

# Richmond County District Attorney FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

**Agency Name:** RICHMOND COUNTY DISTRICT ATTORNEY

1<sup>st</sup> Quarter (July -September), due November 4, 2022

2<sup>nd</sup> Quarter (October – December), due January 30, 2023

3<sup>rd</sup> Quarter (January -March), due May 1, 2023

4<sup>th</sup> Quarter (April -June), due July 31, 2023

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**FOR DCAS USE ONLY:**

***Date Received:***

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# Richmond County District Attorney FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

**For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as **“XXXX Quarter X FY 2023 DEI-EEO Quarterly Report.Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2023 DEI-EEO Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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## Part I: Narrative Summary

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

Distributed to all agency employees?  Yes, On (Date): 12/30/2022  No  
 By e-mail  
 Posted on agency intranet  
 Other \_\_\_\_\_

### II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

\* Please describe DEI&EEO Awards and/or Appreciation Events below:

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## III. Workforce Review and Analysis

### I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2022): 218 Q2 (12/31/2022): 222 Q3 (3/31/2023): 219 Q4 (6/30/2023): \_\_\_\_\_

### II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): 09/22/2022  Yes again on (Date): \_\_\_\_\_  No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

### III. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes On (Dates):

Q1 Review Date: 10/11/2022 Q2 Review Date: 01/12/2023 Q3 Review date: 04/25/2023 Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

Other \_\_\_\_\_

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

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

### A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

**1.**  
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 the broader community.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- In Q2 the Diversity Officer coordinated and hosted DEI events at RCDA: National Disability Employment Awareness;
- In Q3 the Diversity Officer coordinated and hosted DEI events at RCDA: Human Trafficking Workshop; Lunar Year Celebration; Black History Celebration.

|            |   |                                      |                                  |                                  |                                   |   |
|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| Q1 Update: | <input checked="" type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |
| Q2 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |

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Q4 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed

## B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1.

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.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

- In Q2 RCDA increased our engagement with diverse bar associations 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.
- In Q3 RCDA enhanced our onboarding process to include first 30-day; first 6 months; and first full-year check-ins to ensure that new hires are supported and efficiently acclimated to the agency.

Q1 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed  
Q2 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed  
Q3 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed  
Q4 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed

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## C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

**1.**  
RCDA's Community Partnership Unit, Victims Services' Unit, Alternatives to Incarceration Unit, and Immigrant Affairs Unit continues 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.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**

- In Q2 RCDA contracted the Center for Justice Innovation to conduct a neighborhood survey regarding developing and managing services focused on reducing incarceration and strengthening relations in the community.
- In Q3 RCDA's Community Partnership Unit coordinated stand up, stop bullying event to promote anti-bullying

|            |   |                                      |                                  |                                  |                                   |   |
|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| Q1 Update: | <input checked="" type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |
| Q2 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |

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## D. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

### 1.

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.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

- In Q2 the task force launched a Staten Islanders against hate movement
- In Q3 the task force launce the SILOVE.org website to celebrate the strength in our diversity

|            |                                  |                                      |                                  |                                  |                                   |   |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |

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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1.  
RCDA will engage in a number of strategies to address attrition by focusing on career development for existing employees.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

- In Q2 we created leadership roles for non-legal staff
- In Q3 we promoted 6 ADAs to leadership roles

|            |   |                                      |                                  |                                  |                                   |   |
|------------|---|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|---|
| Q1 Update: | <input checked="" type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |
| Q2 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input checked="" type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned            | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed            |

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## B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

**Race/Ethnicity\* [#s]** \* Use self-ID data obtained from NYCAPS; **Gender\* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] \* Use self-ID data

### 1. Urban Fellows Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 2. Public Service Corps Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 3. Summer College Interns Total: 27

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_10\_ F \_17\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 4. Summer Graduate/Law Interns Total: 24

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_15\_ F \_8\_ N-B \_\_\_ O \_\_\_ U \_\_\_

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## C. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities.  Yes  No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): \_\_\_\_\_0\_\_\_\_\_ Q2 (12/31/2022): \_\_\_\_\_0\_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_0\_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

During the 1st Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.

During the 1st Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 2nd Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of \_\_\_\_\_ [number] new applications for the program were received.

During the 4th Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

### The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail:  Yes  No

in training sessions:  Yes  No

on the agency website:  Yes  No

through an agency newsletter:  Yes  No

Other: \_\_\_\_\_

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## V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- Agency emails announcing vacancies are sent to employees encouraging them to express their interest

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- Diverse interview panels have been established, which represent various professional levels.

3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

- 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.

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| During this Quarter the Agency activities included: | # of Vacancies | # of New Hires | # of New Promotions |
|---|----------------|----------------|---------------------|
| Q1  | # __15__       | # __20__       | # __13 (internal)__ |
| Q2  | # __17__       | # __11__       | # __3 (internal)__  |
| Q3  | # __19__       | # __7__        | # __16 (internal)__ |
| Q4  | # _____        | # _____        | # _____             |

## VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

## VII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

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## B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

## C. Executive Order 16: Training on Transgender Diversity and Inclusion

*Please provide E.O. 16 Training Information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).*

## D. Local Law 101: Climate Survey

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**Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.**

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

**1. Increase employees' familiarity with the EEO Policy.**

❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

- Ensure the agency takes the DCAS EEO training annually.

**2. Improve the EEO Office's visibility to the workforce.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

- Making the EEO policy accessible on the agency's intranet.

**3. 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.**

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

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- Detailing the complete EEO policy and complaint process in the agency's employee manual.
  
- 4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
  
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
  
- Advertising all current year protected rights postings in the agency's common areas.
  
- 5. 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.**
  
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
  
- There is a section for EEO compliance in all managerial/supervisory employee's performance evaluation.
  
- 6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**
  
- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these**

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actions?

- Email the agency when there is a change in EEO personnel.

## IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.
- The agency received a Certificate of Compliance from the auditing agency.

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

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## Appendix A: EEO Personnel Details

### EEO Personnel For   3   Quarter, FY 2023

#### Personnel Changes

| Personnel Changes this Quarter: <input type="checkbox"/> No Changes |  | Number of Additions:   | Number of Deletions:   |
|---|--|--|--|
| Employee's Name & Title   | 1. Philip Tronolone  | 2.   | 3.   |
| Nature of change  | <input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion   | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  |
| Date of Change in EEO Role  | Start Date or Termination Date: 3/2/2023   | Start Date or Termination Date:  | Start Date or Termination Date:  |
|   |  |  |  |
| Employee's Name & Title   |  |  |  |
| Nature of change  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  | <input type="checkbox"/> Addition <input type="checkbox"/> Deletion  |
| Date of Change in EEO Role  | Start Date or Termination Date:  | Start Date or Termination Date:  | Start Date or Termination Date:  |
| <b>For New EEO Professionals:</b>                                   |  |  |  |
| Name & Title  | 4.   | 5.   | 6.   |
| EEO Function  | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |
| Percent of Time Devoted to EEO                                      | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):   |
|   |  |  |  |
| Name & Title  |  |  |  |
| EEO Function  | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) | <input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor<br><input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator<br><input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify) |

# Richmond County District Attorney FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|                                |  |  |  |
|--------------------------------|--|--|--|
| Percent of Time Devoted to EEO | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): | <input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %): |
|--------------------------------|--|--|--|

| <b>EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&amp;I Officers, Deputies, and All New EEO Professionals):</b> |   |   |  |
|--|---|---|--|
| Name & EEO Role  | 1. Monique Jones Hardwick, EEO Officer                              | 2. Euna Park, Chief Diversity Officer                               | 3.   |
| <b>Completed EEO Trainings:</b>  |   |   |  |
| 1. Everybody Matters-EEO and D&I   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. Sexual Harassment Prevention  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. IgbTq: The Power of Inclusion   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. Disability Awareness & Etiquette  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. Unconscious Bias  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. Microaggressions  | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. EEO Officer Essentials:<br>Complaint/Investigative Processes  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. EEO Officer Essentials:<br>Reasonable Accommodation   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. Essential Overview Training<br>for New EEO Officers   | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. Understanding CEEDS Reports  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No            | <input type="checkbox"/> Yes <input type="checkbox"/> No |

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**EEO Personnel Training Continued:**

| EEO Training completed within the last <u>two</u> years, including the Current Quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals): |                              |                             |                              |                             |                              |                             |
|---|------------------------------|-----------------------------|------------------------------|-----------------------------|------------------------------|-----------------------------|
| Name & EEO Role   |                              |                             |                              |                             |                              |                             |
| <b>Completed EEO Trainings:</b>   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 1. Everybody Matters-EEO and D&I  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Sexual Harassment Prevention   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. lgbTq: The Power of Inclusion  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Disability Awareness & Etiquette   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Unconscious Bias   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Microaggressions   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 7. EEO Officer Essentials:<br>Complaint/Investigative Processes   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 8. EEO Officer Essentials:<br>Reasonable Accommodation  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 9. Essential Overview Training<br>for New EEO Officers  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 10. Understanding CEEDS Reports   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|   |                              |                             |                              |                             |                              |                             |

# Richmond County District Attorney FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

Diversity and EEO Staffing as of 3 Quarter FY 2023\*

| <u>EEO\ Diversity Role</u>                             | <u>Name</u>            | <u>Civil Service Title</u>  | <u>% of Time Devoted to EEO &amp; Diversity Functions</u> | <u>Office E-mail Address</u>  | <u>Telephone #</u> |
|--|------------------------|-----------------------------|---|-------------------------------|--------------------|
| EEO Officer/Director                                   | Monique Jones Hardwick | Special Assistant to the DA | 50  | Monique.hardwick@rdca.nyc.gov | 718-556-7170       |
| Deputy EEO Officer OR Co-EEO Officer                   |                        |                             |   |                               |                    |
| Chief Diversity & Inclusion Officer                    | Euna Park              | Assistant District Attorney | 50  | Euna.park@rcda.nyc.gov        | 718-556-7066       |
| Diversity & Inclusion Officer                          |                        |                             |   |                               |                    |
| Chief Diversity Officer/Chief MWBE Officer per E.O. 59 |                        |                             |   |                               |                    |
| ADA Coordinator  |                        |                             |   |                               |                    |

## Richmond County District Attorney FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

|  |                       |                             |    |                             |              |
|--|-----------------------|-----------------------------|----|-----------------------------|--------------|
| <b>Disability Rights Coordinator</b>   |                       |                             |    |                             |              |
| <b>Disability Services Facilitator</b> |                       |                             |    |                             |              |
| <b>55-a Coordinator</b>                | Darling Guido         | Admin Manager               | 30 | Darling.Guido@rcda.nyc.gov  | 715-556-7140 |
| <b>Career Counselor</b>                | <u>Ashleigh Owens</u> | Assistant District Attorney | 50 | Ashliegh.owens@rcda.nyc.gov | 718-556-4065 |
| <b>EEO Counselor</b>                   |                       |                             |    |                             |              |
| <b>EEO Investigator</b>                |                       |                             |    |                             |              |
| <b>EEO Counselor\ Investigator</b>     |                       |                             |    |                             |              |
| <b>Investigator/Trainer</b>            |                       |                             |    |                             |              |
| <b>EEO Training Liaison</b>            |                       |                             |    |                             |              |
| <b>Other (specify)</b>                 |                       |                             |    |                             |              |
| <b>Other (specify)</b>                 |                       |                             |    |                             |              |

\* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.