

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

**Fiscal Year 2025**

**Richmond County District Attorney**



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## I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

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:

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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.

**NOTE:** If this statement has been in use for more than **two** years the Agency Head should issue a revised statement.

☒ 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 (2024) 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. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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 following trainings:
  - a. Sexual Harassment Prevention (100%)
  - b. LgbTq: The Power of Inclusion
  - c. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees
  - d. Dept. of Investigation, Corruption Prevention Awareness (DOI Corruption)
  - e. Conflict of Interest
  - f. Disability Awareness and Etiquette
2. In FY 24, RCDA hosted its inaugural commemoration of South Asian Heritage Month. The event included a panel of local South Asian luminaries, including the Honorable Raja Rajeswari of New York City Criminal Court; Radhakrishna Mohan, a Trustee of the Staten Island Hindu Temple; and Afzal Ali Ansari, the Executive Director of the Asian American Labor and Community Organization. Hindu and Sri Lankan dance performances by local companies wearing traditional dress bookended the panel. Refreshments were purchased from a local Indian restaurant. Over 80 people attended.

In addition to this inaugural South Asian Heritage Month celebration, RCDA held or co-sponsored events to observe Italian American Heritage Month, Black History Month, Women's History Month, Irish American Heritage Month, Asian American and Pacific Islander Heritage Month, Juneteenth, and LGBTQIA+ Pride Month.

3. On November 8, 2023, RCDA hosted its annual International Food Festival Potluck to celebrate global diversity. RCDA colleagues shared their own cultural foods and sampled one another's cultural foods.
4. In FY 24, RCDA added a new affinity group, Celebrating All Stages of Health (CASH), to its ERG offerings.

### III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 210

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
  - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
  - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
  - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

RCDA conducts a parity review each July and makes adjustments to salaries based on findings. In July 2024, RCDA adjusted 50% of nonmanagerial staff salaries as a result of this parity review.

2. In FY 2025, 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 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 14 Unknown Gender 0 Unknown Both 0

**[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 2025

[State below the goals of your strategy for FY 2025 and programs 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.]

### A. WORKFORCE

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.**

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

- 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 continuing last year's strategy of building relationships with diverse bar associations. The "Diversity and Inclusion Spotlight" will continue to be a regular feature of RCDA's internal and external email newsletter. RCDA will also highlight the perspectives and accomplishments of diverse legal professionals on panels throughout the fiscal year.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

#### **Planned Programs, Initiatives, Actions aimed at Workforce:**

[Describe how your agency will address underutilization in FY 2025. 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.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

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

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

RCDA will continue to work on developing its internship program in order to create a pipeline for new hires. In FY 24, RCDA hired 17 individuals who had previously served as interns. 16 remain on staff; 1 resigned after being unable to pass the New York State Bar Examination.

Of those 17 former interns hired in FY 24, 65% (11) are female and 35% (6) are male. 82% (14) are white, 12% (2) are Hispanic, and 6% (1) did not disclose their race/ethnicity.

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 24, RCDA participated in job fairs and career events put on by the Benjamin N. Cardozo School of Law, the National LGBTQ+ Bar Association, the Asian American Bar Association of New York, the National Black Prosecutors Association, NYU, and John Jay. 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 2025, RCDA plans to participate in the events listed here as well as the Hispanic National Bar Association Job Fair and the National Law School Consortium's job fair.

In March of 2024, RCDA established a Career Fair Squad comprised of employees working in legal and non-legal capacities who are diverse in terms of race and ethnicity, gender, and age. These talented individuals will continue to represent RCDA at career fairs in FY 25.

## **B. WORKPLACE**

**State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.**

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

- RCDA will promote an inclusive workplace culture by continuing to facilitate Employee Resource Groups.
- RCDA will celebrate diversity in the workplace by holding its annual International Food Festival Potluck.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.]

### **Planned Programs, Initiatives, Actions aimed at 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.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

- 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.

[Please select below the options that apply to your agency.]

- ☒ 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+ and allies)
  4. Celebrating ALL Stages of Health (CASH)
  5. The Film Society
- ☐ Agency does not presently have any ERGs.
- ☐ 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 and EQUITY, INCLUSION and RACE RELATIONS**

**State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.**

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

- 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.
- RCDA continues to work with the Staten Island Hate Crimes Task Force to seek to prevent hateful acts before they occur, particularly through education and immersive experiences.
- 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. While RCDA is seeking capital funding to transform a former courthouse into the site of the Staten Island Community Justice Center, RCDA is working with the Center for Justice Innovation to develop programs and services that will ultimately be housed in the Staten Island Community Justice Center.
- In FY 2025, RCDA will realize its Language and Disability Access Plans.
- In FY 2025, RCDA will continue 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 on Staten Island.

**Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:**

- In FY 2025, RCDA's Community Partnership, Victim Services, Alternatives to Incarceration, and Immigration Affairs Units will continue to engage the community through programs and events such as National Crime Victims' Rights Week and A Mile In Their Shoes Walk/Run/Roll.
- DA McMahon and COJO-SI CEO Scott Maurer launched the Staten Island Hate Crimes Task Force 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 FY 2025, the Staten Island Hate Crimes Task Force will participate in national study on Hate Crimes Task Forces being conducted by the Urban Institute. RCDA looks forward to sharing its knowledge and learning best practices from other Hate Crimes Task Forces around the country.

- 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. Based on community response, RCDA and the Staten Island Hate Crimes Task Force put on a second Multicultural Food Festival in May of 2024. Dozens of restaurants and community organizations, including Alba Restaurant, Andrew's Diner, Bantanga's Best, Chang Noi Thai, Denino's Pizzeria, Dumpling Town, Jimmy Max, Jody's Club Forest, New China Buffet, Noodlefan, Moretti's Bakery, O'Neil's Irish Pub, Pastosa Ravioli, Polish-American-European Deli, The Point Tavern, Yolpaqui Taqueria, Zara Café and Grill, Asian American Labor & Community Organization, Bernikow Jewish Community Center, Council of Jewish Organizations of Staten Island, Ghanaian Associations of Staten Island, Health Essential Association, Jamaican and Caribbean Association of Staten Island, Mothers Against Senseless Killings, New York Life Insurance, Pakistani Civic Association, Senegalese Association of Staten Island, Staten Island Hindu Temple, and the United Federation of Teachers showcased the rich diversity of Staten Island by serving culturally significant foods. The event also included performances by HuaXia Chinese School, Ladies of Lasya of the Staten Island Hindu Temple, Shaolin Queens Empire, Staten Island Musical Steppers, and the Staten Island Tamil School of Ilankai Tamil Sangam.

Based on the success of the first two events and positive community feedback, another Multicultural Food Festival is planned for FY 2025.

- On Monday, March 11, 2024, RCDA and the Staten Island Hate Crimes Task Force put on an event that focused on protecting places of worship.
- RCDA will continue to throw or co-sponsor events on Staten Island that celebrate people of diverse identities, including but not limited to Black History Month Celebration, LGBTQIA+ Pride Month Celebration, Hispanic Heritage Month Celebration, Italian American Heritage Celebration, and Juneteenth.

[Please select below the options that apply to your agency.]

In FY 2025, 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)
- ☒ 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, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.]

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

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. In FY 24, RCDA created a new unit chief position for its Public Corruption Unit and created new deputy roles in its IT and Facilities units.
- Continuing to arrange diverse interview panels that include front-line staff, managers, and members of the executive team.
- Creating additional managerial titles for hard-to-fill positions.

### B. Recruitment for Civil Service Exams

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
NA	NA	NA


List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

<b>Borough</b>	<b>Approximate Dollar Amount (\$)</b>
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	
Other (include online)	

## C. 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
  - 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

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. 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 2024:

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	M <u>8</u> F <u>10</u> Non-Binary __

		African American 1 Asian 1 Latino 1	Other __ Unknown __
6. Fall 2022 Graduate//Law School Interns	1	Caucasian 1	M __ F 1 Non-Binary __ Other __ Unknown __

RCDA will continue its internship program in order to create a pipeline for new hires. In FY 24, RCDA hired 17 individuals who had previously served as interns. 16 remain on staff; 1 resigned after being unable to pass the New York State Bar Examination. Of those 17 former interns hired in FY 24, 65% (11) are female and 35% (6) are male. 82% (14) are white, 12% (2) are Hispanic, and 6% (1) did not disclose their race/ethnicity.

## 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)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

### 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.]

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.
- 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.
- Due to the small size of the agency, have RCDA's EEO personnel become more involved in its DEI efforts.

## **C. EEO Role in Hiring and Selection Process**

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

In FY 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO 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 for an interview.
- ☒ 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 and/or SmartRecruiter 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 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, 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.]*

<b>Training Topic</b>	<b>Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)</b>	<b>Goal Number of Participants</b>	<b>Projected Dates</b>
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.)	210	8/31/24
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 7 runs between September 1, 2024 – August 31, 2025)	210	8/31/24
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	210	8/31/24
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		210	8/31/24
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other (specify)			
10. Other (specify)			

## 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.]

- ☒ 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 implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ 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 designee<sup>1</sup> : \_\_\_\_\_
  - ☐ 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.

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<sup>1</sup> 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 Local Laws and Mayoral Executive Orders

### 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 7 – September 1, 2024 – August 31, 2025) 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.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ 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 2025**

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

#### **F. Local Law 27 (2023): Workforce Information Report for FY 2024**

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

#### **G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government**

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

#### **H. 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 5 runs from April 1, 2024, to March 31, 2026.

- ☒ 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

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

- ☐ The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- ☒ The agency is currently being audited or preparing responses to an audit conducted by the EEPC or \_\_\_\_\_ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 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

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

\_\_\_\_\_  
Print Name of Agency Head

\_\_\_\_\_  
Signature of Agency Head

\_\_\_\_\_  
Date

## Appendix A: Contact Information for Agency EEO Personnel and Career Counselors \*

### Agency EEO Office mailing address:

EEO Officer Monique Jones Hardwick  
130 Stuyvesant Place, 7<sup>th</sup> Floor  
Staten Island, NY 10301

[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 and HR 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. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

\*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>
1	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Monique Jones Hardwick	Monique.Hardwick@rcda.nyc.gov	718-556-7089
2	<b>Agency Deputy EEO Officer</b> [if appointed]			
3	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Euna Park	<a href="mailto:Euna.Park@rcda.nyc.gov">Euna.Park@rcda.nyc.gov</a>	718-556-7066
4	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Euna Park	<a href="mailto:Euna.Park@rcda.nyc.gov">Euna.Park@rcda.nyc.gov</a>	718-556-7066
5	<b>ADA Coordinator</b>			
6	<b>Disability Rights Coordinator</b>			

7	Disability Services Facilitator			
8	55-a Coordinator	Darling Guido	<a href="mailto:Darling.Guido@rcda.nyc.gov">Darling.Guido@rcda.nyc.gov</a>	718-556-7140
9	EEO Investigator(s)			
1	EEO Counselor(s)			718-556-7013
		Tuesday Muller-Mondi	<a href="mailto:Tuesday.Muller-Mondi@rcda.nyc.gov">Tuesday.Muller-Mondi@rcda.nyc.gov</a>	718-556-7066
		Euna Park	<a href="mailto:Euna.Park@rcda.nyc.gov">Euna.Park@rcda.nyc.gov</a>	718-556-7121
		Erica Ware	<a href="mailto:Erica.Ware@rcda.nyc.gov">Erica.Ware@rcda.nyc.gov</a>	718-556-7129
		Josh Baver	<a href="mailto:Josh.Baver@rcda.nyc.gov">Josh.Baver@rcda.nyc.gov</a>	718-556-7089
		Lisa Sloan	<a href="mailto:Lisa.Sloan@rcda.nyc.gov">Lisa.Sloan@rcda.nyc.gov</a>	
1	EEO Training Liaison(s)			
1	Career Counselor(s)	Ashleigh Owens	<a href="mailto:Ashleigh.Owens@rcda.nyc.gov">Ashleigh.Owens@rcda.nyc.gov</a>	718-556-4065
1	Other (specify)			