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THE DISTRICT ATTORNEY  
BRONX COUNTY

February 27, 2023

Jerzy Warman  
DCAS Office of Citywide Equity and Inclusion  
New York City Equal Employment Practice Commission  
New York City Civil Service Commission  
New York City Council


Dear Colleagues:

Enclosed please find attached a copy of the Bronx District Attorney's Office FY'23 EEO Plan. The enclosed Plan will help us to continue to make improvements to our Equal Employment Opportunity (EEO) infrastructure. We have already begun to implement the recommendations contained in the FY'23 Plan.

As District Attorney, I will be personally committed to the implementation of the Plan and my colleagues will utilize all the available resources to execute its recommendations. I thank you for the review and the recommendations and look forward to working with you on the FY'24 Plan this Fall.

If there are any questions or a need for follow-up, please contact our EEO Officer, Ms. Kim Hernandez directly at 718-838-6505.

Respectfully Submitted,

  
Darcel D. Clark

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

**Fiscal Year 2023**

## **BRONX COUNTY DISTRICT ATTORNEY'S OFFICE**



*"Pursuing Justice With Integrity"*

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

On behalf of the Bronx District Attorney's (BXDA) Office, I hereby reaffirm my ongoing commitment as the District Attorney to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, community partners, and members of the public served by our Office.

As diversity continues to be a priority for me, I strive to achieve the equity among our workforce by creating an inclusive culture of openness, respect, and cooperation in our workplaces; and eliminating the structural obstacles to equal treatment in recruitment, selection, development, advancement, and retention of our diverse workforce to ensure that our staff is reflective of the City's population.

All executives, managers and supervisors in our office will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair and effective services to the public we serve. I will continue to involve my entire leadership team in our efforts to enhance and promote respect for all staff, applicants and interns.

I will hold the leadership, as well as the Equal Employment Opportunity (EEO) Officer, Chief Diversity, Equity and Inclusion (DEI) Officer, all EEO professionals, human resources professionals, managers, supervisors, legal and professional staff accountable for ensuring that the office does not discriminate against employees or applicants. We support the diversity, equity and inclusion initiatives in the office by observing EEO mandates, participating in DCAS' diversity training initiatives, and working in earnest in order to attain the organizations goals in this area. To date, even more of our employees have completed the Sexual Harassment Prevention, Everybody Matters: EEO and Diversity and Inclusion, and LGBTQ+ Trainings than in prior years. Our goal this year is to achieve one hundred percent compliance. We will integrate the DEI-EEO Plan into the organization's strategic mission in order to create meaningful outcomes.

I will involve the EEO Officer, Chief DEI Officer, Chief of Recruitment and Chief Human Resources Officer in critical personnel decisions, including recruitment, retention and selection strategies, workforce projections, succession planning, promotion of training/career development opportunities, and strategic planning. This year my office is active on NYCAPS eHire Applicant system, which will help us to be connected with NYCAPS and DCAS, track our workforce outcomes, and increase our visibility in order to increase our workforce.

The BXDA will report to DCAS as required on a quarterly and annual basis regarding 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.

The BXDA's EEO Officer, Kim Hernandez and Chief DEI Officer, Valerie Kennedy, Esq. will serve as the primary resource for staff by providing best practices and direction in addressing EEO, diversity, equity and inclusion concerns. Their contact information will be available to all employees.

During Fiscal Year 2023, I will continue to issue a Commitment Statement on a quarterly basis to our employees as I have done since 2020, affirming the principles of diversity, equity, and inclusion, along with equal employment opportunity.

Under my leadership, we will continue to follow our mission of Pursuing Justice With Integrity.

☐ This statement is the same as last year.

☒ 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:

1. Completed a workplace questionnaire of a sample of staff to pinpoint workforce trends re: occupational positioning and our areas of focus needed for recruiting, training, inclusion, and career growth.
2. Provided introduction to Bureau Chiefs on DEI analytics.
3. Created training regarding Employee Resource Group (ERG) with an emphasis on their value as networks and platforms advancing inclusion and belonging, along with training legal and professional staff on how to start an ERG. Launched new BXDA Latinx ERG, Unidos and Chief DEI Officer is coaching/developing 4 other ERGS, currently in formation: BXDA Pride ERG, BXDA Working Parents, BXDA AAPI ERG, BXDA 15 (A group for long-term BXDA employees.).
4. For the 2021-2022 Cultural Heritage Calendar, initiated a series of continuing legal education programs, general attendance webinars, cultural programs (art, music, dance) with outside speakers (judges, academics, community leaders) focused on issues of cultural perspectives and experiences related to race, ethnicity, and gender, LGBTQ+ status within different communities.
5. Launched “Our Voices/Our Stories” programming series providing an opportunity for BXDA staff members to share their personal stories through a cultural lens with their colleagues.
6. Updated BXDA’s legal recruiting targets to include more law schools with robust talent pipelines of students of color, as well as deans and faculty of color. Deepened relationships between the District Attorney’s personal office and law school leadership in furtherance of diversity recruiting goals. Helped to kickstart in-person post-pandemic on campus recruiting efforts at Historically Black Colleges and Universities (HBCU) Law Schools. As a result of these

efforts, hires made and offers extended to law students of color to join the BXDA team for Fall 2022.

7. Made recommendation mandating agency-wide participation in DCAS Implicit Bias Training. Chief DEI Officer is currently developing in-house bias training curriculum that will be specific to BXDA.

8. Diversity team created a directory mapping agency talent by demographics in order to assess where legal and talent are located within the agency. Information was used in restructuring of Trial Bureaus to promote more diversity within the bureaus and more even distribution of talent.

9. Notable increases in diversity among supervising attorneys within the Trial Bureaus and the addition of diversity representation within the Division Chiefs category.

10. The office work group launched to assess and create content for the agency's Litigation Training curriculum that will incorporate new best practices for gender inclusion and equity.

11. Have developed a robust agency employee engagement paradigm for elevating employee belonging, expression and inclusion through special events and cultural programs. These programs include events for Hispanic Heritage, Black History, Women's History, AAPI Heritage, Jewish Heritage, and LGBTQ+ Heritage Months.

12. Created new Diversity section for the BXDA intranet which will serve as a portal and archive for DEI-related content. Also, created DEI Mission Statement for the BXDA website.

13. EEO information continues to be post on the BXDA intranet, including the DA's EEO and Sexual Harassment Prevention Statements.

14. Continue to ensure that all employees, including interns complete all City-mandated trainings: Everybody Matters: EEO and Diversity & Inclusion, LGBTQ+: The Power of Inclusion, and Sexual Harassment Prevention. Additionally, to ensure that all new hires complete these trainings within 30-days of their employment.

### **III. Workforce Review and Analysis**

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

**Total Headcount: 1015**

1.

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

**Other:**

Additionally, every month, our Chief Human Resources Officer sends an email reminder to all employees to update their Self-ID information.

2. [Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.]

**[Note:** If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

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

[Select the options that apply to your agency.]

**Agency Head**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**Human Resources**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

**General Counsel**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_



**Other (Chief DEI Officer)**

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other \_\_\_\_\_

- ☒ The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

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

[State below the central goals of your strategy for FY 2023 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

**1- Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.**

❖ **Workforce:**

- [Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]
- Through agency initiatives such as the new Information Sharing Work Group, which is comprised of the DA, Chief and Deputy Chief of Staff, Chief DEI Officer, EEO Officer, Chief and Deputy Chief Human Resources Officers, Chief of Recruitment, and Director, Strategic Planning & Analytics Unit created to examine relevant trends and opportunities to collaborate on workforce recruitment, retention, career development etc.
- Chief DEI Officer is partnering with Chief Assistant District Attorney (ADA) retention “stay interview” initiative, focused on creating regular discussions between chiefs and supervisors to check-in with staff on issues and challenges that they need support with via mentorship, coaching, training or process changes that will make workflow more efficient and easier to manage.
- Provide career development training from DCAS’s and BXDA Legal and Professional Staff Training Units. This includes additional DEI and EEO staff trainings.

**Specific Workforce Goals:**

- 1- To increase the number of diverse lawyers who are represented within our ADA ranks.



- 2- To increase representation of diversity within bureau leadership and supervisory ranks of the agency.
- 3- To improve retention and the length of tenure among African-American men within the legal staff.
- 4- To improve leadership opportunities for employees of color within the legal and professional staff team.

❖ **Workplace:**

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

**Specific Workplace Goals:**

1. Create a safe workplace environment free from discrimination by ensuring that all employees/managers/supervisors/senior leadership complete City-mandated trainings on EEO, DEI, Sexual Harassment Prevention, and LGBTQ+.
2. To complete launch of ERGS in key demographic workforce sectors to enhance employee support and engagement in goals related to equity and inclusion and to enhance employee retention.
3. To complete in-house DEI training curriculum focused on increased overall cultural competency and greater understanding about how implicit bias and inequity operate within and can be addressed within the prosecutorial space.
4. To create more professional support infrastructure for employees within the disabled community in our office via mentorship, training, and an ERG.
5. To create an in-house language institute focused on beginning Spanish and sign language in order to communicate more effectively with victims.
6. To create an internal database of informational resources for new ADA re: childcare, relocation needs, Bronx institutions, etc.

❖ **Community:**

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

The Community Affairs Unit (CAU) serves as a liaison between the District Attorney and residents and community partners/stakeholders of Bronx County. Community Affairs engages the entire community of the Bronx in provision of services and outreach. CAU covers 16 Bronx Precincts attending meetings and 12 Community General Board and District Service Cabinet Monthly meetings from September through June. Residents seeking to inquire about issues or communicate concerns to the District Attorney can do so by contacting our Community Affairs Unit at our 198 E. 161st Street address.

In FY23, 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.

The Chief DEI Officer continues to work very closely with the head of Community Affairs to identify any needs relative to diversity and the community. They have connected to consult on community resources and stakeholders to participate in Diversity's cultural calendar programming as speakers and panel participants.

Community Affairs also participates in National Night Out (16 Bronx Precincts), oversight of 25 Saturday Night Lights locations, 2 Walks against Breast Cancer, Menorah lightings, Anti Violence Marches, Cultural Parades (Yemeni American, Columbus, St. Patrick's, Dominican, Puerto Rican, Memorial, Ghanafest and 9/11). NYCHA family days, Old Timers Days, meeting with the African Advisory Council and meetings at the Islamic Cultural Center.

- Other Community Initiatives and Events this year:
  - 5<sup>th</sup> Annual 5K Run/Walk/Roll to End Domestic Violence
  - Gun Buy Backs
  - Re-Entry Fair
  - Child Safety Fair
  - Development of educational curriculum on the criminal justice system for adults and children.

❖ **Equity, Inclusion and Race Relations Initiatives:**

- [Describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. (Age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums)]

Though our robust cultural heritage calendar, ERG meetings, panel discussions- numerous opportunities exist within the agency for cross-cultural engagement on topics related to

equity, racial issues and overall belonging. Communications about these issues through a personal lens is especially valuable.

We are also bringing in the community to serve as speakers and cultural partners for our programming. For instance, for Black History Month, we hosted a photographic exhibit featuring Black men exclusively from an intersectional and intergenerational perspective. The photographer, Ricky Day, gave a talk about the challenges of Black manhood and how that is expressed in his art.

For Hispanic Heritage Month, we are partnering with Hostos Community College on an exhibit in our office- the theme is “Memory, Identity, and Community.” The art selected powerful conveys the new American experience in the Bronx within the Hispanic experience.

Another important issue- ageism and cross-generational inclusion is regularly addressed through our BXDA 15 group through the lens of personal experience in the office and interactions. The group is planning on participating in open house and orientation activities in an effort to connect with newer employees.

In our AAPI ERG, the discussions about Anti-Asian hate led to our sponsoring a program during AAPI National Heritage Month in May to discuss efforts within the community and in partnership with NYPD about the continued focus on mitigating hate incidents, but the focus also included an acknowledgment of resilience and achievement within the community. The other side of the story was also shared.

During AAPI Month, we also partnered with the Muslim Constitutional Law Center to discuss the bias and prejudice faced within the criminal justice system by the South Asian community due to their religious or regional affiliations.

For Jewish American Heritage Month, the same month as AAPI Month, we sponsored a forum Bronx rabbis and academics to discuss anti-Semitism and how it connects to racism and hostility against all communities that are different.

For Pride Month, we hosted a luncheon and we hosted a conversation with a Bronx-based trans activist who provided an in-depth personal reflection about the trans experience as a Black person and Bronxite.

This year we are plan an event to launch our new ERG for employees of our differently abled community.

## **2. Planned Programs, Initiatives, Actions**

[Describe the ongoing and new programs, actions, and initiatives planned for FY 2023, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: Workforce, Workplace, and Community.]

## **A. Workforce**

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

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

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

[Describe how your agency will address underutilization in FY 2023. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

The Office of Diversity initiated DEI analytics as an operational discipline within our office that not only utilizes the CEEDS report, but also utilizes a micro-analysis of our bureaus and operational units to target specific gaps and underutilization trends. The Office will continue to partner with internal units, EEO, Strategy and Analysis and HR, on continuing that analysis and ensuring that we continue to monitor and track our diversity numbers and progress, especially with our legal staff.

On the legal side of our workforce, we have strong gender representation. Women are well-represented in leadership and within the bureau leadership roles. However, underutilization trends, especially for African-American and Hispanic male ADAs in the bureaus and in bureau leadership and in terms of retention remains intact. With the new class, we will be looking to institute a series of conversations targeting this group.

The Office of Diversity also collaborates with the Recruitment Bureau on identifying law schools that represent a highly productive or promising recruitment pipelines for diversity. In the last year, the office has developed a directory of law schools headed by diverse deans and a new roster of law school recruitment targets.

The Office is also partnering with the Chief ADA's Office on retention initiative aimed at formalizing regular conversations between employees and their supervisors about operational needs, career goals, mentorship, professional challenges. Supervisors and chiefs are encouraged to meet at least monthly and to document specific concerns and priorities in order to identify resources and opportunities for employees.

The Office also works diligently to build relationships with key touchpoints in the diversity space in the community, city government and law school space in order to create and sustain pathways of communication and familiarity with our office and its inclusive office culture.

## **B. Workplace**

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

**The Office is actively involved in the following activities related to DEI and EEO activities:**

- BXDA has developed CLE (continuing legal education) and “Lunch and Learn,” webinars addressing equity and inclusion topics for employees.
- BXDA conducted an equity survey to assess the state of the workplace re: issues of equity and inclusion.
- BXDA currently has a work group that is focused on developing best practices for gender inclusion and gender neutral language in our courtroom work and engagement with victims and witnesses.

[Select the options that apply to your agency.]

☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

1. UNIDOS -fully launched
2. BXDA Working Parents
3. BXDA Pride
4. BXDA AAPI
5. BXDA 15- Long-term BXDA employees of 15 years or more

☐ Agency will create a Diversity Council to leverage equity and inclusion programs

☐ Agency Diversity Council is in existence and active

☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

- ☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

## **C. Community**

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

In FY 2023, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBEs)
- ☐ Conduct a customer satisfaction survey
- ☒ Expand language services for the public

### **Specific Community Outreach Events/Initiatives:**

In FY23, 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.

The Chief DEI Officer continues to work very closely with the head of Community Affairs to identify any needs relative to diversity and the community. They have connected to consult on community resources and stakeholders to participate in Diversity's cultural calendar programming as speakers and panel participants.

Bronx DA Clark attends back-to-school meeting with all of Bronx school superintendents to discuss school safety. Building partnership is vital to ensuring safe and healthy learning environments. Last year, the event was sponsored by Youth Leaders On The Move. The BXDA is working with all community stakeholders and the Department of Education to ensure our children can travel to and from school safely.

### **Additional Community Initiatives and Events this year:**

- 5<sup>th</sup> Annual 5K Run/Walk/Roll to End Domestic Violence
- Gun Buy Backs
- Re-Entry Fair
- Child Safety Fair



- Development of educational curriculum on the criminal justice system for adults and children.

### **Equity and Race Relations Initiatives:**

Equity and Race Relations Initiatives: Initiated new recruiting schedule and strategy focused on law schools with strong diversity pipelines. Initiating BXDA Culture Calendar promoting greater understanding of different communities and their cultural traditions and partnering with external groups and stakeholders.

Participating in the events of such organizations as National Association of Black Prosecutors, the Association of Black Women Attorneys, Participating on law school panel discussion re: recruitment of Black and Brown attorneys.

Through the continued work of the offices ERG's issues pertaining to equity and race relations are being discussed, creating opportunities to develop panel discussions for the office.

## **V. Recruitment**

### **A. Recruitment Efforts**

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions and civil service exams internally and externally, use of underutilization reports to inform recruitment efforts, review of current policies procedures and practices related to recruitment, training hiring managers and recruiters on D&I courses.]

The Bronx District Attorney's Office 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, employee's will be provided with training, mentorship, and opportunities for professional development.

The EEO Officer, Chief DEI Officer, and Chief Recruitment Officer 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 reports and will use NYCAPS Applicant Interview Log report. These issues are already and will continue to be addressed through our Information Sharing Group, which was discussed earlier in the this plan.

The Office of Diversity 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, the Office of Diversity 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.

The Office of Diversity also collaborates with the Recruitment Office and the DA's Executive Office to schedule conversations with law school leadership and key on-campus engagement opportunities for the DA, along with virtual engagement for other members of our ADA team, in order to advance diversity goals and overall awareness of opportunities in the Bronx DA's Office.

The Recruitment Bureau organizes opportunities to participate on law school panel discussions. In particular for recruitment of Black and Brown attorneys.

New recruitment strategy focused on law school partnerships through the Dean's Office, student organizations, faculty to optimize connections and hiring from diverse talent pipelines.

#### Additional Initiatives and Programs

The BXDA Legal and Professional Staff Training Bureaus continue to offer 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.

The office already engages in the suggested practices to develop and retain staff and promote staff, and will continue these practices.

## **B. Recruitment Sources**

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. Law Schools (local and national)
2. Law School Deans and Career Services Office network
3. Law School Affinity groups
4. National Black Prosecutors Association
5. HBCU Law Schools
6. Law School Deans and Career Services Office network

7. Bronx Workforce 1 Career Center (Department of Labor)
8. U.S. Department of Veterans Affairs
4. NYS Office of Children and Family Services Commission for the Blind
5. Institute for Career Development (ICD) NYC

## Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2022 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2023. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2022:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. College Interns	86	White:8 Asian:10 Black:21 Hispanic:46 Unknown:1	M 21 F 63 Non-Binary 2 Other __ Unknown __
4. Graduate Interns	2	White:1 Asian: Black: Hispanic:1 Unknown:	M __ F 2 Non-Binary __ Other __ Unknown __
5. Law School Interns	73	White:36 Asian:5 Black:13 Hispanic:18 Unknown:1	M 27 F 46 Non-Binary __ Other __ Unknown __

## C. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, the agency employs 0 55-a participants.
- There are 0 participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 0 new applications for the program were received and 0 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.

**In FY2023, the office will reach out to DCAS and MOPD to discuss participating in the 55-a Program.**

## VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

### 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.]

For FY 2023, BXDA is fiscally able to hire all levels of new employees, and is actively recruiting as our vacancy level is higher than expected due to career changes made by staff during the COVID-19 pandemic.

The Career Counselor(s) will continue to be available to discuss career pathways for employees who are looking to grow in their current positions or advance within the office, promote employee awareness of opportunities for promotion and transfer within the agency, encourage the use of training and development programs to improve skills, performance and career opportunities, assist with developing job search strategies, resume preparation, reviewing interview techniques, etc.

The HR division actively sends out information each month about civil service exams notices and encourages staff to apply for these exams. They also send to all staff the notification from DCAS about Civil Service 101 courses and other information relevant to the civil service process.

Through our Legal and Professional Staff Training Division, we have developed in-house training for all levels of employees, and will continue in FY 2023.

## **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.]

The EEO Officer, Chief DEI Officer, and Chief Recruitment Officer 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 reports and NYCAPS Applicant Interview Log report. These issues are already and will continue to be addressed through our Information Sharing Group, which was discussed earlier in this plan.

The office has instituted a new policy of interviewing everyone who applies for an Assistant District Attorney (ADA) position regardless of having criminal justice curriculum background. This approach promotes diversity and opens more candidates to apply for an ADA position.

During FY 22, the office began using NYCAPS eHire. This will provide the office with the opportunity to expand its reach for all levels of hires.

The Office of Diversity 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, the Office of Diversity 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.

The Office of Diversity also collaborates with the Recruitment Office and the DA's Executive Office to schedule conversations with law school leadership and key on-campus engagement opportunities for the DA, along with virtual engagement for other members of our ADA team, in order to advance diversity goals and overall awareness of opportunities in the Bronx DA's Office.

The DA highly supports a diverse workforce, and will continue to expand the office's reach nationally by going in-person to a variety of law schools to personally recruit new ADAs. The focus will be on reaching out to Black, Brown, Asian, LGBTQ+ students at their law schools.

In FY 23, the office will continue to have an alumni lunch for ADAs as another way to provide networking opportunities. Line Assistant District Attorney's will be mentoring the new class of ADAs, which will provide a needed layer of support to help them grow into their new position.

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

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

The EEO Officer will continue to review and write interview questions, participate in panel interviews for candidates, and participate on a panel with the Chief of Recruitment and Chief DEI Officer to review candidates who are not selected by interview panels to ensure diversity of underrepresented populations.

In FY 2023, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- ☒ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.



- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☒ **Other:** EEO Officer participates on Panel Interviews for candidates.

#### D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

## VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	998 (Based on current headcount.)	Already rolled out and ongoing until March 31, 2023.

2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	998 (Based on current headcount.)	Projected roll out February 2023.
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees  All other employees	998 (Based on current headcount.)	Projected roll out April 2023.
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees  All other employees		
7. Disability Awareness and Etiquette	Open to all employees when offered by DCAS.		Ongoing
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	All panels are required to take structured interviewing as a condition of panel service.		Ongoing
9. Other: Implicit Bias - Part I Judgement in Advance - Understanding the Psychology of Implicit Bias (live webinar)	Open to all employees.	Open to all employees	October 4, 2022
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.]

BXDA understands the importance of EEO complaints, reasonable accommodation requests and the appeal process. All of the above are reviewed as directed by City Policies and

Procedures. Best practices in these areas are that all staff are mandated to complete eLearning or DCAS live EEO Trainings.

When staff are first hired, the EEO Officer participates in HR's New Hire Orientation, where they receive EEO information and are informed that the office has all EEO information on the agency's internet, and are provided the EEO Officer's contact information. New hires are informed that they are required to complete, within 30 days of being hired, the following EEO related trainings: Everybody Matters: EEO and Diversity & Inclusion, LGBTQ+: The Power of Inclusion, and Sexual Harassment Prevention.

BXDA will continue to provide reasonable accommodations to persons with disabilities, for religious observances and practices, and for victims of domestic violence, sex offenses, stalking, and pregnancy, childbirth, and related medical conditions; unless providing such accommodations will create an undue hardship on BXDA. The requests for reasonable accommodations are reviewed through interactive/cooperative dialogue, led by the EEO Officer with the employee and their supervisor. Appropriate support documentation is sought, and a final determination is submitted in writing to the employee/applicant, their supervisor, and other units on a need to know basis, and is kept in a locked file in the EEO Office. The interactive process is reviewed in EEO trainings.

The Bronx DA, Darcel D. Clark, has designated ADA Beverly Ma, Chief of Civil Litigation, to handle appeals and she will review within 10 business days an employee's or applicant's appeal of a denial of a reasonable accommodation request. ADA Ma will issue a decision within 15 days of receipt of the appeal.

BXDA will ensure the confidentiality of medical records submitted with the reasonable accommodation requests. Such information must be collected and maintained on separate forms, and in separate medical files, apart from other personnel data. The agency may disclose medical information only if the following circumstances:

- 1- To first aid personnel, if the disability may require emergency treatment;
- 2- To government officials investigating the BXDA's compliance with applicable laws;
- 3- To worker's compensation offices in accordance with Workman's Compensation Law; and
- 4- For insurance purposes.
- 5- Managers and supervisors may be informed of an employee's necessary work restrictions and any reasonable accommodations required.

BXDA will maintain a record of all reasonable accommodation requests and will provide information requested by DCAS CEI, and will continue to log our information into the DCAS

Citywide Complaint and Reasonable Accommodation (CAD) Database.

BXDA currently has designated rooms for prayer/meditation and lactation for mothers who pump or expecting mothers who may need breaks. The lactation room is equipped with a refrigerator.

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency grants or denies request 30 days after submission or as soon as possible.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.  
Provide the name and title of the designee<sup>1</sup> : ADA Beverly Ma, Bureau Chief, Civil Litigations.
- ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

**A. Local Law 92 (2018): Annual Sexual Harassment Prevention training**

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

**B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting**

- ☒ The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- ☒ The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

**C. Local Law 121 (2020): Age Discrimination Training**

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

**D. Executive Order 16: Training on Transgender Diversity and Inclusion**

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

### **E. Local Law 101 (2018): Climate Survey**

[Using the template provided in Appendix B, submit a detailed action plan that address concerns and issues raised in the 2020 Workplace Climate Survey.]

[Note: DCAS is mandated to submit a report on Action Plans to the Mayor and the Speaker of the Council by December 31, 2022].

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☒ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

## **X. Audits and Corrective Measures**

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

- ☒ The agency is NOT involved in an audit conducted by NYC 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 2023 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.]

Darcel D. Clark

Print Name of Agency Head



Signature of Agency Head

2/27/2023

Date

## Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1.	<b>Agency EEO Officer</b> [indicate if 'Acting' or 'Interim']	Kim Hernandez	<a href="mailto:HernandezKi@bronxda.nyc.gov">HernandezKi@bronxda.nyc.gov</a>	718-838-6505
2.	<b>Agency Deputy EEO Officer</b> [if appointed]			
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Valerie Kennedy	<a href="mailto:KennedyVa@bronxda.nyc.gov">KennedyVa@bronxda.nyc.gov</a>	718-838-7658
4.	<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>			
5.	<b>ADA Coordinator</b>	Kim Hernandez	<a href="mailto:HernandezKi@bronxda.nyc.gov">HernandezKi@bronxda.nyc.gov</a>	718-838-6505
6.	<b>Disability Rights Coordinator</b>	Kim Hernandez	<a href="mailto:HernandezKi@bronxda.nyc.gov">HernandezKi@bronxda.nyc.gov</a>	718-838-6505
7.	<b>Disability Services Facilitator</b>	Kim Hernandez	<a href="mailto:HernandezKi@bronxda.nyc.gov">HernandezKi@bronxda.nyc.gov</a>	718-838-6505
8.	<b>55-a Coordinator</b>			
9.	<b>EEO Investigator(s)</b>	Rene Aponte James Brennan Adrienne Giunta Ellen Kolodney Lisa V. McNear Joseph Muroff Lisa Waller	<a href="mailto:AponteR@bronxda.nyc.gov">AponteR@bronxda.nyc.gov</a> <a href="mailto:BrennanJ@bronxda.nyc.gov">BrennanJ@bronxda.nyc.gov</a> <a href="mailto:GiuntaA@bronxda.nyc.gov">GiuntaA@bronxda.nyc.gov</a> <a href="mailto:KolodneE@bronxda.nyc.gov">KolodneE@bronxda.nyc.gov</a> <a href="mailto:McnearL@bronxda.nyc.gov">McnearL@bronxda.nyc.gov</a> <a href="mailto:MuroffJ@bronxda.nyc.gov">MuroffJ@bronxda.nyc.gov</a> <a href="mailto:WallerL@bronxda.nyc.gov">WallerL@bronxda.nyc.gov</a>	718-838-6651 718-838-6145 718-838-7280 718-838-2260 718-838-6533 718-838-7345 718-590-2425

10.	<b>Career Counselor(s)</b>	Ben Rivera	<a href="mailto:RiveraB@bronxda.nyc.gov">RiveraB@bronxda.nyc.gov</a>	718-838-7304
11.	<b>EEO Training Liaison(s)</b>	Jeannette Rucker	<a href="mailto:RuckerJ@bronxda.nyc.gov">RuckerJ@bronxda.nyc.gov</a>	718-590-2083
12.	<b>EEO Counselor(s)</b>	Kim Hernandez	<a href="mailto:HernandezKi@bronxda.nyc.gov">HernandezKi@bronxda.nyc.gov</a>	718-838-6505

## Appendix B: 2020 Climate Survey Action Plan

[Please provide a detailed description your agencies plan to address the target areas and objectives identified by DCAS. For each target area and objectives, include the planned actions, initiatives, programs or policies, the intended reach, and the office responsible for implementation. More than one initiative is encouraged to address a target area and objective.]

Additionally, BXDA will continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS

### **1. Target area and objective: Increase employees' familiarity with the EEO Policy.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
  - The Bronx District Attorney will send the EEO Commitment Statement and Sexual Harassment Prevention Statement by office wide email semi-annually and it will continue to be on our Intranet and bulletin boards.
  - Develop, "Meet the EEO Officer", which would be done as a Lunch & Learn both in-person and virtual providing an opportunity for employees to learn more about the workings for the EEO Office and to ask questions in a safe space.
  - The EEO Office will circulate quarterly agency wide email including EEO resources and the City's EEO Policy.
  - The EEO Office will circulate regularly Reasonable Accommodation Guidelines and continue to have them on our Internet and bulletin boards.
  - The EEO Office will continue to conduct trainings to new hires as needed and refreshers for employees annually.
  - EEO Office will continue to ensure that all new hires and employee are in compliance with their City mandated trainings. New hires will continue to be informed that they are required to complete, within 30 days of being hired, the following EEO City-mandated trainings: Everybody Matters: EEO and Diversity & Inclusion, LGBTQ+: The Power of Inclusion, and Sexual Harassment Prevention.
  - All employees are provided contact information for the EEO Officer.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]

- Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
- Bulletin boards are used to provide information to employees regarding EEO Policies.
- The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - DA Clark, EEO Office, DEI Office, Executive Leadership, Mangers/Supervisors, Training Unit and IT.

**2. Target area and objective: Improve the EEO Office's visibility to the workforce.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
  - The EEO Officer will present to various division of the office about the work of the EEO Office. This will include the Executive Team, Trial Divisions, HR, Legal and Professional Training Divisions, Operations, Finance, etc.
  - Develop, "Meet the EEO Officer", which would be done as a Lunch & Learn both in-person and virtual providing an opportunity for employees to learn more about the workings for the EEO Office and to as questions in a safe space.
  - The EEO Office will continue to conduct trainings to new hires as needed and refreshers for employees annually.
  - Partner with Chief DEI Officer on programs regarding diversity and inclusion.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
  - Bulletin boards are used to provide information to employees regarding EEO Policies, EAP services, and other resources.
  - The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.



- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - DA Clark, EEO Office, DEI Office, HR, Executive Leadership, Managers/Supervisors, Training Unit and IT.

**3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
  - EEO Officer to develop specific trainings on the EEO complaint process to including how to file a formal complaint.
  - Develop, "Meet the EEO Officer", which would be done as a Lunch & Learn both in-person and virtual providing an opportunity for employees to learn more about the workings for the EEO Office and to ask questions in a safe space.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
  - Bulletin boards are used to provide information to employees regarding EEO Policies, EAP services, and other resources.
  - The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - DA Clark, EEO Office, DEI Office, HR, Executive Leadership, Managers/Supervisors, Training Unit and IT.

**4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

**Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]

- Develop, “Meet the EEO Officer”, which would be done as a Lunch & Learn both in-person and virtual providing an opportunity for employees to learn more about the workings for the EEO Office and to ask questions in a safe space.
  - The EEO Office will circulate quarterly agency wide email including EEO resources and the City’s EEO Policy.
  - The EEO Office will circulate regularly Reasonable Accommodation Guidelines and continue to have them on our Internet and bulletin boards.
  - The EEO Office will continue to conduct trainings to new hires as needed and refreshers for employees annually.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
- Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
  - Bulletin boards are used to provide information to employees regarding EEO Policies, EAP services, and other resources.
  - The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
- DA Clark, EEO Office, DEI Office, HR, Executive Leadership, Managers/Supervisors and Training Unit.

**5. Target area and objective: Improve managers’ and supervisors’ awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
- Conduct training on EEO Policy for new managers and supervisors.
  - Conduct refresher trainings on EEO Policy for all managers and supervisors.
  - Develop, “Meet the EEO Officer”, which would be done as a Lunch & Learn both in-person and virtual providing an opportunity specially for managers and supervisors to learn more about the workings for the EEO Office and to ask questions in a safe space.

- Ensure that all managers and supervisors complete all City-mandated trainings: Everybody Matters: EEO and Diversity & Inclusion, LGBTQ+: The Power of Inclusion, and Sexual Harassment Prevention.
- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
  - Bulletin boards are used to provide information to employees regarding EEO Policies, EAP services, and other resources.
  - The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - DA Clark, EEO Office, DEI Office, HR, Executive Leadership, Managers/Supervisors and Training Unit.

**6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

- **Planned actions, initiatives, programs, or policies:** [Please provide detailed description of each effort. More than one initiative is encouraged to address a target goal]
  - Develop, "Meet the EEO Officer", which would be done as a Lunch & Learn both in-person and virtual providing an opportunity specifically tailored for manager and supervisors to learn more about the workings for the EEO Office and to ask questions in a safe space.
  - Conduct training on EEO Policy for new managers and supervisors.
  - Conduct refresher trainings on EEO Policy for managers and supervisors.
  - Develop, "Meet the EEO Officer", which would be done as a Lunch & Learn both in-person and virtual providing an opportunity for employees to learn more about the workings for the EEO Office and to as questions in a safe space.
  - Ensure that all managers and supervisors complete all City-mandated trainings: Everybody Matters: EEO and Diversity & Inclusion, LGBTQ+: The Power of Inclusion, and Sexual Harassment Prevention.

- **Intended reach** [Please include specific strategies for staff who may not have access to computers.]
  - Staff who may not have access to computers are provide access to the training rooms where IT sets up computers for them to access City-mandated trainings; their supervisors will inform them of this resource.
  - Bulletin boards are used to provide information to employees regarding EEO Policies, EAP services, and other resources.
  - The DA will continue to have live Town Hall meetings for all employees. Managers/ Supervisors will inform their staff.
  
- **Who will be responsible for implementing the action?** [Indicate all offices/units responsible.]
  - DA Clark, EEO Office, DEI Office, HR, Executive Leadership, Managers/Supervisors and Training Unit.