

# **RODNEY L. PEPE-SOUVENIR, ESQ.**

## ***University Title IX Director***

Highly accomplished attorney with 20 years' experience, which includes 10 years specializing in employment and labor law. Litigated employee discipline and ensured compliance of employee rules and regulations. Superior interpersonal skills using sensitivity and discretion. Trained employees and supervisors in city, state and federal EEO regulations. Investigated and provided recommendation on employee discipline and EEO complaints. Ensured compliance with federal, state, and city anti-discrimination and sexual harassment policy. Superior oral and written advocacy skills. Fully versed on the impact of disparate treatment in the work place and OFCCP guidelines. Fluent in Haitian Creole and French.

**Skills:** Trained mediator and expert negotiation skills  
Trained in Diversity and Equal Employment Opportunity  
Trained on Effective Complaint Investigations

**Licenses:** Admitted to the New York State Bar

**Proactive /Dedicated Professional/ Excellent Interpersonal Skills /Exceptional Organizational Skills**

## **PROFESSIONAL EXPERIENCE:**

**CITY UNIVERSITY OF NEW YORK, NY**  
**Office of Recruitment and Diversity, (July 2015 to February 2017)**  
**Central Office Student Affairs**  
**University Title IX Coordinator**  
**Associate Director of Diversity & Compliance**

- Ensure CUNY campus wide compliance with Title IX and NYS Enough is Enough mandate.
- Work with various Central office units to establish procedures and policies based on CUNY's Sexual Misconduct policy.
- Conduct trainings for all Campus first responders to sexual assault complaints.
- Work with external city and state agencies to enhance CUNY's response to sexual assault complaints.
- Counsel campus Title IX Coordinators on matters involving Title IX and Enough is Enough.
- Conduct and direct issues with CUNY Title IX working group.
- Assist in response to inquiries from internal and external agencies on data related to sexual assault response and prevention.
- Work with SUNY to produce a New York State specific online Sexual Assault training program.

**NEW YORK STATE OFFICE FOR PEOPLE WITH DEVELOPMENTAL  
DISABILITIES (OPWDD), NY**

**Workforce & Talent Management (February 2015 – present)**

**Affirmative Action Administrator 2**

- Responsible for directing diversity and equal opportunity programs for Region 6, which includes the five boroughs of New York City and LI.
- Conduct investigations of alleged EEO/employment law violations (i.e. interviews, evidence collection, and written memorandum);
- Handle intake of employee complaints of alleged EEO violations (in person, by phone, mail and fax.)
- Counsel Managers, supervisors and employees on EEO matters.
- Conduct in-depth training of employees on the state EEO policy (anti-discrimination and anti-harassment.)
- Ensure compliance of State and Federal EEO law and policies through visiting various sites.

**NEW YORK CITY FIRE DEPARTMENT, NY**

**Equal Employment Opportunity Office, (April 2012 – October 2013)**

**Equal Employment Opportunity Attorney**

- Conducted investigation of alleged EEO/Employment law violations (i.e. interviewing, evidence collection, and written memorandum); and provided recommendations to the Assistant Commissioner.
- Handled intake of employee complaints of alleged EEO violations (in person, by phone, mail and fax.)
- Counseled managers, supervisors and employees on EEO matters.
- Conducted in-depth training of employees on the FDNY EEO policy (anti-discrimination and anti-harassment.)
- Conducted EEO compliance inspection of Fire Department facilities and drafted report of findings and recommendations.

**UNITED STATES DEPARTMENT OF COMMERCE**

**U.S. CENSUS BUREAU, GA.**

**Atlanta Regional Census Office, (September 2009 – October 2010)**

**Regional Technician**

- Conducted compliance inspections of various local census offices procedures and provided recommendations for improvement.
- Conducted internal investigation of employee grievance and EEO complaints.
- Evaluated and provided analysis of progress, production, cost and quality of Census data collections operations.

- Provided advice and guidance to Local Census Office managers on compliance with Census procedures.
- Local Census Office (“LCO”) manager in Augusta, Ga., managing over 350 employees (office and field staff).
- Acting LCO Recruiting Manager in Shelby, Al., responsible for training over 50 recruiting staff in hiring and testing Census field personnel.
- Reported directly to the Area Managers and executives at the Atlanta Regional Census Office.

**DEKALB COUNTY DISTRICT ATTORNEY’S OFFICE, GA**

**Child Support Enforcement Unit, (March 2009 – Sept 2009)**

**Volunteer Intern**

- Assisted Deputy Chief Assistant District Attorney in reviewing interstate child support cases for compliance issues.
- Researched and wrote motions to Court arguing position of District Attorney’s Office in interstate child support matters.
- Assisted in intake of complaints by petitioners.
- Interfaced with private and government agencies in response to enforcement of interstate child support orders.

**NEW YORK CITY DEPARTMENT OF EDUCATION, NY**

**Administrative Trial Unit (February 2005 - January 2007)**

**Staff Attorney/Consultant – Employee Discipline**

- Prepared and litigated disciplinary charges against Department of Education (“DOE”) employees in arbitrations.
- Reported to DOE executives on recommendations regarding employee disciplinary decisions.
- Interviewed and prepared witnesses to testify in arbitration hearings.
- Worked with law enforcement specialists from various municipal agencies investigating complaints against employees and allegations of misconduct.
- Wrote briefs, motions and memoranda of law on a variety of complex legal matters involving employment and labor matters.
- Negotiated cases suitable for pre- and post-trial settlement with DOE administrators and attorneys for the employee.
- Advised human resources personnel on matters arising from employee discipline, re-assignment and terminations.

**NEW YORK CITY HOUSING AUTHORITY, NY**

**Employee Disciplinary Division (December 2001 – February 2005)**

**Agency Attorney II**

- Prepared and litigated disciplinary charges against Housing Authority (“HA”) employees in administrative hearings.
- Interviewed and prepared witnesses to testify on employee disciplinary matters.
- Worked with the New York City Department of Investigation, New York City Inspector General’s Office and the New York City Housing Authority Equal

Employment Opportunity Division to investigate employee complaints and misconduct.

- Appeared before the Civil Service Commission and the Office of Administrative Trial and Hearing representing the HA in employee terminations decisions.
- Initiated a program whereby employees settled disciplinary charges through participation in the New York City Employee Assistance Program.
- Negotiated pre- and post-trial settlements representing the HA Executive Board.
- Worked with human resources personnel to handle all matters arising from employee discipline, re-assignment and termination.

**ADMINISTRATION FOR CHILDREN'S SERVICES, NY,  
Special Assistant Corporation Counsel (June 1996 – February 2001)  
Team Leader - Agency Level III**

- Supervised a team of attorneys representing ACS on petitions, motions and hearings before the court involving child abuse and neglect.
- Represented ACS in Family Court and meetings.
- Assisted attorneys drafting legal documents, including pleadings, motions and memoranda involving removal of children, termination of parental rights, foster care and custody proceedings.
- Lead attorney in pilot Family Drug Treatment Court (FDTC), informing the court of Respondents progress in drug rehabilitations, and determined sanctions and rewards.

**KINGS COUNTY DISTRICT ATTORNEY'S OFFICE, NY  
Assistant District Attorney (October 1993 – May 1996)**

- Presented felony cases before the Grand Jury where responsibilities included conducting direct and cross-examination and providing instructions to the jury members.
- Worked with law enforcement agencies on felony arrest; responsible for evaluating and enhancing the gathering of evidence during the initial phase of the investigation.
- Interviewed police and civilian witnesses in preparation of arraignment.
- Wrote and argued appellate brief before appellate Term of the Supreme Court of the State of New York for the 2<sup>nd</sup> & 11<sup>th</sup> Judicial Districts.

**ADDITIONAL PROFESSIONAL EXPERIENCE**

**EPIQ SYSTEMS, NY  
E-Discovery Litigation (May 2014 – September 2014)  
Document Review Attorney**

- Responded to discovery requests in defense of multi-million dollar, stock management case.
- Reviewed and evaluated significance of documents to overall defense strategies.
- Determined privilege issues.

- Worked with the following review platform: Relativity.

**SPECIAL COUNSEL, GA**

**E-Discovery Litigation (March 2011 – April 2011)**

**Project Attorney**

- Assisted litigation team at Bondurant, Mixon & Elmore, responding to discovery requests in defense of multi-million dollar, stock management case.
- Evaluated significance of documents to overall defense strategies.
- Determined privilege issues.
- Worked with review platform: IConnect.

**THE PARTNERS GROUP, GA**

**E-Discovery Litigation (November 2010 – March 2011)**

**Project Attorney**

- Assisted litigation teams at Troutman Sanders LLP, and Durie Tangri LLP., responding to discovery requests in defense of multi-million dollar, complex, contractual litigation, patent infringement and governmental inquiry cases.
- Evaluated significance of documents to overall defense strategies.
- Determined privilege issues.
- Prepared privilege log.
- Worked with review platform: IConnect.

**KING & SPALDING, GA.**

**Litigation-Tort & Environmental (May 2007 – January 2009)**

**Project Attorney**

- Assisted litigation team in responding to discovery requests in defense of multi-million-dollar, complex, products liability, class action, whistle-blower and governmental inquiry cases.
- Evaluated responsiveness of documents to overall defense strategies.
- Determined privilege issues.
- Worked with a variety of review platforms: IPro, Concordance, Attenex, and Metalinks.

**EDUCATION:**

**BENJAMIN N. CARDOZO SCHOOL OF LAW, NY  
J.D., June 1993**

**PACE UNIVERSITY, New York, NY  
BA, Speech Communication, September 1990**