

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

Fiscal Year 2023

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/EEO%20Policy/Forms/AllItems.aspx>

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

EEO Officer and Disabilities Rights Coordinator

Monique Jones

(718) 556-7170

monique.jones@rcda.nyc.gov

EEO Counselor

Ashleigh Owens

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EEO Counselor

Tuesday Muller-Mondi

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EEO Counselor

Euna Park

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Euna.Park@rcda.nyc.gov

EEO Counselor

Gaetano Parrinello (Guy)

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Gaetano.Parrinello@rcda.nyc.gov

EEO Counselor (*in training*)

Philip Tronolone

(718) 524-0184

Philip.Tronolone@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

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

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

1. 90% of the agency has taken the EEO Awareness & Diversity & Inclusion training.
2. Procured DEI consultant who conducted an assessment of DEI culture at all levels at RCDA, provided coaching to RCDA leaders on DEI principles, hosted numerous DEI workshops, held a mandatory DEI training on the principles of Racial equity for all staff and drafted a roadmap that will serve as a blueprint for long-term organizational change and commitment to DEI within the fabric of RCDA.
3. Diversified staff across all Bureaus/Units to increase representation of employees that are reflective of the diverse population of Staten Island.
4. Sent the agency a Diversity, Equity, and Inclusion survey to better understand how to enhance the agency's DEI efforts.
5. Conducted a Community Convening focused on racial equity.

III. Workforce Review and Analysis

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

Total Headcount: 206 [This figure is available on the total line for your agency in the FY2022 Q4 EBEPR210 CEEDS report]

1. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

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

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

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

[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

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

[Select the options that apply to your agency.]

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

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

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

❖ Workforce:

RCDA will include DEI and EEO language in our job postings, as well as our careers section on the website that will communicate our commitment to having a diverse workforce. We will also strive to include and represent DEI and EEO values, events, and updates in all internal and external communications including in our weekly newsletters, flyers, email blasts, etc. RCDA will also strive to increase its participation in events that foster positive race relations, and celebrate and encourage diversity, equity, and inclusion in our workforce and broader community.

❖ Workplace:

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.

❖ Community:

In addition to the ongoing every day work of RCDA's Community Partnership Unit, Victims Services' Unit, Alternatives to Incarceration Unit, and Immigrant Affairs Unit to build bridges and foundational trust with the community through a multitude

of various programs, events, and sustained outreach, RCDA is also working 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.

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

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

Our office, led by 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. The group launched led by our office launched Staten Islanders Against Hate movement and a corresponding website SILOVE.org to celebrate the strength in our diversity.

2. Planned Programs, Initiatives, Actions

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

A. Workforce

RCDA will continue to work on developing our internship program so that we can create pipeline for new hires and provide mentorship opportunities for exiting employees.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

[The actions listed below require internal agency collaboration and are not limited to the EEO Office.]

[Describe how your agency will address underutilization in FY 2023. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

RCDA has improved the utilization of females (as illustrated in our Q4 FY2022 workforce diversity dashboard) and we have increased our engagement with diverse bar association and legal groups by increasing our participation in job fairs and career events (i.e. National Black Law Association, NYC Bar, Asian American Bar Association, etc.), which have by extension enhanced our recruitment outreach with the ultimate goal of improving the diverse representation within our workforce.

B. Workplace

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Select the options that apply to your agency.]

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

List below the names of existing ERGs:

1. Coworkers, Parents, and Everything in between (COPE)
2. Supporting and Prosecuting as Minorities (SPAM)
3. Coffee with Critics
4. LGBTQ+ Community Engagement

☒ 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 addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions and civil service exams internally and externally, use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

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 to address attrition by focusing on career development for existing employees. These strategies will include:

- Identify leadership roles in positions which don't have a built-in line of promotion.
- Sending agency emails about vacancies to encourage internal promotion opportunities.
- Establish diverse interview panels, which represent various professional levels.
- Ensure all employees selected for interview panels receive structured interviewing and unconscious bias training.

B. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment

sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. College and Law School job boards
2. Minority Law Student Associations and Bar Associations
3. NYC careers page
4. Community outreach

C. Internships/Fellowships

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

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer/Fall/Spring College Interns	50		M __12__ F__38__ Non-Binary __ Other __ Unknown __
4. Summer/Fall/Spring Law Interns	32		M __15__ F__17__ Non-Binary __ Other __ Unknown __
5. Other(specify): High School	12		M __5__ F__7 Non-Binary __ Other __ Unknown __
6. Dream It Be It	25		M __ F 25 Non-Binary __ Other __ Unknown __

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program

as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs ___0___ [number] 55-a participants.
- There are ___N/A___ [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] ___N/A___.

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

- ☒ Agency uses mostly non-competitive titles which are not eligible for the 55-a Program
☐ Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

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

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

As the workforce climate continues to present its challenges with attrition, RCDA will focus on career development for existing employees by:

- Identify 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

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

NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

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

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

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

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

D. Layoffs

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

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

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	206	12/30/2022
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	206	8/31/2022
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	206	12/30/2022
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette			Our agency will receive training on this subject in October.
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		36 Interview Panel	12/30/2022
9. Other (specify)			

10. Other (specify)			
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VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

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 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

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

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

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

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

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

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

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

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

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☒ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

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

- ☐ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPD 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 EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

Michael E. McMahon

Print Name of Agency Head

Michael E. McMahon

Signature of Agency Head

August 31, 2022

Date

Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) 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 [indicate if 'Acting' or 'Interim']	Monique Jones	monique.jones@rcda.nyc.gov	718-556-7170
2.	Agency Deputy EEO Officer [if appointed]			
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	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	Ashliegh.owens@rcda.nyc.gov	718-556-4065
11.	EEO Training Liaison(s)			
12.	EEO Counselor(s)			

EEO Counselors

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

Gaetano Parrinello – gaetano.parrinello@rcda.nyc.gov – 718-697-8361

Philip Tronolone – philip.tronolone@rcda.nyc.gov – 718-524-0184

Appendix B: 2020 Climate Survey Action Plan

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

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

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office

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

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will give training to new hires during onboarding.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office

3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office

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

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will give training to new hires during onboarding.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
 - EEO language regarding mandatory reporting is added to managerial evaluations
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office

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

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
 - The EEO Office will circulate quarterly agency wide email including EEO resources, including the revised EEO Policy.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
 - All staff, including, senior executives, managers, interns, consultants, etc.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
 - EEO Office