

## FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: <u>DEPARTMENT OF BUILDINGS</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 6, 2020		<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 29, 2021	
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2021		<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2021	
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>April 30, 2021</u>			
<b><i>FOR DCAS USE ONLY:</i></b>		<b><i>Date Received:</i></b>	

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter's submission to update]

1. Please save this file as '**XXXX Quarter X FY 2021 DEEO 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 and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), 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 2021 DEEO 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.

**PART I: NARRATIVE SUMMARY****I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): August 5, 2020  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 and equal employment opportunity through the following:

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

**WORKFORCE REVIEW AND ANALYSIS**

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

Q1 (9/30/2020): 1695

Q2 (12/31/2020): 1688

Q3 (3/31/2021): 1684

Q4 (6/30/2021): \_\_\_\_\_

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

Yes , On (Date): November 4, 2020       No

3. 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):      February 2, 2021      January 20, 2021      Meetings during this quarter with the GC were as  
    April 6, 2021      February 7, 2021      needed.  
         March 30, 2021

The review was conducted with:	<input checked="" type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources	<input type="checkbox"/> Human Resources
	<input type="checkbox"/> Agency Head	<input checked="" type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head	<input type="checkbox"/> Agency Head
	<input type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel	<input checked="" type="checkbox"/> General Counsel	<input type="checkbox"/> General Counsel
	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<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

**III. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
EEO and HREX collaborate to promote equity, increase diversity, assure equal employment opportunity, and enhance the value of inclusion at DOB.	<p>EEO and HREX staff continue to work collaboratively to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p> <p>The EEO Office and HREX meet bimonthly to discuss recruitment strategies designed to attract a diverse workforce and best practices in addressing underutilization in job groups and titles that are underrepresented and</p>	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>not tied to Civil Service requirements. Recruiting efforts were shifted to a virtual format during Q3 of FY 2021 and will remain virtual for the foreseeable future.</p> <p>During this period of isolation and the City’s hiring freeze, EEO and HREX continue to collaborate to develop effective recruitment plans including identifying ways and providing guidance to fill potential critical vacancies</p>				
Professional Development	<p>In the first quarter of FY 21, EEO and Buildings University coordinated with DCAS to pilot “Building Inclusive Leadership: Understanding Our Unconscious Bias Training” for DOB supervisors and above. This training will examine the importance of understanding the unconscious biases that inform their behaviors at work. The training will examine several types of bias, which influence workplace relationships and inadvertently privilege some and exclude others. Trainings originally scheduled for Q2 will be held in Q 3 and 4 of FY 21.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Social Justice Workgroup</p>	<p>During Q4 of FY 20, the Department created a Social Justice Workgroup to begin fostering conversations and initiatives centered around race and equity in the workplace. In Q1, the workgroup met to develop the most effective techniques to present these topics to DOB and began planning a workshop on anti-racism. The first of these workshops were presented to DOB leadership on December 15th. The workshop focused on the difference between racism versus antiracism, the importance of allyship when confronted with race-based issues in the workplace and the positive impact on the workforce when these issues are addressed organically. Additional workshops will be held for different Bureaus throughout FY 21.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Pathway to Licensure Program</p>	<p>The Pathway to Licensure Program, is targeted to staff engaged in pursuing professional licensure. The goal of the program is to provide unlicensed technical staff with the tools and resources needed to prepare for their License Exams. Program components include reimbursements for the cost of exams and study materials, virtual Organized Study Groups, and personalized review of transcripts.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

DOB Talks- Career in Public Service	In Q2, DOB launched “DOB Talks-Career in Public Service”. An interactive employee engagement series where senior level staff discuss their Public Service Career as it relates to career and professional development. This series will consist of 9 speakers beginning in Q2 and will be ongoing throughout FY21 and will be done on a virtual format.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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.

Human Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes several recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. Current CEEDS data indicates underutilization among women and Black employees in the following job groups:

- Management Specialists
- Science Professionals

The CEEDS data for Q3 report reflects insignificant changes in the underutilization in the above categories. Buildings’ will continue to work to address underutilization identified in the quarterly workforce reports.

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to</b></li> </ul>	<p style="text-align: center;"><b>Q1 Update</b></p>	<p style="text-align: center;"><b>Q2 Update</b></p>	<p style="text-align: center;"><b>Q3 Update</b></p>	<p style="text-align: center;"><b>Q4 Update</b></p>
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	maintain focus on retaining talent across all levels.				
DOB Employee Anniversary Program	<p>In Q2, the agency launched the DOB Employee Anniversary Program. This program is an opportunity for our Agency to recognize employees on their longevity and tenure with DOB. This initiative is in response to the employee feedback collected in 2019. Employees whose DOB anniversary dates occur in July 2020 and beyond will receive a hard copy certificate and congratulatory email from HREX with a digital certificate of appreciation. DOB will honor employees for their 1-year, 5-year, 10-year anniversary and so on in 5-year increments. We truly believe in recognizing commitment and milestones from early on in a DOB employees' career.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Employee Engagement Survey	<p>The Office of Human Resources and Employee Experiences deployed an Employee Engagement Survey in Q2 of FY21 to assist in implementing current objectives and future goals for creating a more supportive workplace</p>	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



	<p>The results from the survey was analyzed and presented to leadership for review. This will be ongoing throughout FY 21 and will be updated accordingly on future quarterly reports.</p> <p>The Employee Engagement survey is designed to:</p> <ul style="list-style-type: none"> <li>• Assess employees’ satisfaction with their respective positions, including whether they feel valued and respected.</li> <li>• Assess whether employees feel their strengths are being utilized</li> <li>• Assess employees’ understanding of what their jobs entail and what’s expected of them.</li> <li>• Assess whether employees understand how their role fits into the overall mission of the Agency.</li> <li>• Identify training and/or retraining needs.</li> <li>• Identify professional development needs.</li> <li>• Identify any perceived or actual barriers to employment and/or professional development.</li> <li>• Ascertain whether employees are aware of various available resources.</li> </ul>	<input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
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Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.					

**January 2021:** The agency celebrated and acknowledged MLK Day with an Intranet Post

**February 2021:** The agency celebrated and acknowledged Black History Month by weekly communication of its Black Excellence Series. This year categories included: Public Service, Science and Technology, Sports and Athletics and Arts and Entertainment. This month-long communication was also posted on the intranet.

The agency celebrated and acknowledged the Chinese New Year (Year of the Ox) with an Intranet Post.

**March 2021:** The agency celebrated and acknowledged Women's History Month, Irish Heritage Month and Greek Heritage Month with Intranet Posts.

The agency also acknowledged and supported the AAPI Community with an Intranet feature which provided resources and tools for anyone was experiencing any form of harassment with the uptake in Anti- Asian Violence across the country.

**C. COMMUNITY:**

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2021 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
MWBE Participation	In accordance with EO 59, the Department appointed a Chief Diversity Officer/Chief MWBE Officer to help foster a stronger relationship with our MWBE vendor. The Department currently has a strong MWBE connection with our procurement solicitation and will continue to use MWBE vendors for future solicitations in FY 21. The Department is fully aware of the importance of supporting MWBE vendors as we maneuver through this fiscal crisis from the pandemic. As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Department has also been evaluating electronic compliance tracking systems to improve goal setting and enhance compliance. The Chief Diversity Officer and the Procurement unit continue to meet with City Hall’s MWBE Office on a monthly basis to go over and review any upcoming solicitations or bids.</p>				

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 briefly the activities, including the dates when the activities occurred.

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity 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):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment Efforts	<p>Job postings for (Assistant Construction Inspector and Construction Inspector) were posted in Q3. In addition to the interviews in mid-November for both positions, the recommended candidates became part of our pipeline in Q3.</p> <p>In Q3, the posting for Assistant Inspector Construction was also posted at several area colleges listed below:</p> <ul style="list-style-type: none"> <li>• City College of New York</li> <li>• Columbia University</li> <li>• Cooper Union for the Advancement of Science and Art</li> <li>• CUNY College of Staten Island</li> </ul>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<ul style="list-style-type: none"> <li>• Hofstra University</li> <li>• Manhattan College</li> <li>• New Jersey Institute of Technology</li> <li>• New York City College of Technology</li> <li>• New York Institute of Technology</li> <li>• Pratt Institute</li> <li>• Queensborough Community College</li> <li>• Rensselaer Polytechnic Institute</li> <li>• Rutgers University</li> <li>• Stevens Institute of Technology</li> <li>• Stony Brook University</li> </ul> <p>HREX participated in 10 Job Fairs in Q3-see below</p> <ul style="list-style-type: none"> <li>• NY Law School Career Fair</li> <li>• Columbia All Ivy Environmental Career Fair</li> <li>• Stevens Institute of Technology Virtual Career Fair</li> <li>• NYU Tandon Virtual Career Fair</li> <li>• NJIT Career Fair</li> <li>• City College Spitzer School of Architecture Virtual Career Fair</li> <li>• Cooper Union Virtual Career Fair</li> <li>• Recruit Military Job Fair</li> <li>• City College Virtual Spring Job and Internship Fair</li> </ul>				
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	<ul style="list-style-type: none"> <li>Manhattan College Virtual Career Fair</li> </ul>				
Structured Interviewing Training	All employees who participate in the interview process are required to complete structured interviewing and unconscious bias training before they can participate in interviews. The facilitator provides training to Department employees quarterly.	<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	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2021:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	TBD		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	TBD		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	TBD		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	TBD		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

*Additional Comments:*

The NYC DOB **Youth Leadership Council for Sustainability & Construction Safety** began again on February 2<sup>nd</sup> and will conclude with student-led presentations on April 27<sup>th</sup> and May 4<sup>th</sup>. The program meets every Tuesday at 3:45pm. The current cohort consists of 23 students from Career & Technical Education high schools (1 freshman, 10 sophomores, 9 juniors, 3 seniors). Our Sustainability Enforcement unit's curriculum serves as the foundation of the program, with additional seminars from Forensic Engineering, Development Hub & Construction Safety Standards & Guidance. Once the students receive the 8 weeks of curriculum, they're split into six groups to work on building their end-of-semester presentations. Representatives from their respective schools will be in attendance on April 27<sup>th</sup> & May 4<sup>th</sup>, as well as reps from NYC Service & DOB. Additionally, as part of the professional development portion of the program, we reviewed and helped draft or revise the resumes of every student in the program. We had our last large group seminar this week (4/20), and moving forward, we just have our weekly check-ins with each of the six groups respectively before their presentation days.

For the CUNY undergrad & grad students, the **DOB Scholars** began again on February 3<sup>rd</sup> and will conclude on April 28<sup>th</sup>. The program, over the course of 11 sessions, provides students with an overview of construction industry regulation within NYC, with students receiving an overarching, holistic view of the DOB's work by the conclusion of the program. The program meets every Wednesday at 5pm. Students who attend every session will receive a Certificate of Completion. Our final event takes place next week on 4/28, in which former DOB Scholars who now work at the Agency will network with our current DOB Scholars. We have complete program retention w/ all 65 students. This group is contributing heavily to our current CUNY internship applications. As with the YLC, we conduct significant resume/cover letter review sessions throughout our time with the students.

**CTE Schools Participating in YLC:**

- Brooklyn Technical
- City Polytechnic
- Energy Tech
- High School for Arts & Design
- High School for Construction Trades, Engineering & Architecture
- S.T.A.R. Early College School at Erasmus
- Staten Island Technical
- Tottenville
- Thomas A. Edison High School

**CUNY Schools Participating in DOB Scholars**

- CCNY
- City Tech
- CSI
- Baruch



- BMCC
- LaGuardia
- John Jay
- CUNY School of Labor & Urban Studies
- CUNY Graduate School of Public Health & Health Policy
- Hunter

## C. 55-A PROGRAM

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

Currently, there are 17 [number] 55-a participants.

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

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

During the 2nd Quarter, a total of 0 new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

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

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information – by e-mail:  Yes  No  
     in training sessions:  Yes  No  
     on the agency website:  Yes  No  
     through an agency newsletter:  Yes  No

2. \_\_\_\_\_

**VI. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2021 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i> )	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.	Buildings University Career Counselors will continue to explore professional development training opportunities for the Departments workforce throughout the fiscal year.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid-	All vacancies are posted on ESS as well as the Department’s website. All internal candidates who meet minimum qualifications are interviewed.  For external candidates, the Department will also post using a variety	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>and high-level discretionary positions.</p>	<p>of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the Mayor’s Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>	<p><input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/></p>
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<ul style="list-style-type: none"> <li>• Below includes our interview days and job fairs for Q3. Note, we didn’t host any list calls due to budgetary restraints.</li> <li>• 1/7/2021 Assistant Construction Inspector Interviews</li> <li>• 1/8/2021 Construction Inspector Interviews</li> <li>• 1/14/2021 Assistant Construction Inspector Interviews</li> <li>• 1/15/2021 Construction Inspector Interviews</li> <li>• 1/22/2021 Assistant Construction Inspector Interviews</li> <li>• 1/28/2021 Construction Inspector Interviews</li> <li>• 1/29/2021 Assistant Construction Inspector Interviews</li> <li>• 2/9/2021 Assistant Construction Inspector Interviews</li> <li>• 2/10/2021 Construction Inspector Interviews</li> <li>• 2/17/2021 Assistant Construction Inspector Interviews</li> <li>• 2/23/2021 Assistant Construction Inspector Interviews</li> <li>• 3/9/2021 Assistant Construction Inspector Interviews</li> <li>• 3/10/2021 Assistant Construction Inspector Interviews</li> <li>• 3/17/2021 Assistant Construction Inspector Interviews</li> <li>• 3/23/2021 Assistant Construction Inspector Interviews</li> </ul>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<ul style="list-style-type: none"> <li>3/24/2021 Assistant Construction Inspector Interviews</li> </ul>				
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)</p>	<p>The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers, or anyone involved in the interview process to receive mandatory Structured Interviewing Training through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Resources, which also reviews the documents submitted, including the interview logs. Human Resources will coordinate with the EEO Office and the General Counsel’s Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Resources will review the justification to determine whether the proposed responsibilities align with the employee’s civil service title and level. This review also</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>includes a parity analysis of the unit’s reporting structure and compensation of employees within the unit and includes a review of similar titles across the Agency. As appropriate, Human Resources coordinates with EEO and/or the General Counsel’s Office to address any potential disparate impact or civil service concerns.</p> <p>As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p> <p>In July 2020, Deputy EEO Officer Elizabeth Lundi served as a panelist for interviews for the Executive Director and General Counsel position for the Loft Board.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>During Q1, agencies were in the process of preparing plans to reduce headcounts in response to fiscal burdens imposed on the City by the COVID-19 pandemic. The EEO Office worked with HREX, the Office of the General Counsel and other senior leadership to ensure layoff decisions were equitable. Layoff plans have since been halted.</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Return to Work</p>	<p>During this quarter, the agency was tasked with implementing a plan to return DOB employees to the office. In Q2 of FY 21, HREX communicated a return to work plan to all staff. This plan provided a tentative template to employees in the event when employees were scheduled to return to the office. EEO, HREX and Facilities have been working with respective units to ensure proper seating arrangements and all necessary PPE is available to staff upon their return. This plan will be ongoing in to Q4 and will be updated on the next quarterly.</p>	<p><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</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

During this Quarter the Agency activities included:	# of Vacancies	# 36	# 43	# 47	#
	# of New Hires	# 21	# 17	# 23	_____
	# of New Promotions	# 1	# 0	# 7	#
					_____
					#
					_____

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**VIII. REASONABLE ACCOMMODATION**

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

**IX. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS****A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).*

**C. 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.

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

**D. LOCAL LAW 101: CLIMATE SURVEY**



Please provide a short description of your efforts to analyze the results of climate survey in your agency.

*Describe any follow-up measures taken to address the results of the climate survey:*

The EEO Office reviewed the results of the 2019 climate survey with Human Resources and will be adopting the recommendations from DCAS listed below:

- Increase EEO awareness of EEO Policies, laws and processes to decrease the risk of employees experiencing any form of EEO discrimination.
  - Increase employee familiarity with the EEO compliant process at the start of their employment (i.e. onboarding) and throughout their tenure as this will reduce the risk of experiencing any form of discrimination and sexual harassment.

Once approved by City Hall and DCAS, DOB will launch our 2020 climate survey.

## X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC 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 NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<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)
<b>Proportion of Time Spent on EEO Duties</b>	<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 %):
<b>Completed Trainings: EEO Awareness</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Diversity &amp; Inclusion IgbTq: The Power of Inclusion Sexual Harassment Prevention Unconscious Bias</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2021 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<b><u>Diversity &amp; Inclusion Officer</u></b>	Kareem Gabriel	EEO-DOB	100%	kgabriel@buildings.nyc.gov	212.393.2718
<b><u>EEO Officer/Director</u></b>	Kareem Gabriel	EEO-DOB			
Deputy EEO Officer	Elizabeth Lundi	Associate Labor Relations Analyst	100%	elundi@buildings.nyc.gov	212.393.6632
ADA Coordinator	Elizabeth Lundi				
Disability Rights Coordinator	Elizabeth Lundi				
Disability Services Facilitator	Kareem Gabriel	EEO-DOB			
55-a Coordinator	Kareem Gabriel	EEO-DOB			212.393.2718

Career Counselor	Allison Ginsburg			aginsburg@buildings.nyc.gov	212.393.2167
EEO Counselor	Rachel Alba	EEO Investigator	25%	ralba@buildings.nyc.gov	212.323.8075
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Debra Palmieri-Russo			DePalmieri@buildings.nyc.gov	212.393.2214
EEO College Aide	Cindy Contreras	Intern	100%	CContreras@buildings.nyc.gov	212.292.2254
Other (describe)					

\* 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.