law.nyc.gov dmeminger@law.nyc.gov rpeyton@law.nyc.gov crott@law.nyc.gov	718-724-5435 718-558-2269 212-356-3297 718-410-2730 212-356-3222 718-780-2530
EEO Investigator	Karlyne Fequiere Shanel Spence Leon Breeden Celina Fletcher-Serrant Bijan Vafegh	Assistant Corporation Counsel Assistant Corporation Counsel Administrative Staff Analyst Assistant Corporation Counsel Assistant Corporation Counsel	100% 100% 30% 100% 100%	kfequier@law.nyc.gov sspence@law.nyc.gov lbreeden@law.nyc.gov cefletch@law.nyc.gov bijvafeg@law.nyc.gov	212-356-5010 212-356-3290 212-356-1055 212-356-3294 212-356-2602
EEO Counselor\ Investigator					
Investigator/Trainer	Celina Fletcher-Serrant	Assistant Corporation Counsel	100%	cefletch@law.nyc.gov	212-356-3294

LAW Quarter 2 FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<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 Training Liaison	Celina Fletcher-Serrant	Assistant Corporation Counsel	100%	cefletch@law.nyc.gov	212-356-3294
Other (specify) Assistant EEO Officer	Celina Fletcher-Serrant Bijan Vafegh	Assistant Corporation Counsel Assistant Corporation Counsel	100% 100%	cefletch@law.nyc.gov bijvafeg@law.nyc.gov	212-356-3294 212-356-2602
Other (specify) EEO Assistant	Samantha Chan	Legal Secretarial Assistant	100%	samchan@law.nyc.gov	212-356-2402
Other (specify) EEO Officer Designee	Cecillia Shepard	Assistant Corporation Counsel	10%	ceshepar@law.nyc.gov	212-356-3123

* 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.