



OFFICE OF THE DISTRICT ATTORNEY
RICHMOND COUNTY

MICHAEL E. McMAHON
DISTRICT ATTORNEY

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

Fiscal Year 2024

Richmond County District Attorney



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I. Commitment and Accountability Statement by the Agency Head

On behalf of the office of the Richmond County District Attorney, I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and residents of the Borough of Staten Island.

I will strive to achieve the greatest possible diversity in our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our City's population.

Detailed information regarding the RCDA EEO program, New York City's EEO Policy, Discrimination Complaint Procedure, Reasonable Accommodation Policy and Procedure, and the 55-A Program may be found on the office Intranet at:

<http://intranet.rcdaoffice.org/EE0%20Policy/Forms/AllItems.aspx>

Employees with EEO concerns are advised to speak with our EEO personnel:

EEO Officer and Disabilities Rights Coordinator

Monique Jones

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EEO Counselor

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EEO Counselor

Erica Ware

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EEO Counselor

Tuesday Muller-Mondi

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EEO Counselor (in training)

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EEO Counselor

Euna Park

(718) 556-7066

euna.park@rcda.nyc.gov

I thank you for sharing my commitment to creating a work environment that encourages and appreciates diversity.

☒ This statement is the same as last year.

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

1. Over 95% of employees at the agency have taken the “Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees.”
2. In FY 23, mid-level employees were more diverse in terms of race and ethnicity than ever before.
3. In FY 23, RCDA expanded its recruitment sources to include job fair and career events at diverse bar association and legal groups, such as the Asian American Bar Association of New York, the National Black Prosecutors Association, the Northeast Black Law Students Association, the LGBTQ Bar Association New York Job Fair at the New York Law School, the NYU Public Interest Legal Career Fair, and the John Jay Career Fair.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 211

1. RCDA conducts a parity review each July and makes adjustments to salaries based on findings. RCDA compared managerial and nonmanagerial compensation with District Attorney's offices in other boroughs and found that RCDA's compensation was not competitive. Accordingly, RCDA benchmarked titles to attract and retain talent.
2. In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:
 - ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
 - ☐ Agency's intranet site
 - ☒ On-boarding of new employees
 - ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
 - ☒ In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.
3. ☒ The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (___specify)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

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

❖ Workforce:

- RCDA will communicate the agency's commitment to having a diverse workforce by continuing to include DEI and EEO language in our job postings and will add DEI and EEO language to the "Careers" section of [statenislandda.org](https://www.statenislandda.org). The "Diversity and Inclusion Spotlight" will continue to be a regular feature of RCDA's internal and external email newsletter. RCDA will also strive to increase its participation in events that foster positive race relations and celebrate diversity, equity, and inclusion in our workforce and broader community.

❖ Workplace:

- In FY 23, RCDA created a JEDI roadmap in consultation with Mind Open Learning. RCDA will develop accountable timelines and responsibilities for next steps in the roadmap in FY 24 and beyond. These next steps include the following:
 - RCDA will assemble an inaugural agency-wide Justice, Equity, Diversity, and Inclusion (JEDI) committee, who will coordinate JEDI events and initiatives, advance JEDI principles at RCDA, increase participation within our affinity groups, and encourage outreach to the broader community.
 - RCDA will refresh its internal JEDI survey and will conduct the JEDI survey at least once a year. Results will be communicated to personnel.
 - RCDA will build relationships with diverse bar associations as a recruitment strategy.
 - RCDA will advertise in law school publications on a trial basis, starting with Fordham University.
- RCDA will promote an inclusive workplace culture by continuing to facilitate Employee Resource Groups.

❖ **Community:**

- RCDA celebrates diversity in the Staten Island community as part of its ongoing, day to day work. Representatives from RCDA's Community Partnership Unit, Victim Services Unit, Alternatives to Incarceration Unit, and Immigrant Affairs Unit build bridges and foundational trust with the community through a multitude of programs, events, and sustained outreach.
- In FY 23, RCDA had a presence at community events in Staten Island, including but not limited to the Yom HaShoah Holocaust Remembrance Day, Mexican Independence Day Parade, Staten Island PrideFest, the Albanian Independence Day Festival, the Diversity Day Festival, the Staten Island Philippine Independence Day celebration, the Annual Community Juneteenth Festival, the Travis Fourth of July Parade, Staten Island Black Heritage Family Day, the Pakistani Independence Day Celebration, the Hispanic Heritage Festival, and several Veterans Day events. RCDA will continue to maintain a presence at these events across FY 24. The District Attorney has joined the Staten Island Hindu Temple for its Diwali celebrations; Masjid Al-Noor for Eid al-Adha; the Staten Island Elks Lodge for a Flag Day ceremony; the closing ceremony of the Beatrice Victor Senior Olympics;
- RCDA continues to work to establish a Staten Island Community Justice Center, which will focus on rehabilitating offenders, reducing recidivism, and bringing positive support and neighborhood-focused programs to Staten Island.
- In FY 24, RCDA has begun to share information on grant funding opportunities with community entities such as schools, non-profit agencies, civic organizations, and small businesses in the spirit of bringing more resources to underserved communities.

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

- DA McMahon and COJO-SI CEO Scott Maurer launched the Staten Island Hate Crimes Taskforce in 2018. Composed of leaders who represent communities that are historically targeted and victimized by hate-based crime, the Task Force is committed to securing the right of every person to live their lives free from bias and hate on Staten Island. The Task Force seeks to develop and execute programming and other efforts to prevent hateful acts before they occur, particularly through education and immersive experiences. Members of the Task Force shall serve as ambassadors within and beyond their own communities to promote greater understanding and tolerance of those with different backgrounds and to educate Staten Islanders of all ages about the need to live peaceably together in our community. In 2021, the Staten Island Hate Crimes Task Force launched the Staten Islanders Against Hate movement and a corresponding website, SILOVE.org, to celebrate the strength in our diversity. SILOVE.org introduces the mission statement of the Staten Island Hate Crimes Task Force, highlights the task force's work, and includes information on how to report hate crimes. Additionally,

the web site features video interviews with community leaders that celebrate diversity.

- In February of 2023, RCDA and the Staten Island Hate Crimes Task Force put on a Multicultural Food Festival to celebrate Staten Island's diversity and cultivate community by breaking bread together. The event also included performances by Baile Folclorico; La Colmena Folclorico; the Staten Island Yangge Unit; the Staten Island Graceful Stepping group, who performed in qipao; and the Staten Island Tamil School of Ilankai Tamil Sangam, who performed a Tamil Harvest dance. Over 500 people attended. RCDA and the Hate Crimes Task Force plan to repeat this successful event in 2024.
- In December of 2023, RCDA and the Staten Island Hate Crimes Task Force hosted an event called Faith Secured: House of Worship Safety Forum. Approximately 35 individuals attended.
- RCDA co-sponsors Richmond County Courthouse events that celebrate people of diverse identities, including but not limited to Black History Month Celebration, LGBTQIA+ Pride Month Celebration, Hispanic Heritage Month Celebration, and Italian American Heritage Celebration.

2. Planned Programs, Initiatives, Actions

A. Workforce

RCDA will continue to work on developing our internship program so that we can create a pipeline for new hires. In FY 22, RCDA hired 11 individuals who had previously served as interns. 9 remain on staff (2 resigned after being unable to pass the New York State Bar Examination). Of the 9 former FY 22 interns currently on staff, 56% are women and 11% are BIPOC. In FY 23, RCDA hired 7 individuals who had previously served as interns. All 7 are current employees. 86% of individuals in this group are women, and 43% are BIPOC.

RCDA will also work on providing mentorship opportunities for exiting employees.

RCDA will address underutilization of minorities by continuing to engage with diverse bar association and legal groups at job fair and career events. In FY 23, RCDA participated in the Asian American Bar Association of New York Job Fair, the National Black Prosecutors Association, the Northeast Black Law Students Association Job Fair, the LGBTQ Bar Association New York Job Fair at the New York Law School, the NYU Public Interest Legal Career Fair, and the John Jay Career Fair. Additionally, RCDA collected resumes from "How to Become an ADA" events at the NYC Bar Association, the NYS Bar Association, and Hofstra Law School. Participating at these events has enhanced RCDA's recruitment outreach and has brought the agency closer to its ultimate goal of improving diverse representation within the workforce. In 2024, RCDA plans to participate in the events listed here as well as the Hispanic National Bar Association Job Fair, the Lavender Law Job Fair, and the National Law School Consortium's job fair.

B. Workplace

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

List below the names of existing ERGs:

1. Supporting, Promoting, and Assisting Minorities (SPAM)
2. Coworkers, Parents, and Everything In Between (COPE)
3. RCDA Pride (LGBTQIA+ Affinity Group)

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

C. Community

In FY 2024, the agency will:

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

V. Recruitment

A. Recruitment Efforts

In addition to the recruitment and outreach strategies listed above involving minority bar and legal associations and groups, RCDA will engage in a number of strategies regarding career development for existing employees. These strategies will include:

- Identifying leadership roles in positions which do not have a built-in line of promotion.
- Sending agency emails about vacancies to encourage internal promotion opportunities.
- Continuing to arrange diverse interview panels that represent various professional levels.

B. Recruitment for Civil Service Exams

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
NA	NA	NA

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	

C. Recruitment Sources

1. College and Law School job boards
2. Minority Law Student Associations and Bar Associations
 - a. Asian American Bar Association of New York Job Fair
 - b. National Black Prosecutors Association
 - c. Northeast Black Law Students Association Job Fair
 - d. LGBTQ Bar Association New York Job Fair at the New York Law School
 - e. NYU Public Interest Legal Career Fair

- f. John Jay Career Fair
- g. NYC Bar Association
- h. NYS Bar Association
- i. Hofstra Law School
- j. Hispanic National Bar Association Job Fair
- k. Lavender Law Job Fair
- l. National Law School Consortium Job Fair

- 3. NYC careers page
- 4. Community outreach
- 5. Employee Referral
- 6. Employee Self Service (ESS)
- 7. Newspaper
- 8. Online job recruiting sites: Indeed, Monster, NYPTII, DASNY

D. Internships/Fellowships

The agency provided the following internship opportunities in FY 2023:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0		M __ F __ Non-Binary __ Other __ Unknown __
2. Public Service Corps	0		M __ F __ Non-Binary __ Other __ Unknown __
3. Summer 2022 College Interns	24	Undisclosed 12 Caucasian 5 African American 2 Asian 3 Latino 2	M <u>8</u> F <u>16</u> Non-Binary __ Other __ Unknown __
4. Summer 2022 Graduate/Law School Interns	21	Undisclosed 9 Caucasian 7 Asian 1 Latino 4	M <u>3</u> F <u>18</u> Non-Binary __ Other __ Unknown __
5. Fall 2022 College Interns	18	Undisclosed 7 Caucasian 5 African American 1	M <u>8</u> F <u>10</u> Non-Binary __ Other __ Unknown __

		Asian 1 Latino 1	
6. Fall 2022 Graduate//Law School Interns	1	Caucasian 1	M __ F <u>1</u> Non-Binary __ Other __ Unknown __
7. Spring 2023 College Interns	11	Undisclosed 7 Caucasian 2 African American 2	M <u>2</u> F <u>9</u> Non-Binary __ Other __ Unknown __
8. Spring 2023 Graduate/Law School Interns	6	Caucasian 5 Asian 1	M <u>3</u> F <u>3</u> Non-Binary __ Other __ Unknown __

E. 55-a Program

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

- Presently, the agency employs 0 [number] 55-a participants. [Enter '0' if none]
- There are **NA** [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 [number] new applications for the program were received and 0 participants left the program due to [state reasons] **NA**.

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

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

VI. Selection (Hiring and Promotion)

A. Career Counselors

RCDA will focus on career development for existing employees by:

- Identifying leadership roles in positions which don't have a built-in line of promotion.
- Sending agency emails about vacancies to encourage internal promotion opportunities.
- Using performance evaluations to guide career counseling discussions.

- Meeting with leadership and employees one-on-one to discuss professional growth, areas for additional training and development, and information regarding opportunities for advancement in line with their interests.

B. New Hires and Promotions

In staying consistent with building a DEI workforce, RCDA will:

- Engage Bureau leaders in creating a succession plan
- Establish diverse interview panels, which represent various professional levels
- Ensure all employees selected for interview panels receive structured interviewing and unconscious bias training.

C. EEO Role in Hiring and Selection Process

In FY 2024, the agency EEO Officer will do the following:

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

☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	220	12/30/23
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	220	12/30/23
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	220	12/30/23
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		
7. Disability Awareness and Etiquette	EEO Officers	1	3/31/24
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

VIII. Reasonable Accommodation

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

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

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 6 – September 1, 2023 – August 31, 2024) as indicated in the Section VII Training above.

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

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

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

Select the types of accommodations that your agency has provided to your workforce in FY 2023:

- ☒ Reassignment
- ☒ Modification of Work Schedule

- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2024

- ☒ List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 4 runs from April 1, 2022, to March 31, 2024.

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

X. Audits and Corrective Measures

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☒ Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

Michael E. McMahon

Print Name of Agency Head



Signature of Agency Head

May 16, 2024

Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone			
1.	Agency EEO Officer	Monique Jones Hardwick	Monique.Hardwick@rcda.nyc.gov	718-556-7089			
2.	Agency Deputy EEO Officer						
3.	Agency (Chief) Diversity & Inclusion Officer	Euna Park	Euna.Park@rcda.nyc.gov	718-556-7066			
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Euna Park	Euna.Park@rcda.nyc.gov	718-556-7066			
5.	ADA Coordinator						
6.	Disability Rights Coordinator						
7.	Disability Services Facilitator						
8.	55-a Coordinator	Darling Guido	Darling.Guido@rcda.nyc.gov	718-556-7140			
9.	EEO Investigator(s)						
10.	Career Counselor(s)	Ashleigh Owens	Ashleigh.Owens@rcda.nyc.gov	718-556-4065			
11.	EEO Training Liaison(s)						
12.	EEO Counselor(s)	<table><tr><td>Ashleigh Owens</td><td>Ashleigh.Owens@rcda.nyc.gov</td><td>718-556-4065</td></tr></table>			Ashleigh Owens	Ashleigh.Owens@rcda.nyc.gov	718-556-4065
Ashleigh Owens	Ashleigh.Owens@rcda.nyc.gov	718-556-4065					

		Tuesday Muller-Mondi	Tuesday.Muller-Mondi@rcda.nyc.gov	718-556-7013
		Euna Park	Euna.Park@rcda.nyc.gov	718-556-7066
		Erica Ware	Erica.Ware@rcda.nyc.gov	718-556-7121
		Lisa Sloan (in training)	Lisa.Sloan@rcda.nyc.gov	718-556-7089
13.	Other (specify)			

Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

Agency Name:

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant's appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following:

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	NA
# of applicants who completed the program	NA
# of applicants who passed and graduated from the program	NA
# of applicants who passed but did not graduate from the program	NA
# of applicants who did not pass or graduate from the program	NA
# of applicants who accepted any appointment offered based on graduation from the program	NA

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	\$1400

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
NA	NA	NA

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable.