

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

[Click or tap here to enter text.](#)

FY 2023 BXDA First Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: BRONX COUNTY DISTRICT ATTORNEY'S OFFICE

1st Quarter (July -September), due November 10, 2022

2nd Quarter (October – December), due January 30, 2023

3rd Quarter (January -March), due May 1, 2023

4th Quarter (April -June), due July 31, 2023

Prepared by:

Click or tap here to enter text.

Kim Hernandez

EEO Officer

Hernandezki@bronxda.nyc.gov

718-838-6505

Name

Title

E-mail Address

Telephone No.

Date Submitted: February 3, 2023 (Note: DCAS extended date to 2/3/23)

FOR DCAS USE ONLY:

Date Received:

BRONX DISTRICT ATTORNEY’S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Table of Contents

Instructions for Filling out Quarterly Reports FY 2023 3

Part I: Narrative Summary 4

I. Commitment and Accountability Statement by the Agency Head..... 4

II. Recognition and Accomplishments 4

III. Workforce Review and Analysis 6

IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023 7

V. Recruitment..... 17

VI. Training..... 27

VII. Reasonable Accommodation..... 27

VIII. Compliance and Implementation of Requirements Under Executive Orders and Local Laws 28

IX. Audits and Corrective Measures 33

Appendix A: EEO Personnel Details 34

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Instructions for Filling out Quarterly Reports FY 2023

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

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

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

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

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

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

**BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report**

Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): 12/1/2022 No
 By e-mail
 Posted on agency intranet
 Other _____

II. Recognition and Accomplishments

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

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

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

Events were held virtually and in-person with District Attorney Darcel D. Clark or Executive Leadership providing remarks.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Stakeholder Engagement and Relationship Management

October and November 2022

Cultural Programming/Events:

- Hispanic Heritage Month Closing Event
- Hostos College Art Exhibit at BXDA for Hispanic Heritage Month
- Italian American Heritage Month Event
- Transgender Awareness Month Art Exhibit and Panel Discussion
- Veterans Day Recognition Event and Panel Discussion

October- December 2022

Trainings:

- Initiated New ADA Orientation Program with Employee Resource Groups
- Three-Part Implicit Bias Training-CLE
- Managing Disability Equity at Work Webinar
- Professional Staff Implicit Bias Training

Professional Development Programming:

- Addressing Trauma Through a Cultural Lens Webinar
- Men's Health Webinar- Stress, Self-Care and Emotional Wellness
- Follow-Up Meeting scheduled for December 14

Employee Resource Meetings:

- Unidos Hispanic Heritage ERG
- Working Parents
- BXDA 15,
- BXDA Pride

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

December 2022

Diversity-Led Community-Building Initiatives:

- Employee Remembrance Day
- Traveling Postcards Campaign Project Against Gender-Based Violence For Bronx Shelters in Partnership

III. Workforce Review and Analysis

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

Q1 (9/30/2022): 941 Q2 (12/31/2022): 1,016 Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): 10/2/2022 Yes again on (Date): 11/2/2022 and 12/2/2022 No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes On (Dates):

Q1 Review Date: 10/13/2022 Q2 Review Date: 1/18/23 Q3 Review date: _____ Q4 Review date: _____

**BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report**

The review was conducted with:

- | | | | |
|--|---|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input checked="" type="checkbox"/> General Counsel | <input checked="" type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other <u>Chief of Staff, DEI Chief</u> | <input checked="" type="checkbox"/> Other <u>Chief Staff, DEI Chief</u> | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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

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

A. Workforce:

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

1. Our goals have remained the same. Under the leadership of this District Attorney, we remain committed to Diversity, Equity, and Inclusion and to continue to run an organization that opposes discrimination in all forms including preventing and responding to claims of sexual harassment.
 - 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.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- Create a safe workplace environment free from discrimination by ensuring that all employees/managers/supervisors/senior leadership complete City-mandated trainings. The EEO Office has required staff to complete EEO Everybody Matters, annual Sexual Harassment Prevention, and LGBTQ+ trainings. Human Resources has provided the link to all staff to complete required training COIB an DOI.
 - The Office reviews the CEEDS reports quarterly and recruits legal and professional staff robustly. 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.
- **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**
- 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.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

2. To increase representation of diversity within bureau leadership and supervisory ranks of the Office for Legal and Professional staff.
- Provide career development training from DCAS's and BXDA Legal and Professional Staff Training Units. This includes additional DEI and EEO staff trainings.
 - To improve leadership opportunities for employees of color within the legal and professional staff team.
 - To increase the number of diverse lawyers who are represented within our ADA ranks.
 - To improve retention and the length of tenure among African-American men within the legal staff.
- **Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity and inclusion, while reflecting the variety of communities that are served. What steps were taken to evaluate effectiveness of these actions?**
- 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.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- ❖ **Please describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**
 - 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.
 - BXDA is working to increase the number of African-American male Assistant District Attorneys in supervisory positions. To improve retention and the length of tenure among African-American men within the legal staff.

B. Workplace:

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

1. Our goals have remained the same. Under the leadership of this District Attorney, we remain committed to Diversity, Equity, Inclusion and to continue to run an organization that opposes discrimination in all forms including preventing and responding to claims of sexual harassment. EEO Policy has been updated and shared with all staff. Chief of Human Resources conducts exit interviews and has created an onboarding program. Chief of Diversity has created a DEI survey, results have been reviewed and are being implemented.
- **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**
 - 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,

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

retention, career development etc.

- 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.
- To increase the number of diverse lawyers who are represented within our ADA ranks. To increase representation of diversity within bureau leadership and supervisory ranks of the agency. To improve leadership opportunities for employees of color within the legal and professional staff team.
- To create more professional support infrastructure for employees within the disabled community in our office via mentorship, training, and an ERG.
- To create an in-house language institute focused on beginning Spanish and sign language in order to communicate more effectively with victims.
- To create an internal database of informational resources for new ADA re: childcare, relocation needs, Bronx institutions, etc.

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

2. Continue to launch Employee Resource Groups

- 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.
- Continue to gain information from all levels of staff through surveys and small workgroups.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

- DEI Chief continues to develop new ERGs in conjunction with employees and results of DEI survey.

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

- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred.

- Please refer to Section II for specific events and below for our Community Outreach events. Additionally, the Office issues a month newsletter that is distributed internally and externally.

C. Community:

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

1. The Community Affairs Division 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. Community Affairs Division will continue to promote DEI and EEO community outreach in providing government services and promoting employment with BXDA.
 - Community events will be held during the year coordinated by the Community Affairs Division.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- 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.

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

BXDA contributes to the community through important linkages through the continuation and development of partnerships with diverse stakeholders such as:

Bronx Anti-Bullying Resource Fair, 47th Precinct Clergy Coalition Banquet, Baychester and Edenwald Houses Violence Awareness Event, 8th Annual Health Fair Against Gun Violence, Harmony Day, 52nd Precinct Community Council Breakfast, National Night Out, Community Health Town Hall, Release the Grip Peace Jam Block Party, Union Grove Missionary Baptist Church Back to School Health Community Awareness Event, National Night Out (worldwide event), Senator Guastavo Rivera's Community Forum on Harm Reduction, Community Health Town Hall, National Dominican Parade (Manhattan), Release the Grip Peace Jam Block Party, Veterans Training Event, Union Grove Missionary Baptist Church Back to School Health Community Awareness Event and B.R.A.G. West Peace BBQ, Mind Builders 5th Annual Street Festival, NYC African Heritage Celebration & Festival, Community Greet & Meet District 11 Event, St. Helena's Church 9/11 Memorial Event, The Heart of the Bronx Event-Community Board 6, Young Leasers on the Move Meet & Greet Superintendents event, BBP Gibson's 9/11 Remembrance Day Event, Ho. Shelia Abdus-Salaam Street Naming, 44th Precinct NYPD together we Stop Violence Event, 53^r Annual African American Day Parade, NAICA Gala, Morning Star Gospel Assembly & NYPD Family Fun Day, Jamaal Bailey's Caribbean Event, Harlem Mothers & Fathers 7th Annual National Day of Remembrance Gathering Event.

- The effectiveness of working with the above-mentioned partners and stakeholders is measured through a continuous interaction with these and other organizations, so BXDA is known to them as an Office that is here to serve the community and to contribute to the success of building a diverse and connected Bronx community by the BXDA Pursuing Justice With Integrity.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

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

October 2022

Events

1. Harlem Mothers & Fathers 7th Annual National Day of Remembrance Gathering Event (approx.75-150)
2. Making strides against Breast Cancer Walk (over 2,000)
3. Scan Harbor Haunted House (approx. 200)
4. Bharati Kemraj's Diwali event (approx.100-200)
5. Diwali Festival of lights (approx. 50-100)
6. 40th Precinct Halloween Safe event (approx. 200-300)
7. Justice Ambassadors Film screening and discussions (approx. 40-60)
8. 5th Annual walk, run and roll against domestic violence (approx. 700)
9. NYPD Catalytic Converter Event (approx. 700)
10. Not on my Watch event (approx. 25-50)
11. AM Tapia's walk the bridge of peace march & vigil (approx. 75)
12. BBP Vanessa L. Gibson Hispanic Heritage Celebration- (approx. 200)
13. Faith & Blue (approx. 100)
14. New York Psychotherapy & Counseling Center(Parent Café) The Traumatic Impact of Bullying in Schools (approx. 50)
15. Italian-American Heritage Celebration (approx. 50-75)
16. 45th Precinct Fall Festival(approx. 75-100)

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

November 2022

Events

1. Community Justice 2022 international Summit (approx. 50)
2. NYPD Baby Shower (approx. 100)
3. Puerto Rican Heritage Celebration (approx. 100)
4. Community-Based Violence Intervention and prevention initiative (approx. 50)
5. Twin Babies Candlelight vigil (approx. 15-20)
6. Bronx Community Day (approx. 25-35)
7. Youth Leadership council Event (approx. 20-30)

December 2022

Events

1. Andy King: Girls to Women Event (approx.75-100)
2. Speaker Heastie's Community Event (approx. 500-600)
3. 47th Precinct Clergy Coalition Holiday event (approx. 30-40)
4. Community Board 5 Tree Lighting (approx. 25-30)
5. Operation Gift giving (approx. 45-50)
6. Gospel Concert Senior Luncheon (approx. 100)
7. Community Chanukah Concert (approx. 50)
8. Vanessa Gibson hosts Chanukah and Menorah Lighting (approx. 50-60)

D. Equity, Inclusion and Race Relations Initiatives:

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

1. Our Chief Diversity Equity & Inclusion Officer continues to develop equity and race relations initiatives in FY23.

- During the year, there will be Employee Recognition, National Hispanic Heritage Month, Italian Heritage Month, National Disabilities Month, Veterans Day, Remembrance Day, LGBTQ+ Pride Month, Women's History, Black History Month, AAPI Month, and more.
- 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.
- Initiated new recruiting schedule and strategy focused on law schools with strong diversity pipelines.
- 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.

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

- The BXDA has a committed Chief DEI Officer who has initiated and implemented these programs. She works very closely with the DA Clark, HR, Recruitment, EEO and the Community Affairs Division.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

- Continue to partner with diverse stakeholders.

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

- The BXDA has a committed Chief DEI Officer who has initiated and implemented these programs. She works very closely with DA Clark and the Office's Community Affairs Division.

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

V. Recruitment

A. Recruitment Efforts

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

1. 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 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.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

2. 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.

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

- 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.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

- Please refer to Section II for specific events. Additionally, the Office issues a month newsletter that is distributed internally and externally. Our Community Affairs Division continuous speaks to diverse community members about job opportunities in our Office.

B. Internships/Fellowships

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

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

1. Urban Fellows Total:

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

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

2. Public Service Corps Total:

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

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

3. Summer College Interns Total:

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

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

4. Summer Graduate Interns Total:

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

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

5. **Other (Graduate – Law School) Total: 3**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White **3** Two or more Races___

Gender* [#s]: **M 1 F 2** N-B ___ O ___ U ___

6. **Other (College) Total: 13**

Race/Ethnicity* [#s]: Black **1** Hispanic **7** Asian/Pacific Islander **4** Native American___ White **1** Two or more Races___

Gender* [#s]: M **2** F **11** N-B ___ O ___ U ___

Additional comments:

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

C. 55-A Program

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

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

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

Q1 (9/30/2022): 0 **Q2 (12/31/2022): 0** Q3 (3/31/2023): Q4 (6/30/2023):

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] .

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

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

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

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

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

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

The 55-a Coordinator has achieved the following goals:

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

1. Disseminated 55-a information –

by e-mail: Yes No **n/a**

in training sessions: Yes No

on the agency website: Yes No **n/a**

through an agency newsletter: Yes No **n/a**

**BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report**

Other: _____

V. Selection (Hiring and Promotion)

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

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

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

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.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

- 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.

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

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 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.

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.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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.

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

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

The EEO Officer 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.

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.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023

Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

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).

**BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report**

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>180</u>	# <u>55</u>	# <u>24</u>
Q2	# <u>104</u>	# <u>146</u>	# <u>17</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VI. Training

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

VII. Reasonable Accommodation

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days. If there is a need to extend time, informs necessary parties.

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

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

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

D. Local Law 101: Climate Survey

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

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

- 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 employees 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.
1. **Increase employees’ familiarity with the EEO Policy.**
- 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.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023

Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- 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.

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

- EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

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

- 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 ask 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.

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

- EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

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

- EEO Officer to develop specific trainings on the EEO complaint process to including how to file a formal complaint.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- 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.

- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**
 - EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

- 4. Increase employees’ understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
 - 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.

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**
 - EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

- 5. Improve managers’ and supervisors’ awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
 - Conduct training on EEO Policy for new managers and supervisors.
 - Conduct refresher trainings on EEO Policy for all managers and supervisors.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

- 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.

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

- EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

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

- 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 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.

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

- EEO Officer works with DA Clark, Executive staff, legal and professional staff managers/supervisors to ensure leadership support.

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: _____.

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Appendix A: EEO Personnel Details

EEO Personnel for Second Quarter, FY 2023

Personnel Changes

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

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

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

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023 Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

EEO Personnel Training Continued:

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

**BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report**

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

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

Diversity and EEO Staffing as of Second Quarter FY 2023*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Valerie Kennedy		100	kennedyva@bronxda.nyc.gov	718-838-7658
Deputy Diversity & Inclusion Officer	Cristina Calderon (hired in Sept. 2022)		100	calderonc@bronxda.nyc.gov	718-838-7005
Chief Diversity Officer/Chief MWBE Officer per E.O. 59					
ADA Coordinator	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Disability Rights Coordinator	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505
Disability Services Facilitator	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505
55-a Coordinator	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505
Career Counselor	Ben Rivera		100	RiveraB@bronxda.nyc.gov	718-838-7304
EEO Counselor	Kim Hernandez	Staff Analyst	100	hernandezki@bronxda.nyc.gov	718-838-6505
EEO Investigator	Rene Aponte		100	AponteR@bronxda.nyc.gov	718-838-6651
	James Brennan		100	BrennanJ@bronxda.nyc.gov	718-838-6145
	Adrienne Giunta		100	GiuntaA@bronxda.nyc.gov	718-838-7280
	Ellen Kolodney		100	KolodneE@bronxda.nyc.gov	718-838-2260
	Lisa V. McNear		100	McNearL@bronxda.nyc.gov	718-838-6533
	Joseph Muroff		100	MuroffJ@bronxda.nyc.gov	718-838-7345
	Lisa Waller		100	WallerL@bronxda.nyc.gov	718-590-2425
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Jeannette Rucker		100	RuckerJ@bronxda.nyc.gov	718-590-2083
Other (specify)					

BRONX DISTRICT ATTORNEY'S OFFICE Q2 FY 2023
Diversity, Equity, Inclusion and Equal Employment Opportunity Quarterly Report

Other (specify)					
------------------------	--	--	--	--	--

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