

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

### Part I: Narrative Summary

**Agency Name:** NYC DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

1<sup>st</sup> Quarter (July -September), due November 17, 2023

2<sup>nd</sup> Quarter (October – December), due January 30, 2024

3<sup>rd</sup> Quarter (January -March), due April 30, 2024

4<sup>th</sup> Quarter (April -June), due July 30, 2024

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Title

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**Date Submitted:** 4/30/2024

***FOR DCAS USE ONLY:***

***Date Received:***

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Instructions for Filling out Quarterly Reports FY 2024

**[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]**

1. Please save this file as **"XXXX Quarter X FY 2024 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 2024 DEI-EEO Report.Part II 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.**

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

Distributed to all agency employees?  Yes, On (Date): 1/9/2024  No  
 By e-mail  
 Posted on agency intranet and/or website  
 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): \_\_\_\_\_

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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## III. Workforce Review and Analysis

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

Q1 (9/30/2023): 1083 Q2 (12/31/2023): 1085 Q3 (3/31/2024): 1100 Q4 (6/30/2024): \_\_\_\_\_

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

Yes On (Date): On-going  Yes again on (Date): \_\_\_\_\_  No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

### III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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: 8/4/23 and 9/7/23 Q2 Review Date: 10/6/23 and 11/3/23

Q3 Review date: No dates this quarter Q4 Review date: \_\_\_\_\_

#### The review was conducted with:

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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

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 2024.

### 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 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 1. Our workforce goals include enhancing strategic recruitment efforts for jobs within our manger and management specialist EEO job groups, to address ongoing underutilization of women and employees of color, within those positions. Our EEO Officer also has a goal to increase internal awareness regarding the City’s 55-A program and to increase the number of agency participants from five, to at least ten, in the next few years.**

During this quarter, EEO audited the published technical titles, including those in the Manager, Management Specialist, and Technician job groups to assess any barriers to diverse recruitment and/ or obtaining robust applicant pools. We are able to measure the effectiveness of these efforts, by tracking hires within the underutilized groups to see if we are trending up. This is an on-going effort. Next Steps: Work with the Recruitment team, within HR, to expand our agencies strategic recruitment efforts.

#### Workforce Goal #1 Updates:

Q1 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
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 checked="" 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. The planned Initiatives and actions related to our workforce goals include working with DCAS’ classification unit to assess and review the competencies, skills and abilities required, in job vacancy and exam notices to identify potential barriers to opportunities based on current MQRS. Copy Workforce goal from FY 2024 DEI-EEO plan.**

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

This quarter, DDC was asked to participate in the Job Analysis process for Civil Engineering Intern, Exam Number 4031, as the major user of this title, DCAS requested 8 incumbents from our agency to participate in the job analysis interviews and 10 incumbents to participate in the focus group. DDC’s participation allows us to confirm that the exams include competencies, skills and abilities required are updated, job-related, and required by business necessity. We will continue to work with DCAS in these efforts and we are able to measure the effectiveness of our efforts by the feedback and exam results from test takers and employees.

### Workforce Goal #2 Updates:

Q1 Update:	<input 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 checked="" 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

3. In addition, DDC EEO is planning to facilitate a EEO self-id campaign this year to improve the accuracy of our agency’s race and ethnicity data and reduce the number of employees with unknown demographic data.

This particular action was delayed, however, we will be beginning this effort during the 4<sup>th</sup> quarter.

### Workforce Goal #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input checked="" type="checkbox"/> Not started	<input 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 type="checkbox"/> Ongoing	<input checked="" 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 checked="" 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

1. Efforts to reduce Workforce underutilization:

This quarter, we experienced underutilization in the Manager and Management Specialist and Technicians job groups.

DDC EEO continues to monitor hiring, audit interview questions and assess hiring criteria for vacancies in these job groups, in addition to looking for diverse recruitment opportunities to address specific underutilization.

### B. Workplace:

Please list the Workplace Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

1. **Our workplace goals include equipping our field and outreach staff with resources and tools to de-escalate and manage street harassment and other conflicts, they often face, in the course of performing their jobs, while engaging with the public.**

**This fiscal year, we will be distributing an explanation regarding the significance of preferred pronouns.**

DDC EEO hosted Bystander Intervention Training workshops, during the second quarter of this fiscal year and we will be doing additional sessions during the 4th quarter of this fiscal year. The purpose of the training is to create awareness of various types of harassment and to provide different steps people can take, in the moment, and following an incident of harassment, either as a target or as a bystander, as well as resources available to support someone who has been harassed. r and we will share feedback at that time. We measured effectiveness by the evaluation results from the training.

### Workplace Goal #1 Updates:

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. **In addition, our goals include improving engagement and employee morale and increasing employee involvement in our agency clubs and Employee resource groups. We hosted an open house for our clubs and ERNG and We are measuring the effectiveness of the action by the increase in awareness and new ERNG members among new and existing employees.**

### Workplace Goal #2 Updates:

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

3. **Lastly, we want to increase awareness around military cultural competence in hiring.**

### Workplace Goal #3 Updates:

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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Other Workplace Activities:

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



DDC hosted various cultural events during the 3<sup>rd</sup> Quarter including recognition events for Lunar New year, Black History, Women’s History and St. Patrick’s Day and a Pride and Allies event. All were well attended.



# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Our community goals, include continuing to promote diversity and EEO community outreach in providing government services. Our community goals also include promoting participation with minority and women owned business enterprises (MWBEs)

As part of our goals, we attended the following events and we will be able to evaluate the effectiveness of these actions, by the assessing the number of new MWBE enterprises we reach and engage with from these events.

Internal Events	
Event Name	Date
NYC DDC Queens Construction Career and Training Resource Fair	2/1/2024
NYC DDC Q1 Design Build Forum: Meet the BBJ Brooklyn Facility Team	2/29/2024
Pre Proposal Conference for REI Services for Red Hook Coastal Resilience Project	3/18/2024
M/WBE Mentors: Construction M/WBEs- Meet NYC Agencies & Their Prime Vendors	3/19/2024
Pre Proposal Conference for Requirements Contract for Forensic Engineering Services	3/26/2024

External Events	
NYC SBS M/WBE Borough Forum – Bronx, NY	2/6/2024
GCA Contract Opportunities EXPO	3/28/2024

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Community Goal #1 Updates:

Q1 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
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 checked="" 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. Other Community programs and activities:

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

### Communications & Policy Outreach Initiatives January 2024 – March 2024

- Groundbreaking for Clemente Soto Velez Cultural Center renovation w/ DCLA and electeds – 1/6, 3 PM
- QN CB13 Laurelton Library presentation – 1/9, 6 PM
- DUMBO project meeting with CM Lincoln Restler, CECM, DOT – 1/10, 2 PM
- ESCR MN CB3 update on compost yard/fireboat house with Parks – 1/11, 6:30 PM
- Orchard Beach M and O site visit with Comm Sue Donohue – 1/16, 12 PM
- BBJ MN CB1 meeting – 1/17, 6 PM
- Meeting with Rep Jefferies' staff and DOT re Avenue J project – 1/18, 11 AM
- Shirley Chisholm Rec Center Meet the Primes event w/ AM Rodneyse Bichotte Hermelyn and CM Farah Louis – 1/18, 6 PM
- Joint Bidding site visit w/ Sen Liz Krueger – 1/19, 11 AM
- Brooklyn BBJ construction impacts meeting w/ CM Lincoln Restler – 1/24, 6 PM
- Design-build project site visit with CM Selvena Brooks-Powers – 1/25, 10 AM
- ESCR CAG monthly meeting – 1/25, 4 PM
- BK CB6 Red Hook project ULURP public hearing – 1/25, 6:30 PM
- Bronx sewer project site visit with AM Kenny Burgos – 1/26, 10 AM
- Queens Career Fair w/ BP Donovan Richards – 2/1, 9 AM
- Assembly Central Staff Alt Delivery check-in – 2/2 10:30 AM
- BBJ Manhattan design guidelines updates w/ electeds – 2/6, 5:30 PM
- SI CB1 Staten Island Zoo design update – 2/6, 6:30 PM
- Adams Street meeting with DOT, CM Restler, community – 2/7, 6 PM
- Assembly Central Staff Alt Delivery check-in – 2/8, 2:30 PM
- Broad Channel CPSD discussion w/ DOT, CM Joann Ariola, electeds – 2/9, 11:30 AM

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

- City Council Transportation/Contracts/Oversight Committees on M/WBE – 2/9 TBD
- City Council Transportation/Contracts Committees hearing on M/WBE numbers – 2/14, 10 AM
- Mary Cali Dalton update briefing w/ SI electeds, Parks – 2/15, 11 AM
- BBJ BK CB2 design update – 2/21, 6 PM
- ESCR CAG – 2/22, 4 PM
- Far Rock update w/ Borough President Donovan Richards, QPL – 2/22, 4 PM
- Project site visits with AM Alicia Hyndman – 2/23, 2 PM
- BX CB1 ACS Horizon facility update meeting – 2/27, 6 PM
- Albany legislative agenda visits – 2/27 - 2/28
- Red Hook BK Borough President ULURP Public Hearing – 2/28, 6:30 PM
- Building Trades Employers Association Alt Delivery breakfast – 2/29, 8:30 AM
- BBJ briefing w/ CMs Ayala, Nurse, Caban, Brooks-Powers – 2/29, 12:15 PM
- BBJ BK CM Restler community update – 2/29, 6:30 PM
- DDC overview for AM Samuel Berger – 3/1, 10:30 AM
- Brownsville Girls Empowerment Center community hiring event – 3/8, 3 PM
- Queens CB14 Far Rockaway Library update w/ QPL – 3/12, 7 PM
- ESCR quarterly info session on unions – 3/13, 10 AM
- Infra project update w/ BP Fossella, DOT – 3/14, 12 PM
- Council Transportation Committee budget hearing – 3/14, 3 PM
- Manhattan CB3 ESCR bi-monthly update – 3/14, 6:30 PM
- Queens CB13 Rosedale project presentation – 3/14, 7 PM
- BBJ BK facility update w/ CM Lincoln Restler – 3/20, 4:30 PM
- BBJ MN CB1 construction update meeting – 3/20, 6 PM
- BX CB8 SAR Academy school safety project presentation w/ DOT – 3/21, 7 PM
- BBJ MN CB1 criminal justice overview meeting – 3/21, 6 PM
- SE807 CM Vickie Paladino site visit – 3/22, 12 PM
- Manhattan BBJ electeds follow-up call – 3/22, 2:30 PM
- Bedford Library meeting w/ CM Chi Osse, BPL – 3/26, 2 PM
- College Point project task force – 3/26, 4 PM
- BBJ BK facility update w/ CM Restler and community – 3/26, 6 PM
- Staten Island interagency task force w/ electeds – 3/27, 10 AM
- East Midtown Resiliency presentation to AM Harvey Epstein w/ H and H – 3/27, 2 PM
- East Midtown Resiliency presentation at SPARC task force – 3/27, 6 PM
- ESCR CAG – 3/28, 4 PM

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## D. Equity, Inclusion and Race Relations Initiatives:

**Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan. Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

**DDC has taken the following measures to establish our agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency:**

DDC's EEO division conducted an agencywide Diversity survey as part of our DEI and Race relations initiatives during the 2nd quarter. The diversity survey included feedback about ideas to enhance our workforce and the experience here at the agency. Employees provided some concrete suggestions of how the agency could do better. In reviewing the feedback, we noted a lot of questions and curiosity about gender neutral pronouns. This prompted DDC EEO to create a Pronoun Guide which was disseminated during this quarter and received a lot of positive feedback. We will continue to review the diversity Survey Feedback and implement changes, like these, based on the information obtained. Ultimately, and overall, we intend to increase staff development and engagement, prioritize equity efforts, create more diversity and inclusion training opportunities, and enhance overall accessibility.

The effectiveness of this quarter's efforts is evident by the overall increase in the number of employees that now include their pronouns in their signatures, compared to before. We also received positive feedback from our LGBTQ+ ERNG, Pride and Allies, regarding the efficacy of this information sharing campaign.

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**NYC DDC**

## Pronoun Guide

**What are Pronouns?**  
Pronouns are the words we use to refer to people in sentences and conversation.  
Pronouns, such as "she/her", "he/him" or gender inclusive pronouns, like "they/them" or "ze/hir" often replace a person's name in a sentence.

**Pronunciation Guidance:**  
Ze is pronounced like "zee" and can also be spelled *zie* or *xe*. Ze can replace she/he/they.  
Hir is pronounced like "here" and can replace her/hers/him/his/they/theirs.

**Why is it important to share our pronouns, and respect other's pronouns in professional environments?**  
An individual's pronouns are not always obvious by their appearance, their voice, or by the name on their email signature.

- Asking and correctly using someone's pronouns is one of the basic ways to show respect for a person's identity.
- When someone is purposely referred to with the wrong pronoun, it can make them feel diminished, devalued, disrespected, alienated, or all of the above.
- The habit of offering your pronouns sets a tone of respect, and inclusivity, and normalizes self-identification instead of identification based on assumptions. It also helps to minimize guessing about appropriate greetings and references. This is especially important when engaging with new employees and external partners.

**Here are examples of pronouns in use:**

(she/her/hers)-if Sam's gender pronouns are "she/her/hers" you would say: "Sam ate her food because she was hungry."  
(he/him/his)-if Sam's gender pronouns are "he/him/his" you would say: "Sam ate his food because he was hungry."  
(they/them/theirs)-if Sam's gender pronouns are "they/them/theirs" you would say: "Sam ate their food because they were hungry."  
(ze/hir/hers)-if Sam's gender pronouns are "ze/hir/hers" you would say: "Sam ate hir's food because ze was hungry."  
No Pronouns- "Sam ate Sam's food because Sam was hungry."

**Examples of pronouns in a sentence:**

"Her office is on the right."  
"He will attend the meeting."  
"They called and I told them the meeting is at 9 am."  
"Marie is presenting for me today and they are an excellent speaker."  
"Ze told me that the pen is hers."

**she**  
she smiles,  
I called her,  
that is hers,  
she will do it  
herself

**he**  
he smiles,  
I called him,  
that is his,  
he will do it  
himself

**they**  
they smile,  
I called them,  
that is theirs,  
they will do it  
themselves

**ze**  
ze smiles,  
I called hir/sir,  
that is hir's/zir's,  
ze will do it  
hir-self/zirself

Page 1 of 2

Page 2 of 2

What should I do if I don't know a person's pronouns?	What if I make a mistake?
<p>Just ask. Asking about pronouns does not have to be a long conversation. Here is an example that you might use:</p> <p><b>"My name is John and I use he/him pronouns. Would you mind sharing your name and the pronouns you would like used?"</b></p> <p>• In addition, ("they/them") pronouns are a neutral and nonbinary identifier that can be used if you are unsure of which pronouns to use.</p>	<p>If you accidentally use the wrong pronoun when identifying someone, just apologize and continue the conversation using the correct pronouns, or their name.</p>

### Adding pronouns to your workplace signature :

Pronouns should appear after your name, and before your work title and unit.

Please see below for guidance:

**Joe Schmoe RA, PE.** (he/him/his) | **Resident Engineer, Design, Infrastructure**  
NYC Department of Design and Construction  
O: 012-345-6789 | C:012-345-6789 | schmoej@ddc.nyc.gov | nyc.gov/ddc

### Adding pronouns while using Zoom :

- Open the Zoom app and tap the Settings icon in the upper right corner.
- Choose Profile.
- Select Edit Profile.
- Click Edit next to your name.
- Write in your pronouns after your Last Name and before your agency initial (e.g. "(she/her)").

Please see below for guidance:

**Sue Smith** (she/her/hers),DDC

For additional information or guidance on appropriate pronoun use please email DDCDEE@ddc.nyc.gov or call us at Extension: 1393/1090

## Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input 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 checked="" 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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 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).

1. **DDC will Review policies, procedures, and practices related to targeted outreach and recruitment, Review underutilization in job groups to inform recruitment efforts. Identify resources to increasing the effectiveness of diversity recruitment. Assess agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included. Continue sharing job vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR, and post vacancies on Jobs NYC, ensure that our HR and hiring managers have been trained in the use of Smart recruiter and ensure that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing training and other related EEO and DEI training.**

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

This quarter, DDC was informed that one of our 55-a candidates was given incorrect information about the program, by one of our hiring professionals. In order to properly address this concern, DDC EEO required the hiring professional to show proof that she corrected the misinformation originally shared with the candidate, regarding 55-a, which she did on February 13<sup>th</sup>. We also required her to follow-up with him, on the 23<sup>rd</sup> to specifically inform the candidate that his resume was received and being reviewed. Lastly, we asked our recruitment team to follow-up with him separately regarding his application. However, in reviewing his resume, Our recruitment team noted that he didn’t have the requisite experience to otherwise qualify for the job. In our communication with him however, we asked that he submit an updated resume for consideration to give him the opportunity to qualify If he indeed met the minimum qualification requirements and would like to expand on his education and experience further, for our consideration. We haven’t heard back from him yet, but this is an example of the agency reassessing our recruitment efforts and proactively addressing miscommunications and barriers to opportunities, for applicants. As a follow- up to this, DDC EEO will be sharing additional information about the 55-a program with hiring professionals as a refresher to ensure that mistakes like this don’t occur again.

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**Recruitment Initiatives/Strategies #1 Updates:**

Q1 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
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 checked="" 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. **DDC will ensure that our HR and hiring managers have been trained in the use of Smart recruiter, which is the new system of record for tracking hiring efforts.**

- **DDC's Recruitment and retention unit within HR, continues to provide support to hiring managers in the use of Smart recruiter and most of our hiring managers are well versed in navigating the program.**

**Recruitment Initiatives/Strategies #2 Updates:**

Q1 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
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 checked="" 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

3. **In addition, HR will continue to notify agency staff regarding civil service exams hiring pools and information sessions.**

During this quarter, 3 emails were sent to staff members regarding the Civil Service process or permanence opportunities.

**Recruitment Initiatives/Strategies #3 Updates:**

Q1 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
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 checked="" 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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**4. Please describe 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.**

In addition to sharing civil service related information with staff, DDC’s HR team participated in job fairs and prepared for an upcoming internal job fair in April.

- 3/8/24
- 3/14/24
- 3/20/24

**Recruitment Efforts for Civil Service Exams**

**List all recruitment events that were held by the agency to promote open-competitive civil service examinations.**

- Spring 2024 Stevens Virtual Job & Internship Fair - February 7, 2024.
- All-Ivy Environmental and Sustainable Development Career Fair hosted at Columbia University – February 23, 2024;
- CCNY Spitzer Architecture Career Fair – February 29, 2024

**List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.**

<b>Borough</b>	<b>Approximate Dollar Amount (\$) in Q1</b>	<b>Approximate Dollar Amount (\$) in Q2</b>	<b>Approximate Dollar Amount (\$) in Q3</b>	<b>Approximate Dollar Amount (\$) in Q4</b>
Bronx	\$0	\$0	\$0	
Brooklyn	\$0	\$0	\$0	
Manhattan	\$0	\$0	\$0	
Queens	\$0	\$0	\$0	
Staten Island	\$0	\$0	\$0	

**C. Recruitment Sources**



# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## List recruitment sources used for filling vacancies in the current Quarter (include Q#)

NYC Careers, Glassdoor, Indeed, DDC media pages, Handshake, CCNY Symplicity Recruit, Eventbrite

### D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [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: 0

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: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

3. Summer College Interns Total: 0

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: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander 10 Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M 10 F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

5. Other (specify) Total: 0

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

Additional comments: **N/A**

### E. 55-A Program

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

Q1 (9/30/2023): 5 Q2 (12/31/2023): 3 Q3 (3/31/2024): 3 Q4 (6/30/2024): \_\_\_\_\_

[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 0 [number] 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 0 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

Other: \_\_\_\_\_

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

3. \_\_\_\_\_

## VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 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). Please describe the steps that your agency has taken to meet these objectives.

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

DDC’s Assistant Commissioner of Personnel, Sue Wuest, is DDC’s Career counselor. She conducts one-on-one information sessions with staff regarding Civil service lists and addresses requests for interdivisional and agency lateral transfers throughout the year. This quarter, approximately 0 sessions took place.

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.

DDC EEO reviewed all published postings in underutilized job groups to ensure that there was racial, gender and generational inclusive wording and descriptions. Our EEO officer assessed and approved interview questions and hiring criteria during this quarter.

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).

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

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>167</u>	# <u>60</u>	# <u>60</u>
Q2	# <u>134</u>	# <u>50</u>	# <u>25 (19 Approved, 6 Pending)</u>
Q3	# <u>116</u>	# <u>48</u>	# <u>32 (26 approved, 6 pending)</u>
Q4	# _____	# _____	# _____

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## VII. Training

*Please provide your training information in Part II of the report “DEI-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>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1:  Yes  No

Q2:  Yes  No

Q3:  Yes  No

Q4:  Yes  No

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### IX. 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 “DEI-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.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.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 “DEI-EEO Training Summary” (in MS Excel).*

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment 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 (EEOC) 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 EEOC 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 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

**EEO Personnel For   3   Quarter, FY 2024**

### 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 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:				
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:				
<b>For New EEO Professionals:</b>							
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 %):				
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)				
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 %):				

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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. Dalela Harrison Associate Comm. / EEO Officer	2. Vilma Seemungal ADA Coordinator	3. Jessica Rodriguez EEO Coordinator
<b>Completed EEO Trainings:</b>			
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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment 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	4.		5.		6.	
<b>Completed EEO Trainings:</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
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. IgbTq: 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

# DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

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

**MAILING ADDRESS:**

**Dalela Harrison** (she/her/hers) | **Associate Commissioner** | **EEO Officer**  
 NYC Department of Design and Construction, Equal Employment Opportunity, Equity and Inclusion  
 30-30 Thomson Avenue, (5-440) Long Island City, NY 11101  
 718-391-1776 | [Harrisoda@ddc.nyc.gov](mailto:Harrisoda@ddc.nyc.gov) | [nyc.gov/ddc](http://nyc.gov/ddc)

### Diversity and EEO Staffing as of 3<sup>rd</sup> Quarter FY 2024\*

<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>Agency EEO Officer</b>	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
<b>Agency Deputy EEO Officer</b> [if appointed]	=	=			
<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
<b>MWBE Officer per E.O. 59</b>	Maggie Austin	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M7	50%	AustinMa@ddc.nyc.gov	7183912010
<b>ADA Coordinator</b>	Vilma Seemungal	CLERICAL ASSOCIATE IV	50%	seemungvi@ddc.nyc.gov	7183911393

## DDC FY 2024 Q3 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

<b>Disability Rights Coordinator</b>	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	50%	Harrisoda@ddc.nyc.gov	7183911776
<b>Disability Services Facilitator</b>	Jason Wood	ADMINISTRATIVE PROJECT MANAGER-M2	100%	Harrisoda@ddc.nyc.gov	7183911776
<b>55-a Coordinator</b>	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	10%	Harrisoda@ddc.nyc.gov	7183911776
<b>Career Counselor(s)</b>	Sue Wuest	ADMINISTRATIVE STAFF ANALYST - M3	25%	wuests@ddc.nyc.gov	7183911603
<b>EEO Counselor(s)</b>	Vilma Seemungal	CLERICAL ASSOCIATE IV	100%	seemungvi@ddc.nyc.gov	7183911393
<b>EEO Investigator(s)</b>	=	=			
<b>EEO Training Liaison(s)</b>	Jessica Rodriguez	COMMUNITY COORDINATOR	50%	rodriguje@ddc.nyc.gov	7183911090
<b>Other (specify)</b>					
<b>Other (specify)</b>					

\* 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.