

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

Fiscal Year 2025

Queens County District Attorney's Office



MELINDA KATZ
DISTRICT ATTORNEY

Table of Contents

I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).....	3
II. Recognition and Accomplishments	4
III. Workforce Review and Analysis	6
IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2025	8
V. Recruitment.....	15
VI. Selection (Hiring and Promotion).....	18
VII. Training.....	21
VIII. Reasonable Accommodation	22
IX. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders.....	23
X. Audits and Corrective Measures	26
XI. Agency Head Signature	27
Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *	28

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

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.

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

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

DA Katz joined Senator John Liu and community leaders this week for a joyous celebration during the Jollyfest Holiday Parade in downtown Flushing.

DA Katz attended Christmas tree lightings and holiday parties hosted by Federated Blocks of Laurelton, Resorts World Hyatt Regency, Vietnam Veterans of America Chapter 32 and the Howard Beach Lindenwood Civic Association

01/12/2024 –The Youth Empowerment Unit at QDA recently invited a NYC Department of Correction officer to provide students in our Legal Explorers program with a comprehensive overview of careers in corrections.

02/15/2024—Rochdale Village Community Center and DA Melinda Katz, Co-Sponsor NYC City Council Speaker Adrienne E. Adams host the Black History Month Celebration with Keynote Speaker Honorable Sylvia Hinds-Radix

Honorees: Vinnette Campbell, Assistant District Attorney of Queens DA Public Corruption Bureau Myriam DeFay, Trial Preparation Assistant of Queens DA Felony Trial Bureau I

Eva Knight, Community Activist & NYCDOE Adult & Continuing Educator

Marc Taylor, Community Activist & Founder of With Actions and in Truth, Inc.

02/16/2024—DA Katz attended the Lunar New Year parade in Flushing Queens

02/22/2024— DA Katz, Congresswoman Grace Meng, NY Senator John Liu, NYC Council Members Linda Lee and Sandra Ung hosted the Lunar New Year Celebration

02/23/2024—DA Katz attended The Queens Jewish Community Council (QJCC) annual legislative breakfast to discuss the group's important work in providing essential services to Queens residents.

02/23/2024 - The Youth Empowerment team at QDA recently coordinated an informative presentation and discussion on bias-motivated crimes with students at Queens Metropolitan High School. Assistant District Attorney Michael Brovner, chief of the Hate Crimes Bureau, spoke about our efforts to prevent such crimes and hold perpetrators accountable as we work to safeguard the rich diversity of Queens

03/01/2024—In honor of Black History Month, QDA partnered with Zone 126, a community-based organization, to host an educational panel on career trajectories with students at Long Island City High School. An assistant district attorney, a detective investigator and support staff from my office discussed their hands-on experiences and professional development during the informative event

03/01/2024—QDA hosted a wonderful Lunar New Year celebration last week at Queensborough Community College with beautiful performances and moving speeches about the power of tradition and history steeped in legends

03/08/2024—DA Katz join participants of the annual St. Pat's for All parade in Sunnyside and Woodside to celebrate the diversity of the Irish community

03/22/2024—QDA's Youth Empowerment team recently partnered with a nonprofit organization, Zone 126, to host a Women's History Panel and Speed Chat event at Long Island City High School

03/22/2024—DA Katz was a guest speaker at The National Council of Jewish Women who recently hosted a luncheon program for its members, focusing on the importance of women's history and empowerment

03/26/2024—At QDA's annual Women's History Month event at Queens College we honored NYPD Detective Tanya L. Duhaney, Queens DA Community Coordinator Rokeya Akhter, Queens DA Intake Bureau Chief Anne-Marie Mullaney and local restaurant owner Gianna P. Cerbone

04/05/2024 - DA Katz attended Ramadan iftar hosted by the Bangladeshi American Police Association.

04/12/2024 – QDA Executive Staff observed National Sexual Awareness Month (April)

04/19/2024 – DA Katz attended the Met Council and Tomchei Shabbos of Queens that recently partnered to distribute boxes of food to families in need, ensuring they can celebrate Passover with dignity and joy

04/19/2024 - DA Katz attended the Chinese Business Association press conference to plan for two celebratory events in honor of Mother's Day and Father's Day

04/26/2024 - The Crime Victims Advocacy Program at QDA commemorated National Crime Victims' Rights Week with a special program for crime victims, their loved ones, and our partner advocates. Assistant District Attorney Paige Nyer, a supervisor in the Domestic Violence Bureau, received the National Crime Victims' Rights Week 2024 Award.

04/26/2024 – QDA's Youth Empowerment Unit attended a Teen Career Day event at Queens Family Court to share resources and opportunities my office provides to empower our young people and help put them on a path to success.

05/10/2024 – QDA's Youth Empowerment Team organized a court tour recently for students of the New Visions Charter High School for Advanced Math and Science IV in Rochdale.

05/14/2024 -Asian American Pacific Islander (AAPI) Celebration--honor two of our very own during the award ceremony: ADA Olivia Quinto from FTBIII and Director Yijun Wang from the Administration Division

05/30/2024 -Jewish Heritage Month – Honoring Senior ADA Mark Katz from the Major Economic Crimes Bureau

06/07/2024—DA Katz joined the Jewish Community Relations Council of New York for the annual Israel Day Parade along Fifth Avenue and later marched alongside community members and leaders in the Queens Pride and Multicultural Festival in Jackson Heights.

06/14/2024—DA Katz was a special guest speaker at the New York City Office for the Prevention of Hate Crimes, JRCRC-NY, the Queens Jewish Community Council, AJC New York, and the Committee of 100 came together this week to hold an educational panel addressing the alarming increase in anti-Asian and antisemitic hate crimes.

06/28/2024—DA Katz joined Carolyn Dixon of Where Do We Go From Here (pictured third from the right), the New York City Office of Neighborhood Safety, Life Camp, King of Kings Foundation and other nonprofits recently in celebration of Juneteenth at Lincoln Park in South Ozone Park.

07/19/2024--Assistant District Attorney Carolynn Fitzgerald, supervisor in the Elder Fraud Unit in my office, recently met with seniors at the Selfhelp Clearview Older Adult Center in Bayside and shared helpful tips to avoid falling victim.

III. Workforce Review and Analysis

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

Total Headcount: 885

[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.]
 - QDA regularly reviews the agency's pay structures determining compensation to ensure that salary adjustments are made as personnel action and collective bargaining agreements require.
 - QDA has areas of underutilization in the following Job Groups: Clerical, Clerical Supervisors, Management Specialists, Paraprofessionals Occupations, Managers, and Police.
 - To address indicators of occupational segregation such as significant over or under-utilization of certain ethnic or gender categories in major Job Groups, EEO office will provide consultation regarding the creation/review of objective criteria for evaluating candidates for hire/promotion and applying those criteria consistently to all candidates, make recommendations to post vacancies on diverse job recruitment boards, and ensure structured interviews are in place.

2. [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 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 45 Unknown Gender N/A Unknown Both N/A

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

Agency Head

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☒ Annually ☐ Other _____

Other (____specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

- ☒ The agency review 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.

QDA plans to continue to review workforce data and employee feedback to inform our retention and professional development plans. Additionally, QDA has a goal to offer all managers and opportunity for coaching and feedback training.

QDA plans to continue to review and modify our recruitment strategies to ensure that our workforce is reflective of the most diverse borough, Queens County.

[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.]

- EEO officer, Agency Personnel Officer meet quarterly to review the CEEDS report
- EEO will review agency postings to ensure the elimination of potential bias.
- EEO will work with Human Resources to actively monitor underutilization in the titles of Clerical Supervisors, Clerical, and Technicians
- Human Resources/Career Counselors provide support to hiring managers.
- Continued participation in structured interview training and unconscious bias training
- New Class Mentorship Program
- Review of climate surveys to determine necessary and relevant training.
- Assess Hiring Practices
- Exit Interviews conducted

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.]

- QDA host an array of heritage, holiday celebration
 - Martin Luther King Jr. Day
 - Black History Month
 - Lunar New Year
 - Irish American Heritage Month
 - Ramadan
 - St. Patrick Day
 - Asian Pacific American Heritage Month
 - Jewish American Heritage Month
 - Memorial Day
 - LGBTQ Pride Month
 - Juneteenth
 - National Hispanic Heritage Month
 -
- QDA staff participate in various volunteering opportunities :

Prosecution Process:

Assistant District Attorneys will give an overview of the criminal justice process in Queens County, which includes what happens from arrest through sentencing.

Internet Safety/Cyberbullying:

Discusses ways in which individuals can be victimized online and ways to manage online presence to avoid potentially dangerous situations.

Human Trafficking:

Discusses what warning signs to look for and how our office prosecutes these cases and connects survivors to resources.

Gang Violence/Acting in Concert:

Discusses the many gangs in Queens and discusses the consequences of involvement in gangs as well as acting in concert and steps to take to avoid involvement.

Hate Crimes: **For High School Only**

Discusses the threat that hate crimes bring onto the community and the severity of the crime.

Building Healthy Relationships:

Discusses ways in which young people communicate, address attitudes, opinions, and behaviors related to dating abuse and healthy relationships.

Peer Pressure:

Discusses ways peer pressure arises and how to handle situations involving crucial decision-making.

Positive Police Interaction:

This session aims to bridge the gap between community officers and the youth population by promoting positive engagement tactics.

Mastering Your Resume **Please note this is a first come first serve basis: spots are limited. For High Schools ONLY**

Students will have the opportunity to gain knowledge on how to prepare a professional resume that will be relevant to the jobs they are seeking.

Career Exploration

Assistant District Attorneys visit classrooms and groups to explain their work and career path.

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.]

- Train all staff on Workplace Harassment Prevention
- Train all managers on Coaching and Providing Effective Feedback
- QDA Celebrates Heritage and History Months as well as Identity Recognition Days

[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:

☒ 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 (This is an outside Diversity Council for community members to have access to the office)

☐ 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.]

Queens District Attorney Melinda Katz announced \$2.75 million in grant funding to 34 community-based organizations for the second phase of her office's Community Youth Development and Crime Prevention Project (CYDCPP). The District Attorney's initiative, originally launched in July 2021, aims to provide youth activities and wraparound services to help prevent crime and keep young people out of the criminal justice system.

District Attorney Katz said: "This program has proven to be a resounding success, with more than 14,000 individual youth participants gaining crucial hands-on training and guidance on conflict resolution, civic engagement, mental health support, STEM programs, college readiness workshops and much more. The recipients of the funding in 2021 have helped to empower our youth while increasing public safety in this borough. I look forward to the implementation of even more wraparound services provided to the young people of Queens through this latest round of funding by my office."

The goals of CYDCPP are to facilitate a collaborative and community-driven approach to foster positive relationships between communities and law enforcement, reduce youth crime, improve

self-confidence among young people, increase exposure to positive adult role models, as well as improve academic performance and school attendance.

Following the completion of the two-year based grants in 2023, DA Katz announced a new request for proposals (RFP) earlier this year and the selected recipients were notified last month.

The program will consist of 21 organizations that were previously funded in 2021, as well as 13 new community-based organizations focused on providing socio-emotional learning, workforce development training, school supplies, SAT and homework prep, college tours, and entrepreneurship business strategies for Queens-based youth and their families.

The 34 recipients who will receive funding are:

- Queens Public Library
- o Service area: Far Rockaway
 - Queens Community House
- o Service area: Pomonok Houses, Flushing
 - The Child Center of New York
- o Service area: Rockaway Park
 - Arverne Church of God, Inc (COGCA)
- o Service area: 101st Precinct, Far Rockaway and Arverne
 - Queens Defenders
- o Service area: Far Rockaway
 - Project Lead
- o Service areas: Richmond Hill, Kew Gardens
 - Greater Ridgewood Youth Council
- o Service area: 104th Precinct, Queens North
 - Sunnyside Community Services
- o Service area: Woodside
 - Queens Community Justice Center
- o Service areas: Jamaica, Cambria Heights, Rosedale, Hollis, Springfield Gardens, Ozone Park
 - Catholic Charities
- o Service area: Far Rockaway
 - Greater Bethel Community Corporation
- o Service areas: Cambria Heights, Hollis, Jamaica, St. Albans, Queens Village, Addisleigh Park, Springfield Gardens
 - Youthful Savings Foundation
- o Service area: NYC DOE, District 29
 - Martin de Porres Youth & Family Services

- o Service areas: 103rd, 105th & 113th Precincts
 - Garden of Hope
- o Service area: Flushing
 - Korean American Family Service Center
- o Service area: Flushing
 - 100 Suits for 100 Men
- o Service area: Laurelton
 - Commonpoint Queens
- o Service area: Jamaica
 - SAYA
- o Service area: Ozone Park
 - Rosedale Jets Football Association
- o Service areas: Rosedale, Laurelton, Springfield Gardens, Cambria Heights, Jamaica
 - 4Ward Inclusion Consulting
- o Service area: Southeast Queens, DOE District 28
 - Save the People
- o Service area: Jamaica
 - Global Kids
- o Service area: Corona
 - Urban Upbound
- o Service areas: Queensbridge, Astoria, Ravenswood and Woodside Houses
 - Share for Life
- o Service area: Astoria Houses
 - Youth Career Jumpstart Program
- o Service area: Jamaica
 - Bangladeshi Humanitarian Aid and Leadership Outreach, Inc
- o Service areas: Jamaica, Briarwood, Hillside
 - Rochdale Village Social Services, Inc.
- o Service areas: Rochdale Village, Jamaica, Southeast Queens
 - Chabad Rego Park
- o Service areas: Rego Park, Corona, Elmhurst, Woodside, Jackson Heights
 - Police Athletic League, Inc.
- o Service areas: Jamaica, Hollis, St. Albans, South Ozone Park, Springfield Gardens
 - Long Island Gay and Lesbian Youth, Inc.
- o Service area: Astoria

- Zone 126
- o Service area: Zip codes 11101, 11102, 11106, Astoria, Long Island City
 - Jacob A. Riis Neighborhood Settlement
- o Service area: Queensbridge Houses, Northwestern Queens
 - Community Mediation Service – Family Enrichment Center
- o Service areas: Elmhurst, Corona, Jackson Heights
 - Community Center of the Rockaway Peninsula
- o Service area: Far Rockaway

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

[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.]

[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.]

114th Precinct Community Council Meetings
107th Precinct Community Council Meetings
108th Precinct Community Council Meetings
105th Precinct Community Council Meetings
100th Precinct Community Council Meetings
102nd Precinct Council Monthly Meeting
Springfield Gardens (SprinGar) Civic Association
104th Precinct Council Monthly Meeting
PSA 9 Precinct Community Council Meeting
ACRIS Workshop: Protect Your Home and Property
Queens Public Library Mobile Office Tabling
113th Precinct Council Meeting
Queens Royal Priesthood Annual 5K
Making Strides Against Breast Cancer Queens Walk

QDA will continue to work with our existing community partners through our Community Partnerships Division.

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.

None

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

Not Applicable

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
	None	

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

Borough	Approximate Dollar Amount (\$)
---------	--------------------------------

Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0
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. Job Boards (Indeed, LinkedIn, Applicant Stack)
2. Career Fairs (Colleges, OCI, Law Schools)
3. Clear communication to create a diverse and inclusive workforce
4. Internal Job Postings
5. Agency Website
6. Promotions

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 College Interns	15	Asian -2 White - 13	M <u>5</u> F <u>10</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	49	Asian -8 Black or AA - 3 Hispanic – 6 N/A - 5 Two or more races – 2 White - 25	M <u>27</u> F <u>21</u> Non-Binary __ Other __ Unknown __
5. Civil Service Pathways Fellows	0		M __ F__ Non-Binary __ Other __ Unknown
6. Other (SYEP):	26	Asian – 3 Black or AA – 17 N/A – 1 Two or more races – 3 White - 2	M <u>12</u> F <u>14</u> Non-Binary __ Other __ Unknown __

QDA offered 23 interns from FY 2024 entry level positions for FY 2025

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 ____ [number] 55-a participants. **[0]**
- 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 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.]

QDA Career Counselors:

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

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.]

QDA:

- Utilizes the quarterly workforce dashboard and identifying specific job groups where underutilization exist to guide recruitment efforts.
- Ensures that there will be diverse applicant pool for the anticipated vacancies. QDA has been the process of posting on NYC Careers, Local Colleges, and Affinity Bar Associations.

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.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	897	03/01/2025
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)	874	08/31/2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	897	05/01/2025
6. IgbTq – 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		429	08/06/2024
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		100	
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 designee¹ : _____
 - ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

IX. Compliance and Implementation of Requirements Under 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.
- ☒ 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.
 - Sexual/Workplace Harassment Prevention Training
 - Language Line Solutions Training
 - Public Accessibility Training
 - Everybody Matters Training
 - Power of Inclusion Training

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


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

XI. Agency Head Signature

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

Melinda Katz

Print Name of Agency Head



Signature of Agency Head

5/6/25

Date

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

Agency EEO Office mailing address: 125-01 Queens Blvd., Queens, NY 11415

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
2.	Agency Deputy EEO Officer	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
3.	Agency (Chief) Diversity & Inclusion Officer	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
5.	ADA Coordinator	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
6.	Disability Rights Coordinator	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
7.	Disability Services Facilitator	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
8.	55-a Coordinator	Myrna Mateo	mimateo@queensda.org	718-286-6980
9.	EEO Investigator(s)	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
10.	EEO Counselor(s)	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
11.	EEO Training Liaison(s)	Tyear K. Middleton, Esq.	tkmiddleton@queensda.org	718-286-6508
12.	Career Counselor(s)	Myrna Mateo	mimateo@queensda.org	718-286-6980
13.	Other (Career Counselor)	Vincent Carrol	vjcarroll@queensda.org	718-286-6314