

**AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019**

AGENCY NAME: \_\_\_\_\_

- 1<sup>st</sup> Quarter (July -September) and 2<sup>nd</sup> Quarter (October - December), due January 30th
- 3<sup>rd</sup> Quarter (January -March), due April 30th
- 4<sup>th</sup> Quarter (April -June), due July 30th

**Prepared by:**

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Name

Title

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Date Submitted: July 28, 2019

**FOR DCAS USE ONLY**

Date Received: \_\_\_\_\_

Name of Reviewer: \_\_\_\_\_

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019**

1. Please save this file as '**XXXX Quarter X FY 2019 DEEO Quarterly Report**' 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 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. Please save this Excel file as '**XXXX Quarter X FY 2019 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): \_\_\_\_\_  No (last issued in Q3 of FY 19)

**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
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): Stress Awareness Month - April 2019  
Asian Pacific American Heritage Month - May 2019  
Mental Health Awareness Month - May 2019  
Men's Health Month- June 2019  
Commissioner's Awards - June 2019  
LGBTQ Pride - June 2019

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.  
 Yes, On (Date): \_\_\_\_\_  No (last issued in Q3 of FY 19)

The agency informed employees that the revised self-ID form now includes new race categories.  
 Yes, On (Date): \_\_\_\_\_  No (last issued in Q3 of FY 19)

2. 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 (Date): Human Capital – April 4, 2019, May 1, 2019 and June 18, 2019.  
 General Counsel – May 28, 2019. Meetings are held quarterly.  
 Agency Head – June 21, 2019. Meetings are held monthly or as needed.

No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other \_\_\_\_\_

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - 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 2019 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. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	<b>Status Update</b>
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<p>EEO and Human Capital staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p>	<p>EEO and Human Capital have worked closely to ensure equitable selection practices, including the administration of promotional civil service lists. These offices meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Capital Staff. Monthly meetings are held between the two offices, wherein various matters are discussed such as the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>
<p>The Department Career Counselor will continue to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p>	<p>In addressing inquiries and other EEO-related matters, the EEO Office has identified the need for training designed to foster a positive working relationship amongst a multigenerational workforce and to create a culture of respect here at DOB. EEO, the agency’s Career Counselor and other Buildings University (BU) staff, in conjunction with Corporate Counseling Associates, Inc. (“CCA”) are working together to bring “Making the Most of a Multigenerational Workplace” and “Reinforcing a Culture of Respect” to our staff with a special focus on issues unique to the DOB workforce.</p>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/> <b>Completed</b> </p> <p><b>Other - please describe</b></p>

	<p>Training will begin in Q1 of FY 20.</p> <p>The agency also identified the need for ADA training for our inspectorial and plan review staff. Beginning in Q1 of FY 20, DOB employees working in the aforementioned title will receive “Buildings and Facilities: ADA Standards for Accessible Design &amp; NYC Building Code” training. The training will be conducted by staff members from the Mayor’s Office for People with Disabilities, an ADA facilitator, and a representative from the School Construction Authority who handles that agency’s accessibility compliance. This training will ensure that inspectorial staff is equipped to respond to MOPD inquiries/referrals regarding ADA accessibility and plan examiners can assess proposed plans’ compliance with the ADA.</p> <p>The EEO Staff will also take over facilitation of Structured Interviewing and Unconscious Bias training from CCA beginning in Q1. Doing so, will allow DOB staff to be trained more regularly and at all DOB work sites to ensure equitable selection practices are in place across the agency.</p>	
<p>Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.</p>	<p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they’ve found to be effective.</p>	<p><input type="checkbox"/> Planned                      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started                <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing                      <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>The agency has begun reviewing the demographic breakdown of agency leadership in order to develop training and development opportunities to ensure promotional opportunities, to the highest level of leadership, exist for all employees regardless of discipline. This will be ongoing into FY 20.</p> <p>The EEO Office, Human Capital, and the new Program Manager for Youth and Industry Engagement are working together to make employment at DOB an attractive employment option for past and present DOB college interns as well as new graduates with an interest in the work performed by DOB.</p>	
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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 Capital and EEO staff members review underutilization data and continue to coordinate to identify other avenues for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups:

- Management Specialists
- Science Professionals

The CEEDS data shows a slight change in the underutilization statistics for Women and Minorities from Q3 to Q4. Human Capital plans to hold recruiting events with the “NEW” Organization (Non-Traditional Employment for Women) and the Society of Women Engineers in an effort to address the underutilization of women in the job groups above. A significant increase of 16% was noted in female new hires between Q3 and Q4 which can be attributed the “Clerical” list call this past May. During the same time period, promotions of female staff also increased by 12% owing to the promotional “Principal Administrative Associate” list that was called in April. There was also a 10% decrease of minority staff separating from the agency between Q3 and Q4. No other notable changes

occurred between Q3 and Q4. The EEO Office will be reviewing the changes with Human Capital to identify any gaps that needs to be addressed going into Q1 of FY 20.

**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 2019 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.  ○ <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 maintain focus on retaining talent across all levels.</b>	<b>Status Update</b>
Staffing and Employee Engagement	<p>A Labor Relations Manager was hired in Q4 and has worked collaboratively with the EEO Office to resolve joint Labor/EEO issues. Having a Labor Relations Manager has also allowed the EEO Office to focus solely on EEO matters, where previously EEO was used to resolve all manner of employee disputes/issues, whether they were germane to EEO or not. The EEO Office looks forward to a productive relationship with the Labor Relations Office.</p> <p>In the beginning of Q1, the EEO Office in coordination with DCAS, implemented <i>Sexual Harassment Prevention</i> training for all employees. This was in accordance with the mandated training requirements of the Stop Sexual Harassment Act. By the end of Q4, the Department is at 98 percent compliance with the training mandate for the workforce. The second</p>	<input checked="" type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>

	<p>cycle of <i>Sexual Harassment Prevention</i> training will commence in Q1 of FY 20. The <i>Sexual Harassment Prevention</i> CBT has been incorporated into the EEO portion of the agency's new hire integrity training; all new hires are required to complete the training within 30 days of beginning their employment. This training has been added to the yearly mandatory training curriculum for all employees and will be ongoing until all employees of the workforce are trained.</p> <p><b><i>LGBTQ- The Power of Inclusion-</i></b> CBT training began in March 2019 and concluded on 6/30/2019. As the training is required biennially, the training was deployed to staff that last completed the training in calendar year 2017. In Q4, a total of 423 employees have completed the training for a total of 825 employees trained between January 1 and June 30, 2019.</p> <p>In Q4, the EEO Office prepared to deploy <b><i>EEO Awareness</i></b> training in July 2019 and will be ongoing through the rest of the calendar year. All employees are required to complete the training, with exemptions for newly hired employees who completed Mandatory Integrity Training in calendar year 2019. <i>EEO Awareness</i> training is also required biennially; during calendar year 2020, this training will not be required and will be substituted with <i>Everybody Matters Diversity and Inclusion</i> training CBT through DCAS.</p> <p><b><i>Reasonable Accommodation Training</i></b> began in</p>	
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	<p>January 2019 for bureau supervisors. The purpose of the training is to serve as a refresher to supervisors on reasonable accommodation policies and their responsibilities as managers. Training concluded in Q4 and 127 supervisors in all DOB bureaus have been trained in total. As a result of this training, the EEO Office has seen an increase in reasonable accommodation requests and inquiries as a result of increased awareness.</p> <p>The EEO Office is working with Human Capital to expanding DOBs diversity and inclusion efforts. This led to the establishment of the Employees First Committee which focuses on Cultural Awareness and Health and Wellness initiatives/events to help foster a greater sense of community amongst employees. A yearly calendar of events has been planned in connection with the committee, and health and cultural topics are highlighted and posted on the Intranet.</p> <p><i>April 2019:</i> DOB highlighted Stress Awareness Month with an e-blast offering methods to de-stress and de-clutter and included a promotional offer from Weight Watchers.</p> <p><i>May 2019:</i> Asian Pacific American Heritage Month was celebrated with spotlights of Asian/Pacific American employees and the contributions they have made to the agency. The spotlights were disseminated agency wide and were well received.</p>	
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	<p><i>May 2019:</i> Mental Health Awareness Month was recognized with an e-blast inviting staff to a series of lunchtime webinars designed to help our workforce work well, live well, and be well.</p> <p><i>June 2019:</i> Men’s Health Month was recognized by encouraging male employees and their families to prioritize their health and included a link to resources and programs designed to help our male staff lead happy and healthy lives.</p> <p>June 2019: The 2019 Commissioner’s Awards for Excellence ceremony was held on 6/12/2019. Exemplary DOB staff members were recognized for their many contributions to the agency and the people we serve. The honorees reflected the diversity of the DOB workforce and family and friends were invited to celebrate honorees’ accomplishments.</p> <p><i>June 2019:</i> LGBTQ Pride month was celebrated with a series of events throughout the month and culminated in DOB’s participation in the New York City LGBT Pride March. On 6/19/2019, DOB hosted a “Lunch and Learn” in honor of WorldPride NYC and Stonewall 50. The event featured special guests from GOAL (Gay Officers Action League) New York. GOAL’s mission is to provide a safe environment for its members to discuss their needs and concerns in a comfortable atmosphere without the fear of job-related reprisal.</p>	
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	<p>In preparation for Pride March 2019, ordered t-shirts featuring a design created by a DOB employee. A t-shirt decorating event was held on June 27, 2019.</p> <p>Finally, on June 30, 2019, nearly 100 DOB employees and guests marched in the 2019 New York City LGBT Pride March. DOB marchers included the agency's Chief of Staff, an Assistant Commissioner, a Deputy Commissioner, and new DOB Commissioner Melanie LaRocca.</p>	
<p>Employee Engagement Survey</p>	<p>Human Capital, including the Director, has been working with Baruch College to develop an electronic survey to roll out to employees. This process is ongoing and the first phase has concluded for our inspectorial staff. The results from the first phase were analyzed by the Department, and an action plan is being developed based in conjunction with leadership. The development of the action plan is in the beginning stages and discussions for next steps are ongoing into FY 19.</p> <p>The Agency hopes to be in a position to roll out the second phase of the survey to our administrative staff upon completion of the action plan with the current survey.</p> <p>The Employee Engagement survey is intended to:</p> <ul style="list-style-type: none"> <li>Assess employees' satisfaction with their respective positions, including whether</li> </ul>	<p> <input type="checkbox"/> <b>Planned</b>                      <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>              <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>                      <input type="checkbox"/>  <b>Completed</b>    <b>Other - please describe</b> </p>

	<p>they feel valued and respected</p> <ul style="list-style-type: none"> <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>	
<p>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.</p>		
<p>The Agency continues to utilize its monthly newsletter, <i>myBuildings</i>, to highlight the accomplishments of both units and individuals, and to keep employees abreast of various Agency initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. Managers/Supervisors are encouraged to recognize their staff's accomplishments, which help to highlight the diversity that exists in our staff and promote an atmosphere of inclusion. The Agency plans on utilizing the monthly newsletter to spotlight health and wellness initiatives throughout the calendar year. The features are placed on our intranet and are also disseminated via email agency wide from our Employees First email address.</p>		

**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 2019 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.  ○ <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>	Status Update
Implementation of DOB NOW	The agency continues to roll out components of DOB Now, which is the Department’s new comprehensive system for providing more efficient inspections, and for making online plan review and submission the default practice, as outlined in our Building One City plan. The goal is to make it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and apply for renewals. DOB NOW’s four main components: • <b>DOB NOW: Inspections</b> is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections. • <b>DOB NOW: Build</b> gives online access to job filings, permits, and Letters of Completion.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>  <b>Other - please describe</b>

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	<ul style="list-style-type: none"> <li>• <b>DOB NOW: Safety</b> gives online access to compliance filings, such as for façades, elevators, or boilers.</li> <li>• <b>DOB NOW: Licensing</b> allows online exam filing, issuance, and renewal for Licensees.</li> </ul> <p>This is a long-term project with the modules for various job filings being launched in phases throughout the Fiscal Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and MOPD with regards to Website Accessibility and making the Department’s webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department’s website that were identified as needing to be updated with regards to website accessibility</p>	
Customer Service Satisfaction	<p>The Customer Service unit has tentatively planned customer service training for all Inspectorial Staff scheduled to begin Q4. Dates have been identified and meeting spaces are being finalized. This training will be ongoing into FY 20.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> <b>Other - please describe</b>
Procurement Process	<p>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 Department has also been evaluating electronic compliance tracking systems to improve goal-setting and enhance compliance.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Delayed</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b> <b>Other - please describe</b>

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<p>Community Engagement</p>	<p>The agency recently hired a Director of Community Engagement &amp; Programming, External Affairs who is responsible for planning, developing, coordinating, and administering programs which promote effective community relations and are responsive to problems in safety and development areas under the Department’s jurisdiction. A community engagement team has been established in Queens, Staten Island, Manhattan and Brooklyn to address the specific needs of the boroughs served. A Bronx team will be created before the end of the year. Specific community engagement projects will be ongoing in FY 20. DOB EEO will update accordingly.</p>	<p> <input type="checkbox"/> Planned                      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started                      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing                      <input type="checkbox"/>                  Completed                  Other - please describe             </p>
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Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2019 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.	<b>Status Update</b>
<p>Recruitment Efforts</p>	<p>Human Capital and Media Relations continue to post Inspector vacancies on various social media platforms and employment search engines as part of the recruitment process for the Construction Safety initiative. The Department utilizes the following resources listed below as part of its recruiting efforts in Q4:</p> <ul style="list-style-type: none"> <li>American Society of Civil</li> </ul>	<p> <input type="checkbox"/> Planned                      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started                      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing                      <input type="checkbox"/> Completed                  Other - please describe             </p>

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	<p>Engineers</p> <ul style="list-style-type: none"> <li>• American Society of Mechanical Engineers</li> <li>• CareerBuilder.com</li> <li>• City &amp; State</li> <li>• Construction Job Network</li> <li>• Dice.com</li> <li>• DiversityJobs</li> <li>• Monster Diversity</li> <li>• Monster.com</li> <li>• National Association of Women in Construction</li> <li>• Society of Hispanic Professional Engineers</li> <li>• Society of Women Engineers</li> <li>• Diversity.com</li> <li>• Metro Philly – print/online</li> <li>• Newark Star Ledger print/online</li> <li>• The Chief – print/online</li> <li>• AMNY</li> <li>• Metro</li> <li>• El Diario</li> <li>• Amsterdam News</li> <li>• Philadelphia Inquirer</li> <li>• Philadelphia Daily News</li> <li>• Stamford Advocate/Fairfield Citizen</li> <li>• NYC Bar Association</li> <li>• American Bar Association</li> <li>• NYS Bar Association</li> <li>• New York Law Journal</li> </ul>	
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	All vacancies are posted on ESS as well as the Department's website.	
Structured Interviewing Training and Unconscious Bias	All employees who serve on a hiring panel are required to complete structured interviewing and unconscious bias training before they are allowed to participate in interviews. As stated above, the EEO Office will begin facilitating Structured Interviewing Training and Unconscious Bias in Q1 of FY 20 to ensure DOB's workforce has regular access to this required training.	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed  Other - please describe

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows	0		Male: 0    Female: 0
2. Public Service Corps	2		Male: 2    Female: 0
3. Summer College Interns	4		Male: 2    Female: 2
4. Summer Graduate Interns	6		Male: 4    Female: 2
5. CUNY Interns	22		Male: 12   Female: 9   U: 1
6. CTE Scholars	4		Male: 3    Female: 1
7. Ladders for Leaders Interns	8		Male: 3    Female: 5

*Additional Comments:* DOB recently hired a Program Manager for Youth and Industry Engagement who has been instrumental in

revitalizing the agency’s internship program. In Q4, DOB introduced the DOB Scholars Program, a ten week program for CUNY students interested in Architecture and Design, Construction Management and Engineering. DOB Scholars attended weekly seminars hosted at City Tech that gave them exposure to the work performed at DOB and allowed them to network with industry leaders. 40 students participated in the program and 22 were eventually offered internships in units that aligned with their career aspirations. In Q3 and Q4, DOB also partnered with high schools with Career and Technical Education programs to identify talented high school students interested in Architecture and Design, Engineering, and Construction Management. Through the CTE Industry Scholars, 4 high school students were granted paid internships funded by the Department of Education to work at the agency.

**C. 55-A PROGRAM**

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

Currently, there are sixteen 55-a participants. During this Quarter, a total of two new applications for the program were received and one participant left the program to accept a job offer with another city agency.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter.  Yes  No
2. Include the 55-a initiative as part of the recruiting efforts.
3. Ensure that all competitive vacancy postings have the required 55-a language.

**V. 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 2019 Diversity and EEO Plan ( <i>include use of structured interview, EEO or APO representatives observing</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.	Status Update
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<p><i>interviews, review of placements, review of e-hire applicant data)</i></p>		
<p>Advising employees of opportunities for promotion and career development</p>	<p>In the second quarter of FY 19, Buildings University coordinated a professional development program with DCAS that was made available to all staff. The program comprised of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills. This first phase of this program began in Q2, the second phase in Q3 and will be ongoing through FY 20.</p>	<p> <input type="checkbox"/> <b>Planned</b>            <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>    <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>            <input type="checkbox"/> <b>Completed</b>   <b>Other - please describe</b> </p>
<p>Reviewing the methods by which candidates are selected for new hiring and promotion</p>	<p>All vacancies are posted on ESS as well as the Department’s website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety 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>The Department utilizes its internal Hiring Guide as a</p>	<p> <input type="checkbox"/> <b>Planned</b>            <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Not started</b>    <input type="checkbox"/> <b>Delayed</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>            <input type="checkbox"/> <b>Completed</b>   <b>Other - please describe</b> </p>

	<p>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 Capital, which also reviews the documents submitted, including the interview logs. Human Capital 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 Capital will review the justification to determine whether the proposed responsibilities align with the employee’s civil service title and level. This review also includes a parity analysis of the unit’s reporting structure and compensation of employees within the unit and also</p>	
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Citywide Administrative Services

	<p>includes a review a similar titles across the Agency. As appropriate, Human Capital coordinates with EEO and/or the General Counsel’s Office to address any potential disparate impact or civil service concerns.</p>	
<p>Increasing the positions filled through civil service lists</p>	<p>In Q4, the Department had 7 list calls for the titles listed below which yielded 23 conditional offers:</p> <ul style="list-style-type: none"> <li>• Clerical Associate (2)</li> <li>• PAA Promotional</li> <li>• Computer Associate (3)</li> <li>• Administrative Engineer</li> </ul> <p>The Department will continue utilizing civil service lists to fill vacancies in Q1 of FY 20.</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                 </p> <p>Other - please describe</p>
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Capital in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were selected based on objective criteria and justified by business necessity. Human Capital will consult with EEO and the General Counsel’s office, and appropriate measures will be taken prior to such layoffs or terminations being finalized</p>	<p> <input type="checkbox"/> Planned      <input type="checkbox"/> Deferred  <input type="checkbox"/> Not started      <input type="checkbox"/> Delayed  <input checked="" type="checkbox"/> Ongoing      <input type="checkbox"/> Completed                 </p> <p>Other - please describe</p>

**VI. TRAINING**

*Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

## **VII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter 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>

## **VIII. 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 the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

### **B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history. All personnel involved in job interviews is required to go through structured interview training.

### **C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.*

### **D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

Please provide a short description of planning and implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace: Human Capital and EEO continue to meet monthly to review recruiting strategies to address underutilization titles within the workforce.*

*Risk 2: Cultural and Language Differences in the Workplace: Human Capital and EEO continue to promote diversity and inclusion as part of addressing cultural and language differences to help promote a more inclusive workforce. EEO and Human Capital created a tentative calendar of events for FY 20 to promote more inclusiveness amongst the workforce.*

*Risk 3: Workplaces with Significant Power Disparities: EEO has put together a tentative list of training targeted for Managers and Supervisors as a means of increasing awareness and responsibility under the City’s EEO Policy. In Q1 of FY 20, the agency will begin offering “Making the Most of a Multigenerational Workplace” and “Reinforcing a Culture of Respect” to address workplaces with significant power disparities and create a culture of respect where all employees regardless of title are valued.*

*Risk 4: Isolated Workplaces: EEO began borough walkthroughs in Fall 2018 and visited all Department of Buildings locations since then. This practice will continue in order to promote awareness and knowledge of EEO for all staff at all DOB locations.*

*Risk 5: Decentralized Workplaces: EEO and Buildings University developed a training calendar for FY 20 for mandatory trainings for all levels of staff, at all locations to promote awareness of the EEO Policy and all applicable mandates*

## **E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- The agency has entered **all types of complaints** in the Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
- The agency ensures that complaints are closed within 90 days (when feasible)

## F. 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 Climate survey with Human Capital 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.
- Review, streamline and standardize the EEO complaint process in accordance with DCAS Office of Equity and Inclusion best practices to ensure employees are/remain aware of this process at their current agency or when they transfer to another agency.

## 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 EEPD or another governmental agency specific to our EEO practices.



- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019.

**X. AGENCY COMMENTS ON FY 2019 ANNUAL D&EEO PLAN TEMPLATE [OPTIONAL]**

**Please provide your comments and suggestions for improvement of the Annual D&EEO Plan template for FY 2020. You may also send your comments and suggestions directly to [ocei@dcas.nyc.gov](mailto:ocei@dcas.nyc.gov). Thank you for your thoughts!**

*Describe sections of the plan that you believe should be modified. Please include reasons why you think changes are needed. Are there sections or issues that should be added? Are there sections or questions that may be omitted altogether? Why? Did you find preparing your agency's annual plan easier with the new template used for FY 2019 than before?*

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**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

EEO PERSONNEL FOR \_\_\_\_ QUARTER, FISCAL YEAR 2019

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</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 type="checkbox"/> Deletion
<b>Start/Termination date of EEO Function</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 Current EEO Professionals:</b>			
<b>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>Attended EEO Professional On-Boarding at DCAS</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>Completed Trainings:</b>			
<b>EEO</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</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>lgbTq: The Power of Inclusion</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>Structured Interviewing and 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
<b>Sexual Harassment Prevention</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>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 (X) FY 2019 \***

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Kareem Gabriel	EEO-DOB	EEO Officer/Director	100%	kgabriel@buildings.nyc.gov	212.393.2718
Elizabeth Lundi	Deputy EEO Officer	Deputy EEO Officer	100%	elundi@buildings.nyc.gov	212.393.6632
Elizabeth Lundi		ADA Coordinator			
Elizabeth Lundi		Disability Rights Coordinator			
Kareem Gabriel		Disability Services Facilitator			
Kareem Gabriel		55-a Coordinator			
Allison Ginsburg		Career Counselor		aginsburg@buildings.nyc.gov	212.393.2167
Rachel Alba		EEO Counselor/ Investigator	100%		
Debra Palmieri-Russo		EEO Training Liaison		DePalmieri@buildings.nyc.gov	212.393.2214

\* Please 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 just indicate it on the chart.