

FY 2026 Agency Quarterly Update Report to the FY2026 EEO Annual Plan

Narrative Summary

Agency Name: NEW YORK CITY LAW DEPARTMENT

- 1st Quarter (July -September), due November 14, 2025
- 2nd Quarter (October – December), due January 30, 2026
- 3rd Quarter (January - March), due April 30, 2026
- 4th Quarter (April - June), due July 30, 2026

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Date Received: (MM/DD/YY)

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Instructions for Filling out Quarterly Reports FY 2026

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2026.]

- For **Q1**, please copy the goals, programs, and initiatives from your draft of the FY 2026 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 the previous quarter's submission to update your 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 your Annual Plan.

1. Please save this file as "**XXXX Quarter X FY 2026 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 opportunity, 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; **Ongoing** = in progress and on schedule.]
4. Please save the Excel file as "**XXXX Quarter X FY 2026 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.**

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?

- Yes, on: May 01, 2025
- No
- By e-mail
- Posted on agency intranet and/or website
- Other: Enter text here

II. Recognition and Accomplishments

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The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in fostering principles of equal employment opportunity and inclusivity for all through the following:

- Employee Accomplishment Awards
- Employee Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): Enter text here

Please describe Awards and/or Appreciation Events below:

Quarter 1

- During Q1, the agency engaged in the process of planning for the annual Law Department Awards event.
 - On September 12, 2025, agency-wide email correspondence was distributed inviting nominations for the annual and prestigious Law Department Awards. The correspondence listed the Chair, Co-chair, and all members of the Awards Committee, and included the criteria for the (15) award categories. The announcement initiated the Awards Committee's engagement across the agency to solicit and review nominations.
 - The Committee convened on October 24, 2025, to begin the selection process and concluded the nomination process on October 31, 2025.
 - The Committee will continue planning during early Q2 and host this phenomenal event on December 4, 2025.
- During Q1, the Law Department's Quality of Work Life Committee (QWLC) organized and supported several initiatives which included an employee appreciation event:
 - On July 25, 2025, the Committee hosted a Staff Appreciation Pizza Party in partnership with Committees Unite to recognize and celebrate staff contributions.

Quarter 2

- During Q2, the agency successfully held the Annual Law Department Awards 2025 on December 4, 2025. The event recognized outstanding contributions agency-wide and celebrated the achievements of the award recipients, marking a culmination of the Committee's planning and engagement efforts.

III. Workforce Review and Analysis

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

Q1 (09/30/2025): 1420 **Q2** (12/30/2026): 1429
Q3 (03/30/2026): Enter number **Q4** (6/30/2026): Enter number

Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status (as aligned with objectives of Local Law 14 of 2019)

- Yes on (Date): 11/06/2024
- Yes (again) on (Date): 12/18/2024
- No
- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

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The CEEDS (workforce) reports for Q2 have not yet been uploaded to the new CAD/CEEDS portal. Upon receipt of the Q2 report, the agency will conduct a review of the quarterly CEEDS workforce aggregate reports and the dashboard 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 in order to inform broad recruitment outreach efforts.

Yes, on (enter dates below):

Quarter 1 Review	Quarter 2 Review	Quarter 3 Review	Quarter 4 Review
Q1 Review Date: <u>11/12/2025</u>	Q2 Review Date: <u>(MM/DD/YY)</u>	Q3 Review date: <u>(MM/DD/YY)</u>	Q4 Review date: <u>(MM/DD/YY)</u>
Review conducted with: <input type="checkbox"/> Agency Head <input checked="" type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input checked="" type="checkbox"/> Other: MANAGING ATTORNEY <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input checked="" type="checkbox"/> N/A - Not Conducted Standard Review will take place once data is available	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted	Review conducted with: <input type="checkbox"/> Agency Head <input type="checkbox"/> Human Resources <input type="checkbox"/> General Counsel <input type="checkbox"/> Other: <u>Enter text here</u> <input type="checkbox"/> N/A - Not Conducted

IV. Initiatives for FY 2026

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency EEO Plan for FY 2026.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Collaborate with the City’s Department of Aging, DCAS, and other agencies to build capacity to further support a multigenerational workforce.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

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Quarter 1

During this quarter, the agency made progress towards advancing this goal that is related to professional development; and designed to strengthen a respectful, high performing workplace. The EEO office is currently developing an action plan to launch efforts towards this goal in Q2.

Indicators for evaluating the success will be both quantitative and qualitative. Once the training is made available to staff members, the agency intends to measure the number of staff who are able to receive training, evaluate responses from any pre-and/or post training surveys and solicit feedback.

Quarter 2

During this quarter, the agency made progress towards advancing this goal. The EEO office began engagement with DCAS City-wide Learning and Development to identify customized options to meet agency-specific training needs.

Workforce Goal/Initiative #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

2. Expand the agency's use of the NYC Learn Training Platform and other workforce training initiatives.

Please describe the steps your agency has taken to meet this goal/initiative. Include initiatives related to recruitment, retention, promotion, and professional development that support fair access to opportunity for all and strengthen a respectful, high-performing workplace. Be sure to address efforts that consider age range, individuals from non-traditional backgrounds, and the engagement of long-serving and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the inhabitants of New York City, reflecting the full spectrum of communities served. What are your metrics or indicators for evaluating the success of these initiatives or strategies?

Quarter 1

During this quarter, the agency made progress towards advancing this goal with a multi-faceted approach where EEO, Human Resources, Administration, Professional

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Development and other leaders are increasing their knowledge of the platform and encouraging the workforce to use the platform for training needs and goals. This will facilitate professional development; and is designed to strengthen a respectful, high performing workplace.

- The agency has through its training and career development staff, promoted the use of DCAS resources offered through the NYC Learn training platform. Information about the resources is shared during trainings and career consults.
- The agency has also encouraged supervisors to refer staff for trainings in response to staff's individual development needs.

Indicators for evaluating the success of this goal include the increase in the number of staff accessing training opportunities through use of the platform. The agency seeks to expand the number of staff who access training using the platform. In addition, the EEO Office continues to monitor attendance and completion numbers of the various initiatives as a method of measuring levels of the workforce's engagement in learning and development.

Quarter 2

During this quarter, the agency's HR circulated an agency-wide email announcing the launch of the 2025 Fall Catalogue for the Citywide Learning Management System, NYCityLearn. The communication informed employees of the availability of the Open Enrollment Citywide Training Catalog, which includes online, instructor-led, and live webinar offerings. The email outlined the registration process, including the requirement that most courses require submission of an E-Form with supervisory approval, with the exception of mandatory trainings. Employees were provided with a step-by-step guide for enrolling in courses, requesting approvals through E-Forms, and tracking enrollment status within the NYCityLearn portal.

Additionally, the Law Department's EEO Office is preparing for the annual EEO training for supervisors, which will be held in Q3, with four sessions in total. All employees who hold supervisory or managerial responsibilities, including those who serve as team leaders will be required to attend the training.

The Law Department's Career Counselor also coordinated and disseminated multiple agency-wide email communications to support workforce awareness and professional development. These communications included 16 Internal Announcement of Job Opportunities regarding open positions at the Law Department; DCAS Civil Service 101 Information Sessions for City Employees in November and December 2025; and announcements related to NYC Civil Service Exams for October, November, and December 2025.

Workforce Goal/Initiative #2 Update:

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Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

3. The Law Department actively participates in a variety of ongoing programs and initiatives, which include, but are not limited to: Lexis Training; the Professional and Organizational Development Office Panel Series; the Coaching Collaborative; the Training Consortium; Supervisory Training Initiatives; Structured Interviewing Training for staff involved in Civil Service hiring, and specialized training programs for employees in Civil Service titles.

Quarter 1

- During this quarter, the agency made progress towards advancing this goal related to professional development; and designed to strengthen a respectful, high performing workplace. The Law Department actively participates in a variety of ongoing programs and initiatives, which include, but are not limited to:
 - NYC Learn Training Initiatives
 - Lexis Training
 - The Professional and Organizational Development Office Panel Series
 - The Law Department Coaching Collaborative
 - The Law Department Training Consortium
 - Various Supervisory Training Initiatives
 - Structured Interviewing Training for staff involved in Civil Service hiring
 - Specialized training programs for employees in Civil Service titles.

Measurements from Q1 include:

- The Law Department's Legal Recruitment Office provided training on Structured Interviewing and Implicit Bias to a total of (49) employees.
- The Law Department's Professional and Organizational Development Office continued the Coaching Collaborative:
 - The Coaching Collaborative was held on August 6, 2025, with (20) participants.
 - A Coaching Collaborative – Open House Forum was held on September 3, 2025, with (15) participants.
 - Eight (8) Coaching Sessions were held during Q1 with at least two (2) participants per session.
- The Law Department's Professional and Organizational Development Office held the Supervisor Leadership Training Module 1 – Leadership Foundations: Establishing Core Competencies & Setting the Stage for Success on August 20, 2025, with (31) participants.

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- The Law Department's Professional and Organizational Development Office held five (5) Support Professional New Hire Orientations with 4-7 participants per session.
- The Law Department's Civil Service Career Counselor conducted two (2) one-on-one interview preparation sessions, facilitated (19) Career Counseling sessions, and conducted (19) support professional exit interviews.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-event surveys.

Quarter 2

- The Law Department's Professional and Organizational Development Office hosted a Coaching Collaborative meeting on October 21, 2025, with sixteen (16) participants. This was followed by a Speed Coaching for Success event on November 6, 2025, which was attended by twenty-nine (29) participants. In addition, ten (10) Coaching sessions were held, each with two (2) participants per session.
- The Law Department's Professional and Organizational Development Office held two (2) Training Consortium meetings on October 16, 2025, and December 8, 2025, with eleven (11) and fifteen (15) participants, respectively.
- The Law Department's Professional and Organizational Development Office held a Leadership Training Module 2 - Feedback that Fuels Growth: Developing Teams Through Actionable Feedback & Performance Evaluations on October 29, 2025 with 26 participants
- The Law Department's Professional and Organizational Development Office offered the following three (3) CLE sessions: An Introduction to Elements of Digital Accessibility was held on October 28, 2025, with one hundred one (101) participants; Protecting Attorney-Client Privilege in the Dual-Role World on November 18, 2025, attended by one hundred six (106) participants; and CPLR Updates Winter 2025/2026 – Smooth Sailing: Procedural Shoals to Avoid This Winter on December 16, 2025, with ninety-seven (97) participants.
- The Law Department's Career Counselor conducted one (1) one-on-one interview prep session.
- The Law Department's Career Counselor conducted a total of fifteen (15) career counseling sessions, providing individualized guidance and support to participants.
- The Law Department's Career Counselor facilitated an Administration Supervisor Training on Communication on October 9, 2025, with 26 participants, and Leadership Training Module 2: Feedback That Fuels Growth on October 29, 2025, with 22 participants.
- The Law Department's Career Counselor conducted multiple Support Professional New Hire Orientation sessions on October 6-7, 2025, November 3-5, 2025,

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December 15-16, 2025, and December 29-30, 2025, onboarding a total of 12 new employees and introducing them to departmental resources and professional development opportunities.

Workforce Goal/Initiative #3 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed 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. What are your metrics or indicators for evaluating the success of your initiatives?

- The Law Department seeks to employ several strategies to address underutilization. The EEO, Human Resources, Legal Recruitment, and Professional & Organizational Development Offices collaborate to engage on initiatives that support recruitment, professional development for all existing employees and outreach efforts to inform and encourage applications for upcoming civil service exams.
- The EEO Office continues to review the quarterly reports and trends identified on the dashboard and engages in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.
- The EEO Office's primary strategy for addressing underutilization is to engage the relevant units, Legal Recruitment and Personnel, and their leadership in an ongoing discussion of hiring trends, exit interviews, retention concerns, and to propose and assist with efforts to increase outreach and engagement and improve underutilization.
- The EEO Office continues to engage with the Managing Attorney and Legal Recruitment Office on specific policies to enhance EEO review of promotional and lateral hire applications, interviews, and evaluation processes.
- The EEO office relies on Quarterly workforce reports to identify underutilization.
 - 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.
 - Recruitment efforts have been extended to include outreach to bar associations with significant Hispanic membership and representation.

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- Because the Managers work group also includes non-lawyers, the agency intends to increase recruitment outreach to local community colleges and schools in an effort to build a diverse pipeline of prospective non-lawyer managers. The EEO Office is proposing this effort to Human Resources during Q2.
- The Workforce Dashboard also revealed underutilization in one demographic category in the Building Services work groups.
 - With respect to the underutilization of women in the Building Services, the EEO Office meets regularly with the Administration Division to brainstorm strategies to reach a wider range of candidates the application pool, including targeting recruitment efforts to various associations and organizations with substantial female representation.
- The EEO Office continues to explore opportunities to restore prior successful pipeline efforts and build new efforts to create a diverse and qualified support professional pipeline.
 - The EEO, Human Resources and Legal Recruitment is discussing strategies via internship programs and making contacts with universities and colleges to increase knowledge of legal and legal support careers at the Law Department, to attract candidates and re-attract persons who have interned with us already.
 - To address underutilization, internal partners discussed the long-term nature of the pipeline to manager positions and the continuation of efforts to enhance legal recruitment of entry-level and lateral hires as a way to support the manager pipeline. Plans include email communication plans to share information about the Law Department to the community at large and visiting other city agencies. For example, during FY 2025, members of our professional staff visited OATH to speak about Law Department careers and functions.
 - The agency is also promoting vacancies on social media.
- The EEO Office and its internal partners continue to focus on metrics through review the quarterly reports and trends identified on the dashboard and engage in efforts to promote diverse recruitment opportunities and the retention of underrepresented groups.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Increase training opportunities and information dissemination on topics such as employees with disabilities, age and gender inclusion, and neurodiversity.

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Quarter 1

During this quarter, the agency made progress towards advancing this goal that is designed to improve and/or enhance the workplace.

- The Law Department's Women's Committee has planned several upcoming initiatives planned for the next quarter. In recognition of Breast Cancer Awareness Month, the Women's Committee planned to circulate an informational email on October 2, 2025, providing valuable resources to promote early detection, support, and education.
- To further raise awareness, the Committee planned to host "Wear Pink Day" on October 22, 2025, encouraging staff to show solidarity with those affected by breast cancer by wearing pink attire.
- The Women's Committee Book Club has selected Hidden Figures as its next reading choice, with a meeting scheduled in November to discuss the book's themes of resilience, equality, and the groundbreaking contributions of women in STEM. This initiative continues the committee's goal of fostering dialogue and inspiration through literature that highlights women's achievements.
- Additionally, during the first week of November, the Women's committee will organize a community service event benefiting Women in Need, a nonprofit organization supporting women and families experiencing homelessness. The collection drive will provide essential items to help empower and uplift women in the community.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of new programs offered, the number of attendees/participants; and will capture feedback from post-event surveys.

Quarter 2

- The Law Department's DEI Committee recognized National Disability Employment Awareness Month (NDEAM) by circulating an agency-wide email on October 15, 2025. NDEAM is a time to recognize the achievements, innovation, and leadership of people with disabilities. This year's theme, "Celebrating Value and Talent," reminds us that when we embrace inclusion, we strengthen not only our workplace but also our City as a whole. The DEI Committee and the Law Department are committed to fostering an environment where all voices and experiences are valued. The perspectives of our colleagues enrich the work we do and strengthen our ability to serve New York City with excellence. NDEAM is not only about raising awareness, but also about honoring the contributions of our peers and affirming that every person belongs. Resources were shared, from the American Bar Association, which highlights inclusion in the legal profession with a survey entitled: #BeCounted, which uplifts visibility for lawyers, judges, and law students with disabilities. Events and opportunities to learn and participate in were also circulated, including The Library of Congress, and the Disability Belongs

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NDEAM 2025 page featuring a robust lineup of virtual panel conversations, studio recruiting sessions, pitching workshops for disabled TV/film writers, and new resource releases throughout the month. The Law Department reflected on this month by recommitting to creating spaces of belonging where the talents of every colleague are seen, valued, and celebrated.

- The Law Department's Women's Committee recognized Breast Cancer Awareness Month in October 2026, a month dedicated to promoting early detection, research, and support. A reminder and office manual were shared, regarding City employees being entitled to 4 hours of excused leave per year to undergo cancer screening. Resources were circulated agency-wide, including information on some important and helpful upcoming events.
- The Women's Committee hosted The Law Department Breast Cancer Awareness Walk on October 22, 2025, at 1:00 PM, to honor all who have battled breast cancer and to call attention to the need for prevention and early detection. The walk took place around City Hall Park, and pink ribbon pins were distributed to attendees, who were encouraged to wear pink. The pink ribbon is the universal symbol of breast cancer awareness and serves as a symbol of support and hope.
- Additionally, the Women's Committee encouraged all colleagues to wear pink in honor of Breast Cancer Awareness Month on October 22, 2025.
- The Law Department's QWLC hosted a virtual presentation in collaboration with the NYC Employee Assistance Program (EAP). The session focused on supporting employee wellness during the winter months, including strategies for balancing personal and professional demands, understanding Seasonal Affective Disorder (SAD), reviewing holiday finance strategies, and practicing mindfulness techniques. Employees were provided with practical guidance and resources to enhance overall winter wellness.
- The Law Department's Career Counselor supported a range of recruitment and informational initiatives, including posting ten (10) job opportunities on the Mayor's Office for People with Disabilities (MOPD) Job Board and completing a FY25 Support Professional Exit Report

Workplace Goal/Initiative #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

2. Ongoing workplace programs and initiatives include, but are not limited to, the Law Department Mentoring Program; the Special Mentoring Program for Bar Retakers; and promotion of agency resources.

Quarter 1

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During Q1, the agency made progress towards advancing ongoing initiatives designed to improve and/or enhance the workplace.

- The Law Department’s Professional and Organizational Development Office continued the Mentorship Program:
 - The Mentoring Program – From Both Sides: Lessons Learned on the Mentorship Journey featuring Corporation Counsel Muriel Goode-Trufant was held on August 21, 2025, with (105) participants.
 - Two (2) Mentor-Mentee meetings were held with two (2) participants per meeting.
- The Law Department’s Civil Service Career Counselor circulated agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025, NYC Civil Service Exams for September 2025.
- The Civil Service Career Counselor also distributed (19) “Internal Announcement – Job Opportunity” regarding open positions.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number of participants, feedback from surveys, the number and frequency of announcements

Quarter 2

- The Law Department’s Career Counselor delivered three (3) Mentoring Program sessions with topics focused on Navigating the Law School Admissions Process on October 1, 2025, with 33 participants, Crafting Strong Personal and Optional Statements on October 22, 2025, with 25 participants, and Gaining Perspectives from NYLS Leadership and Students on October 29, 2025, with 25 participants.
- The Law Department's Professional and Organizational Development Office held a Mentoring Program: End-of-Year Reflection Session on December 16, 2025, with 23 participants.
- The Career Counselor also coordinated and disseminated multiple agency-wide email communications to support workforce awareness and professional development. These communications included Internal Announcements of Job Opportunities regarding open positions at the Law Department; DCAS Civil Service 101 Information Sessions for City Employees in November and December 2025; and announcements related to NYC Civil Service Exams for October, November, and December 2025.
- The Law Department’s Professional and Organizational Development Office hosted a Bar Retaker Program presentation by New York Law School on November 19, 2025, with eighteen (18) participants. This was followed by a Bar Retaker Program check-in with mentors on December 1, 2025, attended by seven (7) participants, and a check-

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in with supervisors on the same date, with fourteen (14) participants. In addition, the Professional and Organizational Development Office held four (4) Bar Prep check-in sessions, each with two (2) participants, as well as five (5) Bar Prep sessions with two to four (2–4) participants per session.

Workplace Goal/Initiative #2 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

3. Ongoing workplace programs and initiatives include, but are not limited to, cultural celebrations at the Law Department; and participation in various committees and employee resource groups, including the Diversity, Equity, and Inclusion Committee, Women’s Committee, Quality of Work Life Committee, and Community Service Committee.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives designed to improve and/or enhance the workplace.

- Diversity, Equity and Inclusion Committee
 - The Law Department’s Diversity, Equity, and Inclusion (DE&I) Committee has planned several meaningful initiatives for the upcoming quarter, with a primary focus on celebrating Hispanic Heritage Month. In honor of this occasion, the DE&I committee will host a panel discussion featuring the Hon. Joanne Quiñones and the Hon. Patria Frias-Colón. This event, scheduled for October 28, 2025, will celebrate the profound contributions and lasting influence of Hispanic heritage and culture. This year’s theme, “Collective Heritage: Honoring the Past, Inspiring the Future,” highlights the importance of embracing cultural traditions while fostering progress for future generations. Judges Quiñones and Frias-Colón will share their professional journeys and insights, offering inspiration to attendees as they reflect on the impact of Hispanic leaders within the legal community and beyond. Employees are encouraged to join the event in person or participate virtually.
 - In addition to the panel, the DE&I committee has shared a list of cultural resources and events taking place throughout New York City to encourage continued engagement with Hispanic Heritage Month. These include exhibits at The Hispanic Society Museum & Library, performances at El Repertorio Español, and family-friendly workshops hosted by the Brooklyn Public Library, among others.

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- Looking ahead, the DE&I Committee's Italian Heritage subcommittee is scheduled to convene in Q2 to plan upcoming cultural programming and initiatives celebrating Italian American Heritage Month.

- Quality of Work Life Committee
 - During Q1, the Law Department's Quality of Work Life Committee (QWLC) organized and supported several initiatives aimed at fostering employee engagement, wellness, and collaboration. The QWLC hosted a Summer in the City outing on July 30, 2025, where employees attended a Yankees game, offering an opportunity for team bonding outside the workplace.

 - The QWLC continued to promote wellness activities through its Running Club, which met every Thursday, and its Walking Club, which convened on Tuesdays, Wednesdays, and Fridays.

 - The QWLC also supported the establishment of the Roll of Law Gaming Club, encouraging recreational activities and networking among employees.

 - On September 10, 2025, the QWLC facilitated the introduction of the Committee for the New Entry Class, welcoming new employees and integrating them into the agency's community initiatives.

- Community Service Committee
 - The Law Department's Community Service Committee (CSC) continued the agency's engagement and volunteerism through several impactful initiatives. On July 12, 2025, a group of nine Law Department colleagues volunteered at Community Help in Park Slope (CHiPS), a local food pantry and soup kitchen dedicated to serving individuals and families in need.

 - On July 28, 2025, seven volunteers from the agency participated in Heart & Soul's Monday Night Hospitality program, assisting with meal service for the unhoused community.

 - From August 4 - 18, 2025, the CSC committee coordinated a successful Back-to-School Donation Drive benefiting New York Edge, a nonprofit organization supporting students in after-school and summer programs. The committee collected eight boxes of school supplies, helping equip students with essential materials for the upcoming school year.

 - Looking ahead, the CSC has planned a series of events for the next quarter to continue fostering community engagement and collective service. On October 4,

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2025, a group of five colleagues and friends will participate in a clean-up event at Riverside Park.

- Additional volunteer opportunities are scheduled with Heart & Soul's Monday Night Hospitality on October 6, 2025.
- CSC will also host two drives from October 20 through November 7, 2025, a shoe drive to benefit Soles4Souls and a holiday card-making initiative for God's Love We Deliver.
- CSC is also planning a partnership with the Department of Homeless Services (DHS) to coordinate the annual Holiday Toy Drive, bringing joy to children and families across NYC during the holiday season.
- Women's Committee
 - The Law Department's Women's Committee has several upcoming initiatives planned for the next quarter. In recognition of Breast Cancer Awareness Month, the Women's committee will circulate an informational email on October 2, 2025, providing valuable resources to promote early detection, support, and education.
 - To further raise awareness, the committee will host "Wear Pink Day" on October 22, 2025, encouraging staff to show solidarity with those affected by breast cancer by wearing pink attire.
 - The Committee's Book Club has selected Hidden Figures as its next reading choice, with a meeting scheduled in November to discuss the book's themes of resilience, equality, and the groundbreaking contributions of women in STEM. This initiative continues the committee's goal of fostering dialogue and inspiration through literature that highlights women's achievements.
 - Additionally, during the first week of November, the Women's committee will organize a community service event benefiting Women in Need, a nonprofit organization supporting women and families experiencing homelessness. The collection drive will provide essential items to help empower and uplift women in the community.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-event surveys.

Quarter 2

- Diversity, Equity and Inclusion Committee
 - In honor of Hispanic Heritage Month, the Law Department's DEI Committee hosted an agency-wide hybrid event on October 28, 2025, to celebrate,

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recognize, and honor the rich contributions and lasting influence of Hispanic heritage culture. This year's theme, "Collective Heritage: Honoring the Past, Inspiring the Future," reminds us of the importance of preserving traditions while paving the way for progress. To mark this occasion, the Law Department was honored to welcome the Hon. Joanne Quiñones and the Hon. Patria Frias-Colón, who shared their experiences and legal journeys. Resources, links, events, and information about Hispanic Heritage Month were circulated agency-wide.

- In honor of Italian Heritage Month, Law Department's DEI Committee circulated an agency-wide email with highlighted public figures and resources on November 6, 2025. The Law Department recognized the profound contributions of Italian Americans to our city, our courts, and our government. From the bench to public service, generations of leaders have shaped New York City with dedication, resilience, and vision. Among the many influential Italian American trailblazers are: Justice Antonin Scalia, Geraldine Ferraro, Hon. Mario Cuomo, Lady Gaga (Stefani Germanotta), and Rita M. Glavin. These leaders reflect the lasting legacy of Italian Americans in New York City's community. Their stories inspire us to continue building a more just and inclusive society. Resources, events, and information including the Italian American Museum, the Istituto Italiano di Cultura (Italian Culture Institute), and The Official Little Italy Walking Tour were promoted for those interested in learning about Italian culture, Italian immigrant story, local neighborhood history and its roots in larger New York City community.
- The Law Department's DEI Committee recognized National Disability Employment Awareness Month (NDEAM) by circulating an agency-wide email on October 15, 2025. NDEAM is a time to recognize the achievements, innovation, and leadership of people with disabilities. This year's theme, "Celebrating Value and Talent," reminds us that when we embrace inclusion, we strengthen not only our workplace but also our City as a whole. The DEI Committee and the Law Department are committed to fostering an environment where all voices and experiences are valued. The perspectives of our colleagues enrich the work we do and strengthen our ability to serve New York City with excellence. NDEAM is not only about raising awareness, but also about honoring the contributions of our peers and affirming that every person belongs. Resources were shared, from the American Bar Association, which highlights inclusion in the legal profession with a survey entitled: #BeCounted, which uplifts visibility for lawyers, judges, and law students with disabilities. Events and opportunities to learn and participate in were also circulated, including The Library of Congress, and the Disability Belongs NDEAM 2025 page featuring a robust lineup of virtual panel conversations, studio recruiting sessions, pitching workshops for disabled TV/film writers, and new resource releases throughout the month.
- The Law Department's DEI Committee is planning a program featuring a distinguished guest speaker and celebrating the theme: "100 years of Black History."

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- **Quality of Work Life Committee**
 - The Law Department's QWLC hosted three (3) Mindfulness Breaks on October 29th, November 19th, and December 10th, 2025. The sessions were held virtually, run for no more than 20 minutes, and alternate between seated meditation practices and mindful movement sessions focused on gentle yoga, body awareness, and breath work. The programs were designed to be accessible to employees of all experience levels, including those with no prior mindfulness practice. QWLC also announced the introduction of a new Mindfulness Club. Employees were informed that the club would meet once every one to two months and would offer brief mindfulness sessions while also providing participants with the opportunity to assist in planning additional mindfulness-related events and meetups throughout the year.
 - The Law Department's QWLC circulated the People and Places in Your Neighborhood series, highlighting local libraries near Law Department offices for November 2025. The purpose of the series is to foster cross-divisional connections and strengthening community within the Law Department by introducing employees to nearby places and events. The email provided information on eligibility for free library cards in New York State and highlighted the resources, programs, and events available through the New York Public Library, Brooklyn Public Library, and Queens Public Library systems. Employees were encouraged to explore library offerings for reading, research, and cultural programming. The communication also included links and instructions for applying for library cards based on employees' residence or work location.
 - The Law Department's QWLC held a virtual event with a guest speaker from the Brooklyn Public Library, informing employees that library card holders from the Brooklyn Public Library, Queens Public Library, and the New York Public Library systems could reserve free passes to cultural institutions across New York City through the NYC Culture Pass program. It provided employees with an overview of how to access and use Culture Pass benefits.
 - The Law Department's QWLC hosted a virtual presentation in collaboration with the NYC Employee Assistance Program (EAP). The session focused on supporting employee wellness during the winter months, including strategies for balancing personal and professional demands, understanding Seasonal Affective Disorder (SAD), reviewing holiday finance strategies, and practicing mindfulness techniques. Employees were provided with practical guidance and resources to enhance overall winter wellness.

- **Community Service Committee**
 - The Law Department's CSC organized a park clean-up opportunities at Prospect Park on Saturday, September 27, 2025 and in Riverside Park on Saturday, October 4, 2025. Tasks involved tree bed care, weeding, trash

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- cleanup, mulching, coastal cleanup, painting fences and lamp posts, and more.
 - The Law Department's CSC proudly offered another impactful service opportunity on October 6, 2026, assisting at "Monday Night Hospitality," supported by Heart & Soul. Law Department colleagues were encouraged to sign up and help serve hot and healthy meals.
 - The Law Department's CSC offered a lunch-time creativity break (with sweet treats), from October 27, 2025 to November 10, 2025, for colleagues to create Thanksgiving, Winter Wishes, & Birthday cards to spread seasonal and birthday cheers for God's Love We Deliver, which delivers meals and warmth to those in need. The Law Department created a total of 180 cards!
 - The Law Department's CSC kicked off the Annual Holiday Toy Drive for DHS from November 12, 2025 to December 10, 2025. Employees were encouraged to purchase toys for the drive from the Amazon wish list. The Law Department's response has been overwhelming, and have donated a record 353 toys! The toys were picked up from the Law Department's office and delivered to two shelters that have expressed a great need for toys this past holiday season. One shelter has over 200 children and the other has 85. Per DHS, "Your toy drive will put smiles on these children's faces this year."
 - The Law Department's CSC is planning the annual Souperbowl Food Drive for City Harvest for February 2026, a volunteer event with NYC Edge, and another volunteer event with Monday Night Hospitality.
- **Women's Committee**
 - The Law Department's Women's Committee recognized Breast Cancer Awareness Month in October 2026, a month dedicated to promoting early detection, research, and support. A reminder and office manual were shared, regarding City employees being entitled to 4 hours of excused leave per year to undergo cancer screening. Resources were circulated agency-wide, including information on some important and helpful upcoming events.
 - The Women's Committee hosted The Law Department Breast Cancer Awareness Walk on October 22, 2025, at 1:00 PM, to honor all who have battled breast cancer and to call attention to the need for prevention and early detection. The walk took place around City Hall Park, and pink ribbon pins were distributed to attendees, who were encouraged to wear pink. The pink ribbon is the universal symbol of breast cancer awareness and serves as a symbol of support and hope.
 - The Law Department's Women's Committee encouraged all colleagues to wear pink in honor of Breast Cancer Awareness Month on October 22, 2025.
 - The Law Department's Women's Committee hosted a virtual book club event on November 19, 2025 at 1:00 PM, to discuss the book Hidden Figures: The American Dream and the Untold Story of the Black Women Mathematicians Who Helped Win the Space Race by Margot Lee Shetterley. While it is suggested that attendees read the book in advance of the discussion, it is

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not required. Participants were welcomed to join if they've read the book, watched the movie, and/or want to meet colleagues.

Workplace Goal/Initiative #3 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

4. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, programs accessible to all and that support equitable engagement across cultural identities newsletters/articles, etc.) and describe them, including the dates when the activities occurred. What are your metrics or indicators for evaluating the success of these activities?

Quarter 1

Other workplace activities include:

- During Q1, committee leadership worked with the EEO Office to create a survey designed to better understand how Law Department employees engage with and would like to engage with Committee-sponsored programming. The survey, scheduled to be launched during the second quarter will gain insight and feedback from employees about committee initiatives and shape future initiatives and event planning.
- Two issues of “Sidebar” were released during Q1 (7/25/25 and 8/29/25). Sidebar, the Law Department’s newsletter issued by the agency’s Communications Team supports equitable workplace engagement and access by sharing news, information and critical updates with all employees. The newsletter celebrates employee achievements and accomplishments, highlights events, and explores the impact of employees’ work on the community at large.

Quarter 2

- The Law Department’s Corporation Counsel circulated an agency-wide committees survey on November 7, 2025, to gather insights on how employees currently engage with, and would like to engage with committee-sponsored programming. This anonymous, 12-question survey aimed to collect feedback from employees regarding Committee initiatives and inform the planning of future initiatives and events to better align with employee interests and availability.
- The Law Department's EEO Officer distributed an agency-wide email regarding Executive Order 85: Domestic Violence/Gender-Based Violence Workplace Policy and Liaison on November 6, 2025. The email outlined the City of New York’s policy establishing standardized, survivor-centered, and trauma-informed

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responses for employees impacted by domestic and gender-based violence, as well as the availability of an agency liaison to provide confidential support, resources, and referrals. Employees were informed that they could contact the Law Department's DV/GBV Liaison, Shanel Spence, or access confidential assistance through the Mayor's Office to End Domestic and Gender-Based Violence (ENDGBV). The communication also provided information on training opportunities and potential workplace accommodations related to domestic and gender-based violence.

- The Law Department's EEO Officer distributed an email regarding the 2026 Heritage and Recognition Calendar. The communication reminded managers and supervisors of significant cultural, religious, and awareness dates throughout the year and encouraged consideration of these dates when scheduling meetings, trainings, and other workplace activities. A comprehensive calendar was provided as a resource to support a more inclusive and respectful workplace, promoting engagement and awareness of the diverse backgrounds of Law Department employees
- Three issues of "Sidebar" were released during Q2 (10/31/2025, 11/26/2025, and 12/19/2025). Sidebar, the Law Department's internal newsletter issued by the agency's Communications Team supports equitable workplace engagement and access by sharing news, information and critical updates with all employees. The newsletter celebrates employee achievements and accomplishments, highlights events, and explores the impact of employees' work on the community at large.

C. Community and Equity, Inclusion and Anti-Racism¹:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Anti-Racism included in Section IV: *Initiatives for FY 2026*, which you set/declared in your FY 2026 EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys). What are your metrics or indicators for evaluating the success of these programs and initiatives?

1. Increase collaboration with other city agencies to provide community-based programming.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The Law Department's Community Service Committee (CSC) is planning a partnership with the Department of Homeless Services (DHS) to coordinate the annual Holiday Toy Drive, bringing joy to children and families across NYC during the holiday season.

¹ Included per Local Law 14 (2024).

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Indicators for evaluating the success of this initiative are both quantitative and qualitative. The agency measures the number of volunteers and strength of the collaboration through feedback.

Quarter 2

- The Law Department's CSC organized a park clean-up opportunities at Prospect Park on Saturday, September 27, 2025 and in Riverside Park on Saturday, October 4, 2025. Tasks involved tree bed care, weeding, trash cleanup, mulching, coastal cleanup, painting fences and lamp posts, and more.
- The Law Department's CSC proudly offered another impactful service opportunity on October 6, 2026, assisting at "Monday Night Hospitality," supported by Heart & Soul. Law Department colleagues were encouraged to sign up and help serve hot and healthy meals.
- The Law Department's CSC offered a lunch-time creativity break (with sweet treats), from October 27, 2025 to November 10, 2025, for colleagues to create Thanksgiving, Winter Wishes, & Birthday cards to spread seasonal and birthday cheers for God's Love We Deliver, which delivers meals and warmth to those in need. The Law Department created a total of 180 cards!
- The Law Department's CSC kicked off the Annual Holiday Toy Drive for DHS from November 12, 2025 to December 10, 2025. Employees were invited to purchase toys for the drive from the Amazon wish list. The Law Department's response has been overwhelming, and have donated a record 353 toys! The toys were picked up from the Law Department's office and delivered to two shelters that have expressed a great need for toys this past holiday season. One shelter has over 200 children and the other has 85. Per DHS, "Your toy drive will put smiles on these children's faces this year."
- The Law Department's CSC is planning the annual Souperbowl Food Drive for City Harvest for February 2026, a volunteer event with NYC Edge, and another volunteer event with Monday Night Hospitality.

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

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

2. Create a digital repository to provide staff easy access to resources on best practices in engagement, effectiveness, and access.

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Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the inhabitants of New York City, committed to cultivating a fair, respectful workplace that reflects the variety of communities served. What are your metrics or indicators for evaluating the success of these programs and initiatives?

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The EEO office is in the process of enhancing its electronic resources starting with the office's internal SharePoint space.
- Plans are in progress for upgrade and enhancement of the intranet site to increase user-friendliness, digital accessibility and to incorporate a wider and more inclusive array of workplace resources.

Indicators for evaluating the success of this initiative are both quantitative and qualitative. The office intends to have the repository launched by the end of Q2. The office will gather feedback about the resources provided and end-user experience accessing content.

Quarter 2

The new internal EEO Office intranet site had a soft launch during Q2. It is open and available to employees. Additional upgrades are planned during Q3 and Q4.

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

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

3. Expand opportunities for leadership development training that include modules on unconscious bias and nurturing situational leadership.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access. The agency offered leadership development and other offerings open to the Law Department and City Agency Counsel community.

- The Law Department's Professional and Organizational Development Office held the Supervisor Leadership Training Module 1 – Leadership Foundations: Establishing Core

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Competencies & Setting the Stage for Success on August 20, 2025, with (31) participants.

- The Law Department's Professional and Organizational Development Office held 3 Continuing Legal Education (CLE) Courses on July 29, 2025, August 19, 2025, and September 16, 2025, with (112), (120), and (149) participants respectively.
- The Law Department's Legal Recruitment Office provided training on Structured Interviewing and Implicit Bias to a total of (49) employees.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or capture feedback from post-training surveys.

Quarter 2

- The Law Department's Professional and Organizational Development Office offered three (3) CLE sessions on October 28, 2025, November 18, 2025, and December 16, 2025 with (101), (106), and (97) participants, respectively.
- The Law Department's Professional and Organizational Development Office held a Leadership Training Module 2 - Feedback that Fuels Growth: Developing Teams Through Actionable Feedback & Performance Evaluations on October 29, 2025 with 26 participants.

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

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

4. Ongoing community programs and initiatives include, but are not limited to, the Family Court Division's Community Outreach efforts, which encompass school presentations, participation in community events, victim services, and the Family Court Division's Youth Leadership Council.

Quarter 1

During Q1, the agency made progress towards advancing ongoing initiatives aimed at community, effectiveness, and access.

- The Law Department's Family Court Division attended:
- (88) external community meetings
- (11) tabling events for National Night Out
- One (1) Career Day event, and

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- Conducted a presentation for the Manhattan District Attorney's Office Legal Interns.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures the number of attendees/participants and/or captures feedback from post-training/event surveys.

Quarter 2

- The Law Department's Family Court Division attended 94 external community meetings, including:
 - 7 tabling events,
 - 2 school presentations,
 - and 85 community meetings.

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

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed 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. What are your metrics or indicators for evaluating the success of these programs and activities?

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2026 Plan (e.g., strategic wide outreach/recruitment to cultivate broadly talented applicant pools, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. The Law Department implements a range of proactive strategies and best practices to attract, develop, and retain a highly engaged and effective workforce. These legal recruitment initiatives include, but are not limited to, the use of social media

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platforms, on-campus interviews, job postings and career fairs, pipeline programs, structured interviewing and implicit bias training, as well as EEO reviews.

Quarter 1

- The Law Department’s Civil Service Career Counselor circulated:
 - Agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025
 - NYC Civil Service Exams for September 2025, and
 - (19) “Internal Announcement – Job Opportunity” regarding open positions.
- The Law Department’s Professional and Organizational Development Office continued the Lateral Orientation, Cohort, and Check-Ins:
 - Nine (9) New Lateral Onboarding Orientations were held during Q1 with 2-5 participants per session.
 - Nine (9) Lateral Check-Ins were held during Q1 with 2-3 participants per session.
 - Three (3) Lateral Cohort - Ethics and COIB trainings were held on July 11, 2025, August 8, 2025, and September 12, 2025, with (20), (11), and (16) participants respectively.
 - Two (2) Lateral Cohort – Success at the Law Department were held on July 25, 2025, and September 26, 2025, with (17) and (18) participants respectively.
- The Law Department’s Legal Recruitment Office provided training on Structured Interviewing and Implicit Bias to a total of (49) employees.
- The Law Department’s Legal Recruitment Office attended two (2) Law School Career Fairs.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number of participants in trainings and other sessions, feedback from surveys, the number and frequency of announcements, lateral retention data, and applicant yield from recruitment events.

Quarter 2

- The Law Department’s Career Counselor supported a range of recruitment and informational initiatives, including posting ten (10) job opportunities on the Mayor’s Office for People with Disabilities (MOPD) Job Board and completing the FY25 Support Professional Exit Report.
- The Career Counselor also coordinated and disseminated multiple agency-wide email communications to support workforce awareness and professional development. These communications included Internal Announcements of Job Opportunities regarding open positions at the Law Department; DCAS Civil Service 101 Information Sessions for City Employees in November and December

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2025; and announcements related to NYC Civil Service Exams for October, November, and December 2025.

- The Law Department's Legal Recruitment Office conducted six (6) exit interviews, providing structured opportunities to gather feedback and insights to inform organizational improvement efforts
- The Law Department's Professional and Organizational Development Office conducted multiple initiatives in support of lateral attorneys during the reporting period. Lateral Check-in sessions were held regularly, totaling thirteen (13) sessions. Attendance ranged from two (2) to five (5) participants per session, providing ongoing opportunities for individualized support and engagement.
- In addition, the Professional and Organizational Development Office facilitated two Lateral Cohort trainings. A Lateral Cohort – Ethics and COIB training was held on October 10, 2025, with eleven (11) participants, followed by a second session on November 14, 2025, attended by nineteen (19) participants. The Professional and Organizational Development Office also hosted Lateral Cohort – Success at the Law Department sessions on October 22, 2025, with nine (9) participants, and on December 5, 2025, with eleven (11) participants.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update: Not started Ongoing Delayed Completed

Q2 Update: Not started Ongoing Delayed Completed

Q3 Update: Not started Ongoing Delayed Completed

Q4 Update: Not started Ongoing Delayed Completed

2. Recruitment efforts for civil service positions include, but are not limited to, targeted outreach for civil service system roles, timely and detailed agency-wide communications regarding promotion and transfer opportunities, participation in career fairs and citywide hiring halls, posting information about civil service examinations through agency-wide email correspondence, and engagement in the 55-a program initiative.

- The Law Department's Civil Service Career Counselor circulated agency-wide emails with information regarding the DCAS Civil Service 101 Information Session for City Employees for August 2025, NYC Civil Service Exams for September 2025, and (19) "Internal Announcement – Job Opportunity" regarding open positions.

Indicators for evaluating the success of this goal are both quantitative and qualitative. The agency measures include but are not limited to, the number career fairs and other sessions, the number and frequency of announcements and 55-a program efforts,

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applicant yield from recruitment events, number of staff taking exams, and promotion and transfer data.

Quarter 2

- The Law Department’s Career Counselor supported a range of recruitment and informational initiatives, including posting ten (10) job opportunities on the Mayor’s Office for People with Disabilities (MOPD) Job Board and completing the FY25 Support Professional Exit Report.
- The Career Counselor also coordinated and disseminated multiple agency-wide email communications to support workforce awareness and professional development. These communications included Internal Announcement of Job Opportunities regarding open positions at the Law Department; DCAS Civil Service 101 Information Sessions for City Employees in November and December 2025; and announcements related to NYC Civil Service Exams for October, November, and December 2025.

Recruitment Initiatives/Strategies #2 Update:

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

3. Please describe any recruitment efforts designed to increase the effectiveness of wide outreach to cultivate broad applicant pools in order to fill vacancies at your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

Pursuant to Local Law 28 (of 2023), list all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
			[Select Borough]

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Pursuant to Local Law 28 (of 2023) 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				
Brooklyn				
Manhattan				
Queens				
Staten Island				

C. Recruitment Sources

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

During Q1 and Q2, the agency used the below sources to fill vacancies:

1. Law Schools
2. Job Fairs
3. Bar Associations
4. City Hiring Halls
5. Civil Service Hiring Pools

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2026.

[Note: Please update this information every quarter.]

1. Urban Fellows: Q1 Total: 0 Q2 Total: 0 Q3 Total: (#) Q4 Total: (#)
2. Public Service Corps: Q1 Total: 0 Q2 Total: 0 Q3 Total: (#) Q4 Total: (#)
3. Summer College Interns: Q1 Total: 4 Q2 Total: 0 Q3 Total: (#) Q4 Total: (#)
4. Summer Graduate Interns: Q1 Total: 18 Q2 Total: 13 Q3 Total: (#) Q4 Total: (#)
5. Other (specify): Q1 Total: (#) Q2 Total: (#) Q3 Total: (#) Q4 Total: (#)

Additional comments:

Click or tap here to enter text.

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E. 55-A Program

The [55-a Program](#) is established under Section 55-a of the New York State Civil Service Law. It aims to provide employment opportunities for individuals with certified mental or physical disabilities, allowing them to be hired into competitive civil service positions without the requirement of passing a civil service exam.

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 (09/30/2025): (4) Q2 (12/30/2026): (5)

Q3 (03/30/2026): (#) Q4 (06/30/2026): (#)

During the 1st Quarter, a total of (0) new applications for the program were received.

During the 1st Quarter (1) participants left the program due to *termination*

During the 2nd Quarter, a total of 0 new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to *[State reason]*.

During the 3rd Quarter, a total of (#) new applications for the program were received.

During the 3rd Quarter (#) participants left the program due to *[State reason]*.

During the 4th Quarter, a total of (#) new applications for the program were received.

During the 4th Quarter (#) participants left the program due to *[State reason]*.

The 55-a Coordinator has achieved the following goals:

Disseminated 55-a information:

by e-mail:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
in training sessions:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
on the agency website:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
in agency newsletter:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other: by email in vacancy announcements		

Other Goals (if applicable):

VI. Hiring and Promotion

Please review Section VI of your FY 2026 EEO Plan and describe your activities for this quarter below:

Please list additional **Hiring and Promotion Strategies and Initiatives** which you set/declared in your FY 2026 EEO Plan (e.g., use of the objective structured interview practices, EEO Office approval of interview questions, review of e-hire applicant data to ensure there was broad outreach that yielded a diverse applicant pool).

During this Quarter the Agency activities included:

	# of Vacancies	# of New Hires	# of New Promotions
Q1	90	85	10
Q2	81	31	9
Q3	(#)	(#)	(#)
Q4	(#)	(#)	(#)

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.

During Q1: The Law Department’s Civil Service Career Counselor advised employees of opportunities for promotion and career development through notification through agency-wide emails with information regarding:

- DCAS Civil Service 101 Information Session for City Employees for August 2025
- NYC Civil Service Exams for September 2025, and
- “Internal Announcement – Job Opportunity” postings of open positions.

During Q2: The Law Department’s Civil Service Career Counselor advised employees of opportunities for promotion and career development through notification through agency-wide emails with information regarding:

- DCAS Civil Service 101 Information Session for City Employees for November and December 2025
- NYC Civil Service Exams for October, November, and December 2025, and
- 16 “Internal Announcement – Job Opportunity” postings of open positions.

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2. Reviewing the methods by which candidates are selected for a promotions, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions. (Discretionary positions are those that are not filled via civil service examination lists.)

During Q1 and Q2, the EEO office continued to design and implement processes to implement effectiveness considerations and ensure fair access in promotional hiring for all hires (but with emphasis on mid- and high-level discretionary positions). Methods include, but are not limited to:

- Reviewing bases for applicants selected for interviews and for promotional hire.
- Reviewing demographics of applicants who were not granted interviews.
- Reviewing interview questions to ensure structured interview techniques are applied

3. Describe your agency's procedures for selection, especially for mid- and high-level discretionary positions. vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.

During Q1 and Q2, the EEO office continued to ensure that the agency's selection procedures were consistent with best practices to achieve equitable and fair outcomes. Procedures include:

- Consistent job postings that promote fair and inclusive hiring.
- Mandatory structured interview training for all interviewers.
- EEO Office reviews of hiring packages for mid- and high-level discretionary candidates
- EEO Office participation on select promotional interview panels

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. (This analysis is done pursuant to guidance from agency General Counsel and Law Department guidance.)

During Q1 and Q2: N/A

- Other:

VII. Training

Please provide your training information in the FY 2026 Part II template (in MS Excel). For Q2, Q3 and Q4, retain all data from previous quarters in your Part II report.

VIII. Reasonable Accommodations

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD) : <https://a856-ceeds.nyc.gov>

The agency has entered all Reasonable Accommodation requests and dispositions in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously:

Q1: Yes No Q2: Yes No
Q3: Yes No Q4: Yes No

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 Complaint Reporting

The agency has entered the sexual harassment complaints in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: Yes No Q2: Yes No
Q3: Yes No Q4: Yes No

The agency has entered **all other EEO complaints** in the DCAS Citywide Complaint and Accommodation Database (CAD) and updates the information contemporaneously.

Q1: Yes No Q2: Yes No
Q3: Yes No Q4: Yes No

The agency ensures that complaint investigations are closed within 150 days (i.e., 90 days to conduct the investigation, 30 days to draft the report, and 30 days for the agency head to make a determination).

Report all EEO complaints and their disposition in the DCAS Citywide Complaint and Accommodation Database (CAD): <https://a856-ceeds.nyc.gov>

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).

X. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental _agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit:
- Attach the audit recommendations by EEPC or the other auditing agency.
- If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- The agency received a Certificate of Compliance from the auditing agency in 2024 or 2025.

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



Appendix A. EEO Personnel Details

EEO Personnel For 1st Quarter, FY 2026

Personnel Changes this Quarter:		Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Tiffany Lyttle, Assistant EEO Officer	2. Cecillia Shepard, EEO Designee	3.
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date: September 22, 2025	Start or Termination Date: Quarter 2, 2025	Start or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start or Termination Date:	Start or Termination Date:	Start or Termination Date:
For New EEO Professionals:			
Name & Title	1. Tiffany Lyttle, Assistant EEO Officer	2. Cecillia Shepard, EEO Designee	3.
EEO Function	<input checked="" type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input checked="" type="checkbox"/> EEO Counselor <input checked="" type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify) Engagement, Effectiveness & Access Professional	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input checked="" type="checkbox"/> Other: (specify 50%): 50%	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100%

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		<input type="checkbox"/> Other: (specify %):
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Personnel Changes: Yes No

EEO Training Completed within the last two years, including the current quarter (EEO Officer and D&I Officer, respective Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Shanel Spence	2. Celina Fletcher-Serrant	3. Leon Breeden
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Structured Interviewing and Unconscious Bias	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9. Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

[Continued] EEO Training completed within the last two years, including the current quarter (EEO Officers and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role:	4. Bijan Vafegh	5. Tiffany Lyttle	6. Cecillia Shepard
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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5. Structured Interviewing and Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Reasonable Accommodation Procedural Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Intersectionality and EEO Investigations	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. Trauma-Informed Interviewing Techniques	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS: 100 Church Street, Fl. 6, New York, NY 10007

EEO and D&I Staffing as of (#) Quarter FY 2026

The City EEO Policy requires there be only one leader of the EEO Office serving in the “EEO Officer” capacity and that there be only one Deputy EEO Officer.

<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer (may have a separate active c.s. title (e.g., AC, DC, Exec Agency Counsel, etc.))	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Deputy EEO Officers	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
	Leon Breeden	Administrative Staff Analyst	lbreeden@law.nyc.gov	212-356-1055
Engagement, Effectiveness, and Access Officer (or a similar business title)	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Executive Order 59 Chief MWBE Officer	Karlyne Fequiere	Assistant Corporation Counsel	kfequier@law.nyc.gov	212-356-5010
ADA Coordinator	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
Disability Rights Coordinator	Shanel Spence	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
	Leon Breeden	Administrative Staff Analyst	lbreeden@law.nyc.gov	212-356-1055
Disability Services Facilitator	Bijan Vafegh	Assistant Corporation Counsel	bijvafegh@law.nyc.gov	212-356-2602
	Leon Breeden	Assistant Corporation Counsel	lbreeden@law.nyc.gov	212-356-1055

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<u>Roles/Functions</u>	<u>Name</u>	<u>Civil Service (c.s.) Title</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
		Administrative Staff Analyst		
55-a Coordinator	Tiffany Charles	Administrative Staff Analyst	tcharles@law.nyc.gov	212-356-1010
EEO Counselor	Arlene Aikens	Workers' Comp. Benefits Examiner		
	Danielle Boccio	Assistant Corporation Counsel	aaikenslaw.nyc.gov	718-724-5435
	Marilyn Campbell	Claim Specialist III	dboccio@law.nyc.gov	718-558-2269
	Diane Meminger	Assistant Corporation Counsel	mcampbel@law.nyc.gov	212-356-3297
	Rosemarie Peyton	Assistant Corporation Counsel	dmeminger@law.nyc.gov	718-410-2730
	Charles Rott	Assistant Corporation Counsel	rpeyton@law.nyc.gov	212-356-3222
EEO Investigator	Shanel Spence	Assistant Corporation Counsel	crott@law.nyc.gov	718-780-2530
	Celina Fletcher-Serrant	Assistant Corporation Counsel	sspence@law.nyc.gov	212-356-3290
	Leon Breeden	Administrative Staff Analyst	cefletch@law.nyc.gov	212-356-3294
	Bijan Vafegh	Assistant Corporation Counsel	lbreeden@law.nyc.gov	212-356-1055
	Tiffany Lyttle	Assistant Corporation Counsel	bijvafegh@law.nyc.gov	212-356-2602
				tilyttle@law.nyc.gov
EEO Counselor/Investigator				
Investigator/Trainer	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
EEO Training Liaison	Celina Fletcher-Serrant	Assistant Corporation Counsel	cefletch@law.nyc.gov	212-356-3294
EEO Assistant	Samantha Chan	Legal Secretarial Assistant	samchan@law.nyc.gov	212-356-2402
EEO Designee	Cecillia Shepard	Assistant Corporation Counsel	ceshepar@law.nyc.gov	212-356-3123

Note: Changes (new personnel filling the specified role). You may insert additional entries as needed. If there is an EEO Office or D & I Office role that your staff performs that is not on the list above, you may indicate it on the chart.