

Bronx District Attorney Office (BXDA - 902)
FY 2025 Diversity, Equity, Inclusion and Equal Employment 2nd Quarterly Report

FY 2025 Agency 2nd Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: BRONX DISTRICT ATTORNEY OFFICE (902)

☐ 1st Quarter (July -September), due November 6, 2024

☒ 2nd Quarter (October – December), due February 7, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

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FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 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 2025 DEI-EEO Report.Part II 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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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): December 20, 2024 ☐ No

☒ By e-mail

☒ Posted on agency intranet and/or website

☒ Other: Post on agency bulletin boards

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): ERG Programs

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

DEI Activities and Accomplishments:

September 2024:

Team Capacity, Training, Transformative Engagement

Capacity was added to the Diversity, Equity and Inclusion team with two new hires for a Deputy Chief and DEI Coordinator. With the addition of recruitment responsibilities and a focus on governance documents guiding the work and engagement of employee resource groups, as well training, the new hires were critical.

Cultural competency programing and educational outreach for Hispanic Heritage Month took place. On the issue of trans-inclusive engagement, conversations were initiated among trial team to survey their experiences and management of cases involving trans or non-binary complaining witnesses (Victims) and what the witness intake session were like.

DEI also worked with the Crime Victims Assistance Bureau in connecting them with a facilitator for their operational retreat focused on professional development, cultural competency and professional self care.

In addition, DEI participated in the orientation sessions for new assistant district attorneys in both a general engagement session and an Intro to DEI training session, which set forth key concepts and terms from DEI and the applicability of DEI principles to trial advocacy checkpoints like witness intake and voir dire (selection of a jury).

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October 2024:

Training

Transformative Engagement

In honor of Disability Employee Awareness Month, the DEI team put together an in-depth presentation in partnership with Disability Rights New York, which presented the content and led the discussion. The specific focus was on accessibility in public spaces under Title III of the American with Disabilities Act.

On the transformative engagement front, two ERGs planned and executed mission-driven activities. Insieme, the Italian American ERG partnered with the Italian American Cancer Research Foundation to sponsor a bus that provided mammogram screening and guidance for over 25 people. Unidos, the Hispanic American group led a cultural education event highlighting the Latin American Diaspora with connections to the Bronx.

The DEI team completed its draft of a new culturally competent witness notification, but will commit to launching the new form in 2025 when more agency-wide due diligence can be conducted re: the form.

DEI completed its two-part orientation session with new ADAs, which incorporated new section on gender-expansive DEI principles. The updated content included an overview of current human rights protections in New York City and New York State, and case law examples relevant to gender expression and inclusiveness.

DEI also updated recruitment outreach and participated in law school recruitment trips to key promising pipelines with diverse student populations. The Unidos ERG participated in a number of recruitment events for Latino/Latinx students. For the second year in a row, the Veterans ERG participated in the annual Veterans Legal Career Fair in Washington, DC.

In addition, a cultural calendar was created to create a helpful planning tool for ERGs and to promote broader allyship and joint cultural programming opportunities among the ERGs.

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November 2024:

Transformative Engagement

The DEI team highlighted its transformative engagement pillar with a dynamic Open House event that featured speakers from the New York City Lenape Center. The focal point centered on the indigenous history of the Bronx, specifically the history of the Lenape Tribe, which was part of the Delaware Nation, a First Nation sovereignty along the waterways of the Delaware River and nearby tributaries.

The DEI also sponsored a program for Veterans Day and Military Families that featured two guest speakers from the Veterans Affairs offices for Fordham University and Hostos Community College. They focused on the unique experiences and workforce transition challenges of members of the veterans community.

In follow-up to our commitment to the hiring of veterans, a referral from Hostos' Veterans Affairs Office resulted in an interview and offer for the candidate.

The DEI team also created a series of strategic goals related to training with focus on gender and trans-inclusive training for experienced and new BXDA team members for roll-out in the 2025. Conversations began in earnest in identifying a resource for this purpose.

December 2024:

The ERG network met with DA Clark to discuss insights and to provide updates on their work for the year. They also used the session to highlight the connection between ERG engagement and retention at BXDA.

The DEI connected with the Litigation Training team to map out a prospective schedule for training and education programs in 2025. ERG governance documents have also been developed re: creating a stronger framework re: executing their programs to advance inclusion and cultural competency.

The DEI team continues to work on an intranet webpage for archiving programs and as a repository for DEI information that can be shared among the ERGs to promote allyship and connection.

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III. Workforce Review and Analysis

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

Q1 (9/30/2024): 1,149 Q2 (12/31/2024): 1,156 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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

☒ Yes On (Date): _____ ☐ Yes (again) on (Date): _____ ☐ No

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

☒ Agency's intranet site

☒ On-boarding of new employees

☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 10/16/2024 Q2 Review Date: 1/29/2025 Q3 Review date: _____ Q4 Review date: _____

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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
☒ DEI & Recruitment	☒ DEI & Recruitment	☐ Other _____	☐ Other _____
☐ Not conducted	☐ Not conducted	☐ Not conducted	☐ Not conducted

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

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 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

Workforce Goal/Initiative #1:

District Attorney Clark has launched a specially designed Leadership Training for all staff in order to build collaboration in the office and to support the success of every employee. The training is designed to reach all staff from the executive level to the line staff. The training teaches the core aspects for leadership, team building, and learning to develop a culture of trust and inspiration.

Workforce Goal/Initiative #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

Workforce Goal/Initiative #2

The EEO unit has expanded to include a full time Deputy EEO Officer, Senior EEO Investigator, and Investigator. The unit will expand its reach by providing individual trainings for each bureau and division on the complaint process, reasonable accommodations, disability rights, and other relevant topics. The EEO unit will continue to ensure that all new hires will receive city mandated trainings, EEO Everybody Matters, Sexual Harassment Prevention, and LGBTQ+ The Power of Inclusion within 30 days of being hired. The EEO unit will ensure all staff receive city mandated trainings – EEO Everybody Matters, Sexual Harassment Prevention, and LGBTQ+ The Power of Inclusion.

Workforce Goal/Initiative #2 Update:

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

Workforce Goal/Initiative #3:

A key priority of DEI team in this fiscal year is to collaboratively engage in the development of DEI metrics that can support an agency-wide retention model. While the CEEDS report provides a valuable macro-agency view, a meaningful approach to retention will require tools

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for micro analysis of trends within different bureaus and units. By employing both macro and micro analysis, solutions for both enhanced retention and hiring objectives can further anchor and support our agency's overarching goal to sustain a truly excellent, capable, skilled and representative workforce with a culture of belonging and inclusion. Achieving that goal will require constant lookbacks at data and trends.

Workforce Goal/Initiative #3 Update:

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

Workforce Goal/Initiative #4:

DEI will launch a training focused on new gender norms to promote competencies in successful managing the needs and concerns of our transgender stakeholders who engage with our office as complaining witnesses/victims, concerned family members or in other capacities. The new era of gender is a paradigm shift that necessitates training in the use of appropriate pronouns, familiarity with the gender transition process, which can occur within the course of a trial, knowledge about civil law processes for name and sex change applications, and understanding how to approach jury selection.

Workforce Goal/Initiative #4 Update:

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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Workforce Goal/Initiative #5:

The DEI team will continue its work as an executive liaison for legal recruiting to connect the office with law school pipelines with quantifiable commitments to diversity through the employment of diversity officers, meaningful programs for first generation students, the presence of inclusive and multicultural faculty and administrators, active engagement through their clinics with different and marginalized communities. This strategy, which began last year, has positively impacted retention within the first-year class and promoted an inclusive mindset that is evident in witness communications and overall engagement.

Workforce Goal/Initiative #5 Update:

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

Workforce Goal/Initiative #6:

The DEI team will also be leading an initiative to re-launch a Men's Lean In Circle in collaboration with the BXDA Soul employee resource group in an effort to support the retention of African-American men within the agency. They are the most highly attrited group of employees which merits a targeted strategy for reaching this employee group and strengthening platforms for connection and dialogue. The DEI team is also in the process of laying the foundation for an agency Diversity Council.

Workforce Goal/Initiative #6 Update:

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

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Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

1. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

- Overall, the office will continue to provide training to Legal and Professional Staff Managers on ways to enhance communication with staff, work with multigenerational staff, and enhance equity and inclusion into everyday decision making practices in the workplace. In BXDA we have a total legal staff of **444, 33** identify as Asian/Hawaiian, which is **7%** of the legal staff. We have a total non-legal/professional staff of **708, 35** identify as Asian/Hawaiian, which is **5%** of the non-legal/professional staff.

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Workplace Goal/Initiative #1:

Scheduling meetings between ERGS and the District Attorney and holding Open House events during cultural heritage months. Creating safe space dialogues between groups to discuss and engage in sensitive issue discussions, coaching re: DEI issues, working closely with our Litigation Training Bureau on CLE courses for DEI training credits, engaging with thought leaders and external organizations such as Destination Tomorrow, Disability Rights NYC, the New York State Human Rights Commission, and area law schools such as CUNY or out of area schools such as Albany Law School to tap into expertise on DEI-related themes.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate

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the effectiveness of these actions?

BXDA will work with our Litigation and Professional Development Training Bureaus to provide trainings to staff and reach out to our collaborating partners such as NYSDHR, MOPD, Destination Tomorrow, CUNY, etc.

Workplace Goal/Initiative #1 Update:

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

2. **Workplace Goal/Initiative #2:**

Human Resources has hired a full-time Director of Wellness and will continue New Hire Orientations twice a month for new employees. The Wellness Director will bring health and wellness programs to the office. A Wellness Room was created for staff providing a comfortable and private space to pray, meditate, or de-stress. BXDA has two Lactation Rooms for employees, equipped with private refrigerators.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions? The Director of Wellness will be available to have individualized meeting with staff to assist them with matters related to their mental health, work-life balance, and more.

Workplace Goal/Initiative #2 Update:

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

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Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Workplace Goal/Initiative #3:

Career Development Training for Staff. Continue to provide career development training from DCAS's and BXDA Legal and Professional Staff Training Units. This includes additional EEO and DEI staff trainings. Both EEO and DEI units provide training for the new class of ADAs, new hires, and summer law and college interns. BXDA has developed CLE (continuing legal education) and "Lunch and Learn," webinars addressing equity and inclusion topics for employees.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions? BXDA is one of the largest employers in the Bronx. We are committed to Pursuing Justice With Integrity by providing services to victims of crime, and prosecuting the accused fairly. Whether legal or professional staff, employees will be provided with training, mentorship, and opportunities for professional development. BXDA will have Career Counselors available to meet with staff to assist in their professional development. They will have initial meetings with staff and follow up meeting to track and support their progress.

Workplace Goal/Initiative #3 Update:

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

4 Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings,

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meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

Refer to attached BXDA DEI FY25 Q2 and BXDA CAU FY25 Q2 events during this reporting period.

5 Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Community/Equity/Inclusion Goal/Initiative #1:

In FY 25, BXDA's Community Affairs Unit (CAU) will continue to cover 16 Bronx Precincts attending meetings, 12 Community General Board and District Service Cabinet Monthly meetings, and various community meetings issues related to public safety and community concerns pertaining to the criminal justice system. Residents seeking to inquire about issues or communicate concerns to the District Attorney can do so by contacting CAU.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

Refer to attached BXDA DEI FY25 Q2 and BXDA CAU FY25 Q2 events during this reporting period.

CAU will continue to promote diversity and EEO community outreach in providing government services and promoting employment with BXDA. CAU representatives share job posting with Bronx diverse communities, which include residents, religious institutions, community partners and stakeholders, LGBTQ+, etc. at meetings, and through DA Clark's Newsletters.

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Community/Equity/Inclusion Goal/Initiative #1 Update:

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

2. Community/Equity/Inclusion Goal/Initiative #2:

Initiating BXDA Culture Calendar promoting greater understanding of different communities and their cultural traditions and partnering with external groups and stakeholders.

Please describe the steps that your agency has taken to meet this goal/initiative. 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. How do you evaluate the effectiveness of these actions?

Refer to attached BXDA DEI FY25 Q2 and BXDA CAU FY25 Q2 events during this reporting period.

Community/Equity/Inclusion Goal/Initiative #2 Update:

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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3. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

Refer to attached BXDA CAU FY25 Q2 events during this reporting period.

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 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. Recruitment Initiatives/Strategies #1:

The EEO Officer, Chief DEI Officer, Chief Recruitment Officer and HR Chief will analyze office's hiring patterns and demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable. We will use the CEEDS and NYCAPS reports.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

BXDA will look to draw from our data sources to analyze our progress during the fiscal year.

Recruitment Initiatives/Strategies #1 Update:

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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

2. Recruitment Initiatives/Strategies #2:

DEI and EEO Offices collaborates with the Recruitment Bureau on a “second-look” review process aimed at re-assessing candidates for ADA role who were initially not recommended for advancement in the hiring process. In particular, DEI applies an equity and inclusion lens to this “second-look” review of candidates in support of diversity hiring goals for entry-level and lateral-hire assistant district attorneys and other professional staff hires.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

BXDA provides continuing support to staff through its Legal and Professional Staff Training Bureaus offering trainings for new Assistant District Attorneys and Professional staff year-round. These trainings provide opportunities for new staff, and to seasoned staff as refreshers, on the topics relevant to the criminal justice process and procedures. Legal training credits are available for attorneys.

Recruitment Initiatives/Strategies #2 Update:

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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3. **Recruitment Initiatives/Strategies #3:**

District Attorney Clark participates in numerous recruitment opportunities at law schools and at conferences. BXDA has been working to create connections at law schools among diverse administrators and faculty members to build relationships to facilitate more inclusive pipeline development. The DEI team has also worked to support office outreach efforts in connection with affinity professional conferences.

Recruitment Initiatives/Strategies #3 Update:

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

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Refer to attached BXDA DEI FY25 Q2 and BXDA CAU FY25 Q2 events during this reporting period. Recruitment activity for this Quarter will be included in Q3 report.

4. **Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

Our Recruitment Bureau participates in numerous law school and university job fairs, conferences, and other recruitment opportunities. Refer to attached DEI and CAU events during this reporting period. Recruitment activity for this Quarter will be included in Q3 report.

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B. Recruitment Efforts for Civil Service Exams

Please see the following Attachments under BXDA HR FY25 Q2:

- Civil Service Exam Communications October – December 2024
- DCAS Civil Service Information
- Employee Civil Service (Individualized) Coaching & Career Counseling

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

- Will provide in FY25 Q3 Report

Quarter #	Event Date	Event Name	Borough

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0			
Brooklyn	\$0			
Manhattan	\$0			
Queens	\$0			
Staten Island	\$0			

C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q2)

1. SmartRecruiters (NYC recruiting system)
2. NYC DCAS Job Hiring Fairs
3. Law Schools (local and national)
4. Law School affinity groups and professional associations such as the LGBTQ Bar, National Black Prosecutors Association, Metropolitan Bar Association, AAPI Bar Association
5. Bronx Workforce 1 Career Center (Department of Labor)
6. U.S. Department of Veterans Affairs
7. VIP Job Fair
8. Equal Justice Works Career Fair
9. Indeed

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D. Internships/Fellowships

(BXDA will provide Q2 information in Q3 Report)

The agency is providing the following internship opportunities in FY 2025. [**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:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

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:

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. **Law School Summer:**

Q1 Total: 84 Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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Not Specified 84

Gender* [#s]: M 28 F 43 N-B 0 O 0 U 13

4. College Summer Interns:

Q1 Total: 62 Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____
Not Specified 62

Gender* [#s]: M 28 F 27 N-B 0 O 0 U 7

5. Other (specify):

Q1 Total: _____ Q2 Total: _____ Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

Additional comments:

E. 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 (9/30/2024): 0 Q2 (12/31/2024): 0 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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During the 1st Quarter, a total of __0__ [number] new applications for the program were received.

During the 1st Quarter __0__ participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of __0__ [number] new applications for the program were received.

During the 2nd Quarter __0__ 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**

in agency newsletter: ☐ **Yes** ☒ **No**

Other: _____

2. BXDA EEO, HR, and DEI staff participate in DCAS 55-a Trainings to learn and keep updated about the program.

VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 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 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements,*

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review of e-hire applicant data).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.
 - BXDA has a Career Counseling program. The Career Counselors meets with staff to answer questions and provide career guidance. All openings and promotions are advertised on the office intranet. Employees are encouraged to enroll in classes offered by DCAS and to take civil service examinations.
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.
 - There is a Hiring Committee comprised of legal and non-legal staff that meets on a quarterly basis to review recruitment and promotional concerns. The committee includes the Chief Diversity Officer, Recruitment Director and EEO Officer.
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).
 - The EEO Officer is part of the Hiring Committee. The EEO Officer participates in the review of resumes, the review of pre-interview questions and is involved in the pre-selection review in order to ensure equity, fairness for all candidates in addition to diversity. The EEO Officer is also part of BXDA's second -look process.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
 - In the event that the City requires layoffs or terminations, then we will conduct an analysis that will include all relevant, e.g., CEEDS, and additional data in an effort to make equitable decisions that do not adversely impact any particular group.
5. Other:

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>49</u>	# <u>158</u>	# <u>10</u>
Q2	# <u>42</u>	# <u>83</u>	# <u>will provide in Q3</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. 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://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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IX. 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 “DEI-EEO Training Summary” (in MS Excel).

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: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency ensures that complaints are closed within 90 days. (Complaints and Respondents are informed if additional time is required.)

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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: NYC Equal Employment Practice Commission (EEPC).
 - ☐ Attach the audit recommendations by EEPC or the other auditing agency.
 - ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

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 2nd Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: ☐ No Changes		Number of Additions:		Number of Deletions:	
Employee's Name & Title					
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title					
Nature of change	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion	☐ Addition ☐ Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:					
Name & Title					
EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other:	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):
Name & Title					

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EEO Function	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)	☐ EEO Officer ☐ EEO Counselor ☐ EEO Trainer ☐ EEO Investigator ☐ 55-a Coordinator ☐ Other: (specify)
Percent of Time Devoted to EEO	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):	☐ 100% ☐ Other: (specify %):

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	1. Kim Hernandez, EEO Officer	2. Lisa McNear, EEO Senior Investigator	3. Valerie Kennedy, Chief DEI Officer
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
3. IgbTq: The Power of Inclusion	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
4. Disability Awareness & Etiquette	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
5. Unconscious Bias	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ No
6. Microaggressions	☒ Yes ☐ No	☐ Yes ☒ No	☒ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
8. EEO Officer Essentials: Reasonable Accommodation	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
9. Essential Overview Training for New EEO Officers	☒ Yes ☐ No	☒ Yes ☐ No	☐ Yes ☒ No
10. Understanding CEEDS Reports	☒ Yes ☐ No	☒ Yes ☐ No	☒ Yes ☐ 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	4. Michael Jen, Deputy EEO Officer		5. Justine Billups, Deputy Chief DEI		
Completed EEO Trainings:					
1. Everybody Matters-EEO and D&I	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes ☐ No
2. Sexual Harassment Prevention	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes ☐ No
3. lgbTq: The Power of Inclusion	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes ☐ No
4. Disability Awareness & Etiquette	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes ☐ No
5. Unconscious Bias	☒ Yes	☐ No	☒ Yes	☐ No	☐ Yes ☐ No
6. Microaggressions	☐ Yes	☒ No	☐ Yes	☒ No	☐ Yes ☐ No
7. EEO Officer Essentials: Complaint/Investigative Processes	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes ☐ No
8. EEO Officer Essentials: Reasonable Accommodation	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes ☐ No
9. Essential Overview Training for New EEO Officers	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes ☐ No
10. Understanding CEEDS Reports	☒ Yes	☐ No	☐ Yes	☒ No	☐ Yes ☐ No

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

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

MAILING ADDRESS: Bronx District Attorney Office, 198 East 161st Street, Bronx, NY 10451

Diversity and EEO Staffing as of 1st Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Kim Hernandez	Staff Analyst	100%	HernandezKi@bronxda.nyc.gov	718-838-6505
Deputy EEO Officer OR Co-EEO Officer	Michael Jen	Staff Attorney	100%	JenM@bronxda.nyc.gov	718-664-1514
Chief Diversity & Inclusion Officer	Valerie Kennedy		100%	KennedyVa@bronxda.nyc.gov	718-838-7658
Diversity & Inclusion Officer	Justine Billups	City Research Scientist	100%	BillupsJu@bronxda.nyc.gov	718-838-7147
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					

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ADA Coordinator	Kim Hernandez	Staff Analyst	100%	HernandezKi@bronxda.nyc.gov	718-838-6505
Disability Rights Coordinator	Kim Hernandez	Staff Analyst	100%	HernandezKi@bronxda.nyc.gov	718-838-6505
Disability Services Facilitator	Kim Hernandez	Staff Analyst	100%	HernandezKi@bronxda.nyc.gov	718-838-6505
55-a Coordinator	Kim Hernandez	Staff Analyst	100%	HernandezKi@bronxda.nyc.gov	718-838-6505
Career Counselor	Ben Rivera Cynthia Pereles Kim Hernandez		100% 100% 100%	RiveraB@bronxda.nyc.gov Perelesc@bronxda.nyc.gov Hernandezki@bronxda.nyc.gov	718-838-7304 718-664-2495 718-838-6505
EEO Counselor	Kim Hernandez Michael Jen Lisa V. McNear	Staff Analyst Staff Attorney City Research Scientist	100% 100% 100%	HernandezKi@bronxda.nyc.gov JenM@bronxda.nyc.gov McNearL@bronxda.nyc.gov	718-838-6505 718-664-1514 718-838-6533
Senior EEO Investigator	Lisa V. McNear	City Research Scientist	100%	McNearL@bronxda.nyc.gov	718-838-6533
EEO Investigator(s)	Rene Aponte James Brennan Adrienne Giunta		100% 100% 100%	AponteR@bronxda.nyc.gov BrennanJ@bronxda.nyc.gov GiuntaA@bronxda.nyc.gov	718-838-6651 718-838-6145 718-838-7280

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	Ellen Kolodney Joseph Muroff		100% 100%	KolodneE@bronxda.nyc.gov MuroffJ@bronxda.nyc.gov	718-838-2260 718-838-7345
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Jeannette Rucker		100%	RuckerJ@bronxda.nyc.gov	718-590-2083
Other (specify)					
Other (specify)					

* 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.