

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

**Fiscal Year 2023**

**Queens County District Attorney's Office**



**MELINDA KATZ**  
**DISTRICT ATTORNEY**

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## **I. Commitment and Accountability Statement by the Agency Head**

On behalf of the Queens County District Attorney's Office, we wholeheartedly 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 members of the public served by our Agency.

The Queens County District Attorney's Office (QDA) takes pride in providing equal employment opportunities to everyone. We reinforce our commitment to the celebration of diversity in the workplace where equity and inclusion are paramount. We are committed to having an office as diverse as the borough we serve.

We shall support the diversity, equity and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff must be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

I will involve the EEO Officer in critical human resources decisions, including recruitment and selection strategies, workforce projections, succession planning, promotion, training/career development opportunities, and strategic planning.

We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

Tyear K. Middleton, Chief EEO/Diversity/MWBE Officer will serve as the primary resource for managers and supervisors by providing best practices and direction in addressing EEO issues. Their contact information will be prominently available to all employees.

During this Fiscal Year, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

☒ 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:

- QDA hosted the Jumpstart Career Program at Greater Springfield Community Church to Support Our Young People.
- Baba Makhan Shah Lubana Sikh Center and addressed the attendees regarding the work of my Office to safeguard the rich diversity of this borough.
- QDA sponsored Senior Luncheon for residents of Jamaica, Queens.
- QDA hosted a virtual Hispanic Heritage Celebration.
- QDA hosted Mental Illness and the Criminal Justice System --Center for Social & Criminal Justice and John Jay College of Criminal Justice for an important conversation on properly addressing mental illness within the criminal justice system.
- DA Katz visited the Masjid Mission Center in Jamaica speaking to the members about issues of importance to them and their families.
- QDA Participated with the Anti-Defamation League is spearheading a "Shine A Light" campaign to raise awareness about hate and anti-Semitism through education and community advocacy.
- DA Katz joined Queens Borough President Donovan Richards, the Anshe Sholom Chabad JCC of Queens and community leaders for the annual Hanukkah Menorah Lighting ceremony at Queens Borough Hall.
- DA Katz spoke to the Alpha Phi Alpha Senior Citizens Center at the award ceremony for the City's Ready New York Older Adult Center of the Year Award. Each year, this prestigious award is given to a senior center that demonstrates outstanding commitment to emergency preparedness for older adults
- QDA hosted a virtual celebration of the life and legacy of Dr. Martin Luther King, Jr.
- DA Katz spoke at the National Action Network's Public Policy Forum in honor of Dr. Martin Luther King, Jr.
- QDA worked with the Queens Jewish Community Council; The Queens Jewish Community Council Queens Borough President Donovan Richards held a breakfast at Queens College to welcome Israel's newly appointed Consul General to New York, Asaf Zamir.
- QDA Celebrated Lunar New Year commemorated the Year of the Tiger with honorees and special performances.
- QDA celebrated Black History, honored several members of the Black community for their incredible contributions to Queens County. Honored Allison Wright, Supervising ADA, Major Economic Crimes Bureau and Sharon Walker, Secretary, Felony Trial Bureau.
- World Hijab Day—QDA joined the South Asian Fund for Education, Scholarship and Training (SAFEST) during their tenth annual celebration commemorating World Hijab Day



- QDA joined the Office for the Prevention of Hate Crimes (OPHC) announced the start of its HeARTwork Against Hate art contest, this contest provides a creative platform for young New Yorkers to show the strength of our diversity.
- DA Katz attended Little Bangladesh Avenue Street Naming--of joined Councilmember Jim Gennaro and members of the Jamaica Bangladeshi-American community for a street co-naming ceremony at the corner of Hillside Avenue and Homelawn Street.
- DA Katz joined Ravi Goyal and Neeta Jain at the Hindu Center temple this week for the annual prayer service in honor of the Maha Shivratri festival.
- Irish Heritage Celebration— DA Katz joined Irish immigrant history and heritage in Queens during two parades this past weekend: St. Patrick's Day Parade in the Rockaways, and the St. Pats for All Parade in Sunnyside.
- Women's History Celebration—QDA honored Myrna Mateo, Director of Human Resources.
- Sheroes of Southeast Queens—DA Katz spoke at this program honored several women leaders of Southeast Queens for their contributions to the community.
  - Our Youth Empowerment Bureau held a Women In Law panel this week (4/1/2022), along with our partners at the NYPD Youth Strategies Division.
  - DA Katz participated with Assembly District 35 during a winter coat giveaway, sponsored by Assembly Member Jeff Aubry.
  - QDA staff attended a commemoration ceremony, hosted by the Vietnam Veterans of America, Queens Chapter 32, to honor their service on behalf of our nation.
  - Bengali Community awarded DA Katz a leadership award for QDA's ongoing efforts to keep Queens County safe.
  - DA Katz joined The Fatherhood Initiative of NYC Department of Youth and Community Development (DYCD) for their monthly virtual series called Barbershop Talks.
  - On April 14, 2022, QDA teamed up with the Mayor's Office to End Domestic and Gender-Based Violence, Safe Horizon, and Mount Sinai's Sexual Assault and Violence Intervention Program to host a panel discussion on resources available to survivors of gender-based violence.
  - DA Katz joined the Jackson Heights Bangladeshi Business Association for a Ramadan Iftar with community members and local business leaders.
  - The month of April is recognized as National Sexual Assault Awareness Month, during which QDA observed Denim Day, a campaign against harmful behaviors and attitudes surrounding sexual violence
  - Our Community Partnerships Division had a great time talking to our young people during the annual 5K Autism Walk at Cunningham Park the weekend of April 23rd.
  - DA Katz participated in the Queens Clergy Breakfast hosted by the Greater Springfield Development Cooperation and Rochdale Village Community Relations Committee.
  - On Tuesday, May 24th at 6:00PM, hosted our virtual celebration in honor of Asian American Pacific Islander Heritage Month.
  - DA Katz attended the ribbon cutting and dedication ceremony for the new Older Adult Center at Commonpoint Queens in Bay Terrace.
  - On Thursday, May 26th, hosed an online Memorial Day Observance Ceremony to recognize the heroism and sacrifice of our service men and women.

- DA Katz participated in the Israel Day Parade to celebrate Jewish Heritage and demonstrate support for the State of Israel.
- DA Katz joined members of the local community, elected officials, and members of the non-profit organization she established for a street renaming ceremony in Ann's honor. Ann Juliano Jawin was a true feminist icon. She spent her life fighting for women's rights and founded the Center for the Women in New York in 1987.
- June 14, 2022, hosted a virtual Pride celebration with co-sponsor Council Member Lynn Schulman and special guest, former Council Member Daniel Dromm. During the program, we reflected on the meaning of Pride and the achievements of the LGBTQ+ communities over the past decades. I extend congratulations to the night's honorees:
  - Mr. Matthew Silverstein, long time civic leader and public servant
  - PFLAG, the nation's foremost family-based organization committed to celebrating LGBTQ+ young people
  - ADA Robin Leopold, Bureau Chief, QDA
  - Mr. Ryan Lawless, trial prep assistant, QDA
- QDA participated in the Queens Pride parade in Jackson Heights.
- QDA participated in the Juneteenth Celebration with the NY Mets: The Community Partnerships Division collaborated with the New York Mets Foundation to provide tickets to members of the NYPD Explorers and other youth organizations in Queens.
- Our Community Engagement team was on-site for the Queens Defender's community Domestic Violence Awareness event, complete with free BBQ for Far Rockaway residents.
- Senior Jazz Night: The Executive ADA for Community Partnerships, Colleen Babb, took the opportunity to speak about this Office's awareness and prevention efforts while enjoying live entertainment provided to the attendees by Spring light Jazz Band.
- Kupferberg Holocaust Center: A group of our Brave Justice summer interns recently toured the Kupferberg Holocaust Center at Queensborough Community College, where DA Katz and Hate Crimes Bureau Chief spoke about the importance of combatting and preventing such crimes.



### III. Workforce Review and Analysis

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

Total Headcount: 834 [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:

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

Examine the hiring process with a critical lens toward reducing bias that are barriers for underrepresented persons. Additionally identify and remove obstacles so that racially diverse talent can move through the hiring process fairly and consistently.

Identify and target privilege in the hiring process to reduce the underutilization of women and minorities in the workforce.

#### ❖ Workplace:

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

Increase minority hiring and retention rates

#### ❖ Community:

- [Community goals should be directed at the external environment of your agency: the public and entities served by the agency.]

Continue to work with Diversity Advisory Councils: African American, Latino, South Asian/Indo Caribbean, Asia Pacific, Clergy, Jewish and LGBTQ Councils.

#### ❖ **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)]

Continue to build programs for mentorship, training, and advancement and outreach to individuals from underrepresented groups.

Continue to build intentional team activities to build commonality and build relationships across the workforce through our community partnerships and volunteer work

## **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**

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

- Internal notifications of promotion and transfer opportunities
- Use employment evaluations to assist employees evaluate their interest, skills, abilities, and goals.
- Work with Human Resources and Legal Hiring to determine the facilitators and barriers that exist in the recruitment process of underrepresented individuals.
- Eradicate employee behaviors that lead to disrespect by focusing on training that creates a healthier organization through developing peoples' skills in ethics, respect, and inclusion.

**[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.]

Partner with Human Resources and Legal Hiring to develop a strategy to implement and increase the hiring and retention of talented and underrepresented employees.

## 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: **Not Applicable**

- 1.
- 2.
- 3.
- 4.
- 5.

- ☐ 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.]

- The Community Engagement Bureau is “boots on the ground” for the Office and serves as a conduit for important information to keep the Queens District Attorney’s Office acutely aware of issues as they arise in the Queens community
- Community Response Team Unit consists of ADAs and staff assigned to specific geographic areas corresponding to community districts and precincts.
- The Youth Empowerment Bureau reaches hundreds of youth on an ongoing basis, creating an opportunity to teach young people to think critically and communicate respectfully. They also provide opportunities for students to increase their knowledge and awareness of the law and legal issues. The Youth Empowerment team has several programs.
- This past summer, our Office partnered with the NYC Department of Probation to deliver the Neighborhood Opportunity Network (“NeON”) Program to selected Queens’ youth. The program was designed to teach young people workplace soft skills and help them prepare for a path forward with career readiness.
- The Pathways to Knowledge Program has expanded the Office’s Star Track Program, which originally focused on the Far Rockaway community, to other targeted schools throughout Queens. This program is designed to build bonds between law enforcement and young people, teach social responsibility, provide alternatives to drugs and crime, and encourage better decision-making.
- Saturday Night Lights offers recreational programming for young people on Saturday evenings from 5pm to 7pm for ages 11-14, and from 7pm to 9pm for ages 15-18.
- The Student Advisory Council is a program designed to educate both students and our staff about the views of young people on legal issues that affect their lives. The bureau brings students of varied backgrounds from schools all over Queens to discuss issues that affect the law and to help identify their own personal biases and debate matters in civil discourse.
- Summer Youth Employment Program and Other Internships — High school and college interns under the Summer Youth Employment Program and our Far Rockaway Initiative

learn through training sessions, cultural enrichment trips as well as career readiness and financial responsibility training.

- Youth Events in the Community — The bureau has attended numerous events within the community both virtually and in person to connect with Queens' youth. Our staff educates them on the role of the District Attorney's Office, and how our work impacts their community. Additionally, our staff stresses how important it is for them to make the right choices in life, and how the wrong choices can have a lasting impact on their lives. At these events, our staff, also networks with people who can expand our access to young people, such as school administrators, teachers, coaches, and religious leaders.

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.]

- Identify weak spots in decision-making in all employee touchpoints of the employee lifecycle.
- Creating processes and “norms of behavior” around critical employee touch points - from recruitment to exit.



## 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. Job Boards (Indeed, LinkedIn)
2. Career Fairs (OCI, Law Schools, Colleges)
3. Agency Website
4. Promotions
5. Referrals

## 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 *[#s] * 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 College Interns	08		M __ F__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	53		M __ F__ Non-Binary __ Other __ Unknown __



5. Other (specify): SYEP	32	M __ F__ Non-Binary __ Other __ Unknown __
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## 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 \_\_\_\_ [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of \_\_\_\_ [number] new applications for the program were received and \_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

[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

- Provide an opportunity for employees to talk about how they feel and express regarding their job.
- Assist with expectation setting,
- Help design goals

[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.]

### 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.]

- Using the quarterly workforce dashboard and identifying specific job groups where underutilization exist to guide recruitment efforts
- Ensure that there will be diverse applicant pool for the anticipated vacancies

### 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.)	834	10/01/2022
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)	834	04/01/2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees  All other employees	834	07/01/2024
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees  All other employees		
7. Disability Awareness and Etiquette		834	12/01/2022
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers and Supervisors	400	12/01/2022
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.]

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 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.

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

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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.



**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. (Does not allow selection)
- ☒ 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 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 2023 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.]

Melinda Katz  
\_\_\_\_\_  
Print Name of Agency Head

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

6/16/23  
\_\_\_\_\_  
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.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508
2.	<b>Agency Deputy EEO Officer</b> [if appointed]	None	None	None
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508
5.	<b>ADA Coordinator</b>	Jacqueline Duckfield	jrduckfield@queensda.org	718-286-9029
6.	<b>Disability Rights Coordinator</b>	Jacqueline Duckfield	jrduckfield@queensda.org	718-286-9029
7.	<b>Disability Services Facilitator</b>	Jacqueline Duckfield	jrduckfield@queensda.org	718-286-9029
8.	<b>55-a Coordinator</b>	Myrna Mateo	mmateo@queensda.org	718-286-6980
9.	<b>EEO Investigator(s)</b>	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508
10.	<b>Career Counselor(s)</b>	Myrna Mateo	mmateo@queensda.org	718-286-6980
11.	<b>EEO Training Liaison(s)</b>	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508
12.	<b>EEO Counselor(s)</b>	Tyear K. Middleton	tkmiddleton@queensda.org	718-286-6508

## 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 EEO resources, including the revised EEO Policy during each training.
- **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.]
  - Chief EEO Officer

### 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 circulate EEO resources, including the revised EEO Policy during each training.
- **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.] Chief EEO Officer



**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 EEO resources, including the revised EEO Policy during each training.



➤ **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.]

- Chief EEO Officer

**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 circulate EEO resources, including the revised EEO Policy during each training.

➤ **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.]

- Chief EEO Officer

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 EEO resources, including the revised EEO Policy during each training.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - **Managers and supervisors**
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - **Chief EEO Officer**

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 EEO resources, including the revised EEO Policy during each training.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - **Managers and supervisors**
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - **Chief EEO Officer**
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