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THE DISTRICT ATTORNEY
BRONX COUNTY

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

Fiscal Year 2025

Office of the District Attorney, Bronx County

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

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

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.

The commitment of the Bronx District Attorney's Office to sustaining a respectful work environment of both compliance with EEO principles and inclusion is threaded into the office's operations and culture at every level. The guiding mantra of "Pursuing Justice With Integrity" in combination with a "Trust and Inspire" management model and ethos has lend itself to creating a framework of equity, alertness to employee concerns about EEO matters, and leadership support for both DEI initiatives and training. In sum, the mindset of leadership is one that supports accountability and adherence to EEO and DEI objectives and guidelines.

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. 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 2025, I will continue to issue a Commitment Statement twice a year to our employees, 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.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

☒ This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

1. The agency's DEI mission has produced the following outcomes in the last year: Increased diversity within the entering class of new Assistant District Attorneys by executing a highly targeted and strategic recruitment plan at law schools within urban centers throughout the U.S. The increase in class size from 40 new ADAs in 2023 to 99 in 2024 is a measurable indicator of

this outcome and the importance of working with a diverse pool of law schools with a demonstrable commitment to diversity among students, faculty and deans.

2. In the past year, the DEI team has increased the number of trainings at the agency, including continuing legal education offerings, including a training on accessibility that elevates awareness of the special considerations of disabled stakeholders within our court system, a CLE on Transgender Awareness in partnership with Albany Law School, a presentation on the Holocaust, an enhanced implicit bias course, that has an operational focus on jury selection and communications with witnesses, including the use of gender inclusive language.

3. The DEI team also coordinated a series of safe space dialogues between members of the office's Jewish community employee resource group and Arab community employee resource group in the aftermath of October 7 to facilitate continued dialogue and professional connection that mitigate the risk of disruption from hostile work dynamics, EEO non-compliance and to sustain professional collegiality, as well as process concerns and anxieties in a productive and meaningful way. The dialogues were an effective platform for bringing colleagues together in a respectful way that led to continued civility and normalcy in work operations and office collegiality.

4. The DEI team also convened a series of meetings with the DA and within the Employee Resource Groups examining the issue of retention and the consideration of both root causes and solutions. The engagement produced solid insights and renewed commitment within the ERG network to actively support office retention from a peer-to peer perspective, which is helped to support office retention priorities and provided another touchpoint for engaging with employees at risk of leaving the office.

5. The office launch of two important workplace initiatives related to retention. The first initiative focused on the creation of a mentorship program for first-year ADAs to enhance their professional experience and to provide meaningful support and access to institutional knowledge and norms that are relevant to success for first-time attorneys.

For the second initiative- a management/leadership training initiative conceptualized by the DA, DEI collaborated with a work group headed by the Chief ADA and DEI spearheaded the search, for a consultancy, including creating search parameters, setting forth training goals and insights that would offer a foundational training in the "Trust and Inspire" management model for agency managers and senior leadership to support retention goals. The Trust and Inspire model has been found to be a key linchpin in promoting and sustaining inclusive and equitable work environments. The formal introduction of this management model will hopefully provide additional structure and operational support for EEO and DEI goals.

In this last year, DEI also actively served as the executive team liaison for legal recruitment matters and spearheaded a national recruitment plan that involved outreach and presentation events featuring the District Attorney to law schools across the country in the Northeast, Midwest and South which yielded highly meaningful returns and enhanced our national brand as an inclusive office that integrates equitable, pragmatic prosecutorial considerations with DEI and EEO compliance that serve to promote cultural competence and justice outcomes in our office's prosecutorial practice.

III. Workforce Review and Analysis

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

Total Headcount: 1,152

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
 - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
 - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The BXDA works with City unions to ensure that as collective bargaining agreements are finalized those agreements are recognized in staff wages and benefits.

The BXDA used the following tools to identify and help to eliminate underutilization of our workforce. In particular, the office continues to seek to hire more Black male Assistant District Attorneys, help to mentor them so they will be supported and stay with the office to be promoted into supervisor/leadership positions.

The BXDA will use the resources of the CEEDS reports to help identify underutilization in major job groups pertaining to our recruitment, hiring, and retention of employees. The quarterly reports and dashboards will be used to track underutilization and help us to be strategic in planning and meeting our goals to have a diverse and supported staff.

The EEO Officer meets with the Agency Head monthly and to discuss workforce composition related to the quarterly CEEDS reports. Workforce composition data is regularly review with a focus including underutilization, new hires, promotions, and retention. The office targets recruitment efforts, particularly for hiring diverse legal staff.

BXDA has begun the process of identifying resources for creating an internal DEI analytics framework that will allow us to collect micro-data on workforce trends throughout our office to pinpoint underutilization hot spots. With a technical process and framework, we can start to create a micro dashboard.

BXDA has created a DEI law school recruitment map to help address more inclusive recruiting goals.

The titles analyzed were Executive Staff. The # of staff are 16. The base salaries were comparable to title and years of service, there were no pay disparities. Additionally, there were no pay disparities when conducting a comparison of women and racial minority groups.

Race:

- (1) Asian: Female (1)
- (5) Black: Male (2) and Female (3)
- (3) Hispanic: Male (1) and Female (2) [(1) Two/More – Female]
- (7) White: Male (2) and Female (5)

Gender: (11) Women and (5) Male

Underutilization

The titles analyzed were Black male Assistant District Attorneys (ADA). The # of staff reviewed are 13. The FY2024 CEEDS 210 Report indicates 358 ADAs, with 13 identifying as Black male ADAs, representing 4% for the ADAs in the office.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- Regularly, BXDA sends an email to all staff reminding them to provide self-identification information and update any current information on ESS.
- BXDA has the ESS link available on our Intranet.
- BXDA has a New Hire Orientation twice a month and encourages new staff to include the self-ID information on ESS

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☒ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity: 41 Unknown Gender 1 Unknown Both 1

[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 (DEI and Recruitment)

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

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

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.

A key priority of DEI team in the next 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 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.

DEI will also be launching a training focused on new gender norms to promote competencies in successfully 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.

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.

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.

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

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

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

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

In FY2025, DA Clark initiated Leadership Trainings for legal and professional senior managers, and all legal and professional staff. An outside consultant firm has been retained to conduct the trainings. The second phase of the training will be to have a management Consultant Teams to work with the BXDA for 3 years to assist in management coaching for all divisions of the office.

The EEO Unit will continue to share CEEDs data with DA Clark, HR, DEI, and Recruitment. Each quarter, the EEO unit will analysis the data, so the office is informed about workforce trends. BXDA will use the resources of the CEEDS reports to help identify underutilization in major job groups pertaining to our recruitment, hiring, and retention of employees. The quarterly reports and dashboards will be used to track underutilization and help us to be strategic in planning and meeting our goals to have a diverse and supported staff.

Gender Inclusive trainings within our trial bureaus for legal and professional staff.

Continued programming for Transgender Awareness and Pride Months which are focused on the new norms of gender.

As part of the commitment to DEI analytics, the EEO has consistently shared CEEDS reporting information with the DEI team. As part of the 2025 outlook stated above the DEI team will now build upon the analytics to work with the Data, EEO and HR teams to focus on identifying macro trends within units and other ways to measure equity and inclusion in hiring, advancement and retention.

The Lean-In Circle initiative for our agency's target constituency will be launched in beta mode with a small representative group and then finely tuned to create a Trust and Inspire model that can be utilized agency wide within other key constituencies to create safe space forums for connecting with colleagues in a way that advances Trust and Inspire-related retention goals.

The DEI team will also be re-launching its Working Parents ERG in an effort to create dialogue and solution building with a family friendly lens

A concerted continuation of the DEI team's competencies in mobilizing groups to discuss agency issues will be used to advance a cross agency discussion about retention and productive engagement by peers and managers to identify attrition risk factors and to come up with positive ways to mitigate those risk factors.

The DEI team will also expand its team capacity through the hiring of a new deputy chief and coordinator to expand its current capabilities in order to create more support for the ERG network, and expand DEI tools for supporting the workforce through its cultural programming and training pillars.

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

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

As stated specifically above, the DEI team will continue its work in cultural programming, continuing legal education programs, DEI training and overall engagement through ERG dialogues and meetings to support the agency's general goals and strategies for DEI and EEO compliance. Those strategies have included:

Open house events during cultural heritage months, scheduling meetings between ERGS and the District Attorney, 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.

Human Resources will continue New Hire Orientations twice a month for new employees.

Human Resources has hired a full -time Wellness Coordinator to 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.

BXDA has developed CLE (continuing legal education) and "Lunch and Learn," webinars addressing equity and inclusion topics for employees.

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.

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

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job

postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The BXDA DEI team includes a section on gender-inclusive language within its implicit bias training and has developed a training that includes a section on this topic. In addition, The DEI team has consistently engaged with the BXDA Pride ERG on the subject of helping to educate peers on the use of gender inclusive norms when asked for help or guidance.

As mentioned above, the DEI has consistently utilized open house events during cultural heritage month to enhance intercultural connections and awareness event through cultural performance, educational presentations, personally storytelling, games and overall engagement. The open house events are attended by the District Attorney, senior leaders and attract widespread support from allies. The open house programming has long been an anchor of BXDA's DEI outreach and cultural engagement to foster belonging.

In addition, the team consistently provides training each year on accessibility to ensure that there is constant attentiveness to the needs and priorities of members of the differently abled community. That training has been provided by either state or advocacy organization partners.

Furthermore, the DEI team has created programming specific to veterans issues such as the sponsorship of veterans resource fairs, programming for Veterans Day and Memorial Day, which features our Commissioner of Veteran Affairs and other touch points within the veterans community.

The goal in 2025 is to launch a Diversity Council based on the collaborative work of ERGs and the work being doing to plan collaboratively as a network and to dialogue on workplace priorities such as retention and professional development.

[Please select below the options that apply to your agency.]

- ☒ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. BXDA AAPI for our AAPI employees of AAPI-descent and allies
2. BXDA Insieme for our constituents of Italian American descent and allies
3. BXDA Hellenic American for our employees of Greek American descent and allies
4. BXDA Irish American ERG for our employees of Irish American descent and allies
5. BXDA Pride for employees from the LGBTQ+ community and their allies

6. BXDA Soul for our employees of multicultural Caribbean, African, Asian, Latino and Black American identity and descent and allies

7. BXDA Tzedek for our employees who are members of the Jewish community and allies

8. BXDA Unidos for our employees of the multicultural Hispanic/Latinx Diaspora descent and ethnic identity and their allies

9. BXDA Veterans for our office military veterans, military family members and allies.

☐ Agency does not presently have any ERGs.

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

☐ Agency Diversity Council is in existence and active

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

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

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

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

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.

CAU continues to participate 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:

- 5th 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.

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.

Continue recruitment strategies 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.

Continue 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 and continuing to create opportunities to develop panel discussions for the office.

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

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

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The most impactful initiative that our team oversees has been our employee resource groups which serve as valuable platforms for catalyzing special initiatives at our office such as our Unity Space events, our cultural open house events and presentations. All of

ERGS which range from cultural ethnicity connections to our veterans and working parents' groups.

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services.
- ☒ Promote participation with minority and women owned business enterprises (MWBES).
- ☒ Expand language services for the public.

V. Recruitment

A. Recruitment Efforts

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

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

The DEI team 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.

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.

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.

The Office of Diversity and EEO Office 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.

Additional Initiatives and Programs

BXDA continues through its Legal and Professional Staff Training Bureaus 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 for Civil Service Exams

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

List any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

- **In FY2025, BXDA will include recruitment for civil service exams in our Quarterly Reports.**

Event Date	Event Name	Borough

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

Borough	Approximate Dollar Amount (\$)
Bronx	
Brooklyn	
Manhattan	
Queens	
Staten Island	
Other (include online)	

C. Recruitment Sources

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

1. Law School affinity groups and professional associations such as the LGBTQ Bar, National Black Prosecutors Association, Metropolitan Bar Association, AAPI Bar Association
2. Law Schools (local and national)
3. HBCU Law Schools
4. Law School Deans and Career Services Office network
5. Bronx Workforce 1 Career Center (Department of Labor)
6. U.S. Department of Veterans Affairs
7. NYS Office of Children and Family Services Commission for the Blind
8. Institute for Career Development (ICD) NYC

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The agency provided the following internship opportunities in FY 2024:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer/Fall College Interns	85	White: 16 Asian/Pacific Islander: 6 Black: 18 Hispanic:26 Native American:0 Two or more Races: 1 Not specified: 18	M <u>27</u> F <u>54</u> Non-Binary __ Other __ Unknown <u>1</u>
4. Summer Law School Interns	148	White: 31 Asian/Pacific Islander: 7 Black: 7 Hispanic:17 Two or more Races: 4 Not specified: 82	M <u>30</u> F <u>40</u> Non-Binary __ Other __ Unknown <u>78</u>
5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

Additional Information:

- Law school interns are provided opportunities to become an Assistant District Attorney in the office.

- College interns are provided opportunities in our professional staff lines, such as, Trial Preparation Assistants, Social Workers, IT, Community Affairs Unit, Administrative Assistants, etc.

Did the agency hire interns in the past?

- Yes, please see explanation above.

E. 55-a Program

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

- Presently, the agency employs 0 55-a participants.
- There is 1 participant 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 1 participants left the program due to retirement.

[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 FY2025, the office has ever intention on using the 55-a Program, and will reach out to DCAS and MOPD to discuss participating in the 55-a Program. The office participates in trainings offered by DCAS and MOPD.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

- For FY2025, BXDA is able to hire all levels of new employees, and is actively recruiting.
- Looking towards the future at BXDA, in FY2025, DA Clark initiated Leadership Trainings for legal and professional senior managers, and all legal and professional staff. An outside consultant firm has been retained to conduct the trainings. The second phase of the training will be to have a management Consultant Teams to work with the BXDA for 3 years to assist in management coaching for all divisions of the office.
- 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 2025.

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.

- The office continues its 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 FY2022, 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 and EEO Office 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 BXDA.
- 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 FY2025, the office will continue to have an alumni lunch for ADAs as another way to provide networking opportunities. There are plans for the Line Assistant District Attorney’s to mentor 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 2025, the agency EEO Officer will do the following:

- ☒ Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- ☒ Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- ☒ Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- ☒ Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- ☒ Assist the hiring manager if a reasonable accommodation is requested for an interview.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- ☒ Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- ☒ **Other:** 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 2025.

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

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	1,167 (Based on current headcount.)	Projected roll out November 2024.
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	1,167 (Based on current headcount.)	Projected roll out February 2025.
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)		

5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	1,167 (Based on current headcount.)	Projected roll out November 2025.
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette			Ongoing
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)			
9. Other: BXDA Structured Interviewing and Unconscious Bias 10.	All BXDA interview panel members are required to take structured interviewing as a condition of panel service.	Legal Staff and Professional Staff	Ongoing
11. 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 indicated below 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 of an employee's or applicant's appeal of a denial of a reasonable accommodation request. ADA Ma will issue a written decision within 15 business 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. BXDA will provide a mini fridge for mother's to store expressed milk, if preferred.

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☒ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.

Provide the name and title of the designee¹ : ADA Beverly Ma, Bureau Chief, Civil Litigation.

- ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

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

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ Reassignment

- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☐ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided. **(BXDA in the process of completing.)**

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.

- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

[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 specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPD, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPD recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPD or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☒ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

Darcel D. Clark, Bronx District Attorney
Print Name of Agency Head


Signature of Agency Head

May 27, 2025
Date

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

Agency EEO Office mailing address:

198 East 161st Street, 9th floor, Room 922
Bronx, NY 10451

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR 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. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Kim Hernandez	Hernandezki@bronxda.nyc.gov	718-838-6505
2.	Agency Deputy EEO Officer [if appointed]	Michael Jen	Jenm@bronxda.nyc.gov	718-838-6548
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Valerie Kennedy	Kennedyva@bronxda.nyc.gov	718-838-7658
4.	Agency (Deputy Chief) Diversity & Inclusion Officer [if appointed]	Justine Billups	Billupsju@bronxda.nyc.gov	718-838-7147
5.	ADA Coordinator	Kim Hernandez	Hernandezki@bronxda.nyc.gov	718-838-6505
6.	Disability Rights Coordinator	Kim Hernandez	Hernandezki@bronxda.nyc.gov	718-838-6505
7.	Disability Services Facilitator	Kim Hernandez	Hernandezki@bronxda.nyc.gov	718-838-6505
8.	55-a Coordinator	Kim Hernandez	Hernandezki@bronxda.nyc.gov	718-838-6505
9.	Senior EEO Investigator EEO Investigator	Lisa V. McNear Trisha Samuel	McnearL@bronxda.nyc.gov Samueltr@bronxda.nyc.gov	718-838-6533 718-838-7387

	EEO Investigator(s)/ Counselor(s)	Rene Aponte James Brennan Adrienne Giunta Ellen Kolodney Joseph Muroff	Aponter@bronxda.nyc.gov Brennanj@bronxda.nyc.gov Giuntaa@bronxda.nyc.gov Kolodnee@bronxda.nyc.gov Muroffj@bronxda.nyc.gov	718-838-6651 718-838-6145 718-838-7280 718-838-2260 718-838-7345
10.	Career Counselor(s)	Ben Rivera Cynthia Pereles Justin Braun Kim Hernandez	Riverab@bronxda.nyc.gov Perelesc@bronxda.nyc.gov Braunj@bronxda.nyc.gov Hernandezki@bronxda.nyc.gov	718-838-7304 718-664-2495 718-838-7111 718-838-6505
11.	EEO Training Liaison(s)	Jeannette Rucker	Ruckerj@bronxda.nyc.gov	718-590-2083



Aldrin Rafael Bonilla, Ed.D., MPA
Chair/Commissioner

Elaine S. Reiss, Esq.
Vice-Chair/Commissioner

Minosca Alcantara, Ed.D.
Ngozi Okaro, Esq.
Nicole Yearwood, MPA
Commissioners

Jeanne M. Victor
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253 Broadway
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New York, NY 10007

212. 615. 8939 tel.
212. 676. 2724 fax

BY EMAIL

January 30, 2025

Darcel D. Clark
Bronx District Attorney
Office of the Bronx County District Attorney
198 East 161st Street, 9th Floor
Bronx, NY 10451

Re: Resolution #2024AP/278-902-(2025)C2
DETERMINATION: Compliance

Dear District Attorney Clark:

On behalf of the members of the Equal Employment Practices Commission (EEPC), I write to inform you that pursuant to New York City Charter Chapter 36, Section 832(c), the EEPC's Board of Commissioners has approved the attached *Determination of Compliance*.

As you are aware, the EEPC is required to audit, evaluate, and monitor your agency at least once every four (4) years to ensure the Office of the Bronx County District Attorney's compliance with federal, state, and local laws and regulations, best practices, and policies and procedures that increase equal employment opportunity for minority and women employees and applicants. The Office of the Bronx County District Attorney's successful completion of the EEPC's *Employment Practices Audit (Focus on Underutilization)* demonstrates its commitment to implementing employment policies and practices that encourage and maintain a workplace free from unlawful discrimination and promote equality of opportunity.

Thank you and Principal EEO Professional Kim Hernandez for the cooperation extended to the EEPC during the course of our audit of your agency's employment and EEO-related practices. We look forward to working with you and the Office of the Bronx County District Attorney to ensure equal employment opportunity in the City of New York.

Sincerely,

A handwritten signature in black ink, appearing to read "Aldrin Bonilla", written over a horizontal line.

Aldrin Rafael Bonilla
Chair/Commissioner

Enc.

c: Kim Hernandez, Principal EEO Professional, BXDA



Monitoring of Employment Practices with a Focus on Underutilization
RESOLUTION NO.

2024AP/278-902-(2025)C2
Office of the Bronx County District Attorney
Bronx District Attorney Darcel D. Clark
DETERMINATION: COMPLIANCE

SYNOPSIS

Corrective Action(s):	Total: 4		
Period Audit Covered:	July 1, 2021 to December 31, 2023		
Preliminary Determination Issued:	December 5, 2024	Response Received	December 18, 2024
Final Determination Issued:	December 20, 2024	Response Received	January 17, 2025
Compliance-Monitoring:	Required	January 1, 2025 to April 30, 2025	without extension

Whereas, pursuant to Chapter 36, Sections 830(a) and 831(d)(2) and (5) of the New York City Charter (Charter), the Equal Employment Practices Commission (EEPC) is authorized to audit, review, evaluate, and monitor the employment procedures, practices and programs of city agencies and other municipal entities (hereinafter "entities") and their efforts to ensure fair and effective equal employment opportunity (EEO) for minority group members and women who are employed or seek employment, and to recommend practices, procedures, approaches, measures, standards, and programs to be utilized by such entities in these efforts; and

Whereas, pursuant to Charter Chapter 36, Sections 830(a) and 831(d)(2) and (5), the EEPC has adopted uniform standards for auditing agencies and municipal entities, and minimum standards for auditing community boards, to review, evaluate, and monitor entities' practices, procedures, approaches, measures, standards, and programs for compliance with federal, state, and local laws and regulations, and policies and procedures to increase equal opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the EEPC may make a determination pursuant to Charter Section 831(d) whether any plan, program, procedure, approach, measure, or standard adopted or utilized by any municipal entity does not provide equal employment opportunity, and the EEPC's determinations of compliance or non-compliance and prescribed corrective action are required by, or consistent with federal, state, and local laws and regulations, and policies and procedures to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination; and

Whereas, the EEPC conducted an audit, review, and evaluation of the Office of the Bronx County District Attorney's Employment Practices with a Focus on Underutilization; and

Whereas, pursuant to the audit, review, and evaluation of the Office of the Bronx County District Attorney's Employment Practices with a Focus on Underutilization, the EEPC issued a Preliminary Determination, dated December 5, 2024, setting forth findings and the following corrective actions required to remedy areas of non-compliance:

1. Provide documentation in the form of training logs or certificates of completion, that all EEO professionals have completed training regarding EEO procedure and training pertaining to their assigned role.
2. Provide documentation in the form of certificates of completion or training logs that employees involved in hiring and recruitment completed training pertaining to structured interviewing, unconscious bias, diversity, and inclusion.
3. Provide documentation of an applicant tracking system that includes all required sections including the position, interview date, interviewer's names, disposition, reason selected/not selected, and recruitment source.
4. Annually notify employees of the identity and contact information of the designated Career Counselor.

Whereas, within a two-week deadline following the EEPC's Preliminary Determination, the entity submitted a preliminary response; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), after consideration, the EEPC issued a Final Determination on December 20, 2024, which indicated that the following areas required corrective action: no(s). 2, 3, and 4; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), in the Final Determination, the EEPC assigned a monitoring period from January 1, 2025 to April 30, 2025, to determine whether the entity eliminated areas of non-compliance, if any; and

Whereas, in accordance with Charter Chapter 36, Section 832(c) the entity was required to respond in 30 days, and make monthly reports thereafter for a period not to exceed six months, on the progress of its efforts to correct outstanding areas of non-compliance; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), on January 17, 2025, the entity issued a response to the EEPC's Final Determination; and

Whereas, in accordance with Charter Chapter 36, Section 832(c), the entity was monitored until January 29, 2025; and

Whereas, pursuant to Charter Chapter 35, Sections 815(a)(15) and (19), which requires agency heads to ensure and promote equal opportunity for all persons in appointment, payment of wages, development, and advancement, and to establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women, the Bronx District Attorney recognized the EEPC's audit and reiterated commitment to the Office of the Bronx County District Attorney's equal employment practices. **Now Therefore**,

Be It Resolved, that the Office of the Bronx County District Attorney has satisfied the equal employment standards set by the EEPC pursuant to its authority under New York City Charter Chapters 35 and 36; and

Be It Resolved, that the EEPC's Board of Commissioners approves the issuance of this


Determination of Compliance to Bronx District Attorney Darcel D. Clark of the Office of the Bronx County District Attorney.


Approved unanimously on January 30, 2025.

Minosca Alcantara, Ed.D.
Commissioner/Mayoral Appointee



Elaine S. Reiss, Esq.
Vice-Chair/Commissioner/Mayoral Appointee


Ngozi Okaro, Esq.
Commissioner/City Council Appointee


Nicole Yearwood, MPA
Commissioner/City Council Appointee


Aldrin Rafael Bonilla, Ed.D., MPA
Chair/Commissioner/Joint Appointee

The New York City Equal Employment Practices Commission

hereby issues this

Determination of Compliance

to

Office of the Bronx County District Attorney

for achieving compliance with the
Equal Employment Practices Commission's audit:

Evaluation of Employment Practices with a Focus on Underutilization

From July 1, 2021, to this date.



*In care of Bronx District Attorney Darcel D. Clark
and Principal EEO Professional Kim Hernandez*

On this 30th day of January in the year 2025


Aldrin Rafael Bonilla, Chair/Commissioner


Jeanne M. Victor, Executive Director