

**DEPARTMENT QUARTERLY DIVERSITY AND EEO REPORT FY 2020**

**DEPARTMENT NAME:** DEPARTMENT OF BUILDINGS

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019
- 2<sup>nd</sup> Quarter (October - December), due January 30, 2020
- 3<sup>rd</sup> Quarter (January -March), due April 30, 2020
- 4<sup>th</sup> Quarter (April -June), due July 30, 2020

**Prepared by:**

Elizabeth T. Lundi

Deputy EEO Officer

212-393-6632

Name

Title

Telephone No.

**Date Submitted:** April 27, 2020

**FOR DCAS USE ONLY**

***Date Received:***

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as ‘**XXXX Quarter X FY 2020 DEEO Quarterly Report**’ where ‘XXXX’ is the commonly used acronym of your Department. 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 Department 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 2020 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your Department. 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 DEPARTMENT HEAD**

Distributed to all Department employees?  Yes, On (Date): March 6, 2020  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

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

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

**January:** The Department celebrated Martin Luther King Day with an intranet web feature highlighting the accomplishments of Dr. King.

**February:** The Department celebrated Black History Month with a number of events and intranet posts throughout the month of February. On our Buildings Intranet, we posted intranet features to shine a spotlight on the achievements of African-Americans in the areas of Public Service, Business, Innovation, Medicine, Visual Arts, Literature, and Cinema. The Department's Black History Month committee also hosted two Lunch & Learn events to discuss issues important to the African-American community.

**March:** March was a busy month for Buildings as we celebrated Women's History Month, Irish American Heritage Month, and Greek Heritage Month. Irish Heritage Month was celebrated with an Irish Dance Exhibition and a traditional Irish breakfast. Greek Heritage Month was celebrated with spotlights on Buildings employees of Hellenic descent. An intranet feature on women's suffrage and International Women's Day was also

published in March. The Women’s History Committee sponsored screenings of the films, “Hidden Figures” and the “Secret Life of Bees”. All scheduled Department wide events through June 30<sup>th</sup> will be rescheduled in accordance with the Covid-19 and social distancing.

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Department 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)

2. The Department 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): dates below  No

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

Human Capital – January 7, 2020 and February 7, 2020.

General Counsel – February 12, 2020. Meetings are held quarterly.

Department Head – January 15, 2020, February 19, 2020, March 26, 2020. Meetings are held monthly or as needed.

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Department Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

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 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your Department has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your Department across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
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>EEO and the Office of Human Resources and Employee Experience (“Human Resources”) 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 Resources staff. Monthly meetings are held between the two offices, where various matters are discussed including the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the Department is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p>	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>EEO and Human Resources have taken a particular interest in addressing the underutilization of women in the DOB workforce, by focusing on recruiting more female inspectors and engineers. In Q2 of FY 20, EEO in conjunction with Human Resources began facilitating informal focus groups with current female inspectors and engineers to get a better understanding of why they chose to work at DOB and brainstorm ways to make DOB attractive to female job seekers in these fields. The data collected from these informal focus groups led to the development of a working group dedicated to recruiting qualified female science professionals for the Department. This team includes staff from Human Resources, EEO, Communications, Buildings University and representatives from technical/inspectorial disciplines. The team is tasked with creating effective recruitment methods that are aligned with the data collected and suggestions made during the focus groups. The team met during Q3 for introductions and for goal setting. Team progress will be updated on future Quarterly reports.</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>EEO, in conjunction with Buildings University, and Human Resources continues to work collaboratively to identify appropriate internal and external training opportunities necessary for employees to develop the skills and</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Citywide Administrative Services

	competencies necessary for advancement.				
Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.	<p>The Department 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>The Department has begun reviewing the demographic breakdown of Department leadership in order to develop training and development opportunities to ensure promotional opportunities are available to all staff. This will be ongoing throughout FY 2020.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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.					
<p>Human Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes 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:</p> <ul style="list-style-type: none"> <li>• Management Specialists</li> <li>• Science Professionals</li> </ul> <p>The CEEDS data reflects insignificant changes in the underutilization statistics for Women and Minorities in the Science Professional and Management Specialist titles from Q2 to Q3 of FY 20. Human Resources 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. The EEO Office will be reviewing the changes with Human Capital to identify any gaps that needs to be addressed going into Q4 of FY 2020.</p>					

**B. WORKPLACE:**

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 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your Department 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>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Staffing and Employee Engagement	<p>The Department’s updated lactation policy was issued to Human Resources and Leave Administration and is currently issued to all new hires during orientation. Employees returning from maternity leave also receive the policy. All DOB work locations have functional lactation rooms that comply with Local Laws 185 and 186. The lactation policy will be updated accordingly.</p> <p>As part of our commitment to Diversity and Inclusion, the various Employee Resource Groups formed in FY 19 are tasked with developing activities for, and fostering relationships within, the different communities that exist throughout DOB. Excitement for our ERGs continues to grow. As mentioned above, during Q3 DOB ERGs hosted Lunch &amp; Learns for Black Heritage Month, posted web features for Dr. Martin Luther King Jr. Day and posts</p>	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>highlighting the works of prominent African-Americans in a variety of industries, hosted an Irish dance exhibition and traditional Irish breakfast, and highlighted some of the Department’s Greek American employees on our intranet. The Department’s planned celebrations for Women’s History Month and Greek Independence Day will be reviewed and rescheduled in accordance with COVID-19 guidance and social distancing. All future events will be reviewed in the same light.</p>				
<p>Employee Engagement Survey</p>	<p>During Q3, our Commissioner released the results of the 2019 Employee Engagement survey to all Buildings’ staff. In it, she stated that the Department needs to improve three major areas: (1) employee recognition, (2) professional development, and (3) employee retention.</p> <p>In an effort to address the concerns raised by our employees in the survey, the Human Resources &amp; Employee Experience (HREX) unit invited Buildings’ staff to focus groups to dive deeper into these 3 areas and collect specific feedback from employees that will ultimately inform the design of solutions, projects and programs that reflect the needs of employees.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



Citywide Administrative Services

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.

The Department continues to utilize its monthly newsletter, *myBuildings*, to highlight the accomplishments of both units and individuals, and to keep employees informed about various DOB initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. The Department 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 Department wide via HREX's Employees First email address. The newsletter occasionally includes a "Diversity Facts" section dedicated to highlighting the diversity initiatives scheduled for upcoming months.

**C. COMMUNITY:**

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 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your Department 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 Department 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>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Youth Engagement	<p>The EEO Office, the Office of Human Resources and Employee Experiences, 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> <p>In Q3, the Department hosted its second incarnation of the DOB Scholars Program</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>which had its successful launch last year. The DOB Scholars Program is a unique academic partnership between CUNY and regulatory city agencies. The DOB Scholars is a curriculum, networking, and career development program for CUNY students interested in engineering (civil, mechanical or electrical), architecture, sustainability &amp; energy, construction management, construction trades, inspection, law enforcement, public policy/government, and public safety. The program consists of 10 seminars over the course of the spring semester from various units within the Department of Buildings. 43 students were accepted into the program.</p>				
<p>Implementation of DOB NOW</p>	<p>The Department 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:</p> <ul style="list-style-type: none"> <li>• <b>DOB NOW: Inspections</b> is the name for Inspection Ready. All current</li> </ul>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Citywide Administrative Services

	<p>functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.</p> <ul style="list-style-type: none"> <li>• <b>DOB NOW: Build</b> gives online access to job filings, permits, and Letters of Completion.</li> <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>				
--	--	--	--	--	--

Citywide Administrative Services

<p>Procurement Process</p>	<p>As part of its diversity and inclusion efforts, the Department 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>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Community Engagement</p>	<p><b>January:</b></p> <ul style="list-style-type: none"> <li>• Commissioner La Rocca together with Department engineers joined our industry partners at the New York State Society of Professional Engineers to give presentations and discuss proposed changes to the NYC Building Code.</li> <li>• Chief Sustainability Officer, Gina Bocra, RA and Director of Energy Code Compliance Emily Hoffman, PE gave a presentation on our proposed 2020 NYC Energy Conservation Code to industry partners at the American Council on Engineering Companies of New York.</li> <li>• Members of Buildings University, Office of the Building’s Marshal and External Affairs delivered a</li> </ul>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input checked="" type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Citywide Administrative Services

	<p>workshop for nonprofits serving NYC’s immigrant and day-laborer communities. The workshop was targeted to nonprofits seeking to become DOB-approved site safety training course providers. The participating nonprofits will assist communities in meeting the Local Law 196, 40-hour site safety training requirements for workers that go into effect September 1.</p> <ul style="list-style-type: none"> <li>• Brooklyn Community Engagement Liaison Frank Fontana visited several small businesses in Brooklyn to discuss permit requirement for storefront business signs and the moratorium for certain sign violations.</li> <li>• The Department’s Manhattan Senior Project Advocate, Senior Community Engagement Liaison, and Community Engagement Liaison represented the Department at Manhattan Borough President Gale Brewer’s outreach night. The team was on hand to help New Yorkers resolve violations, apply for DOB permits, address construction harassment, and hire licensed professionals.</li> </ul>				
--	---	--	--	--	--

Citywide Administrative Services

	<p><b>February:</b></p> <ul style="list-style-type: none"> <li>• The Structural Engineers Association of NY (SEAoNY) invited our engineering experts Assistant Commissioner of Technical Affairs &amp; Code Development Joseph Ackroyd, P.E., CFM and Chief Enforcement Engineer Timothy Lynch, P.E. to their seminar to discuss the NYC Building Code revision and development process.</li> <li>• The Office of Sustainability hosted a meeting organized by Pacific Northwest National Lab (PNNL) with funding from the US Department of Energy on the national effort to streamline performance-based compliance for the Energy Code. Attendees included City agencies, NYSERDA, utility company representatives, and the US Green Building Council.</li> <li>• Commissioner La Rocca attended Council Member Peter Koo's town hall discussion of DOB NOW with developers and builders from the community in Flushing. The</li> </ul>				
--	---	--	--	--	--

Citywide Administrative Services

	<p>Commissioner also accompanied Council Member Mark Gjonaj, Yasmin Cruz Director of the Westchester Square Business Improvement District (BID), and staff from our Bronx Community Engagement team to visit small business owners in the BID to educate them about storefront awning and sign regulations.</p> <p><b>March:</b></p> <ul style="list-style-type: none"> <li>• NYC Department of Buildings was well represented at the New York Build 2020 Women in Construction Panel and Networking Session at the Javits Center on March 4, 2020. The Women in Construction networking event is a chance for professionals in the construction industry to network with women working across all sectors within construction, design and real estate.</li> </ul>				
<p>List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 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):</p>	<p>Please describe the steps that your Department has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.</p>	<p><b>Q1 Update</b></p>	<p><b>Q2 Update</b></p>	<p><b>Q3 Update</b></p>	<p><b>Q4 Update</b></p>

Citywide Administrative Services

<p>Recruitment Efforts</p>	<p>The Office of Human Resources and Employee Experiences 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. All vacancies are posted on ESS as well as the Department’s website.</p> <p>During January and February, DOB participated in career fairs at Barnard College, Baruch College, Manhattan College, New York Law School, and Stevens Institute of Technology. Recruitment Assistant Rachel Love partnered with representatives Jose Tejada and Bill Halkiadakis to discuss internship opportunities and career paths with students. Most representatives are alumni of the visited schools.</p> <p>EEO and Human Resources continue to collaborate to develop recruitment plans.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Structured Interviewing Training and Unconscious Bias</p>	<p>The EEO Staff continued delivering the Structured Interviewing and Unconscious Bias training to staff. Delivering the training in-house 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 Department.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



Citywide Administrative Services

	<p>Three Structured Interviewing trainings were held during Q3 (two in January and 1 in March). The Department looks forward to resuming the training once staff returns to work.</p> <p>EEO has completed focus groups with inspectorial staff to review and identify the best technical questions for inspection interviews that get to the heart of the position and also align with our Structured Interviewing objectives. The questions were finalized and were piloted during inspector oriented positions during Q3.</p>				
--	--	--	--	--	--

**B. INTERNSHIPS/FELLOWSHIPS**

The Department is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Current	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0	TBD		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	1	TBD		M <b>1</b> F ___ N-B ___ O ___ U ___
3. Summer College Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
5. CUNY Interns	43	TBD		M ___ F ___ N-B ___ O ___ U <b>43</b>
6. CTE Interns	5	TBD		M <b>4</b> F <b>1</b> N-B ___ O ___ U ___
7. Ladders for Leaders Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
8. College Interns (for credit)	0	TBD		M ___ F ___ N-B ___ O ___ U ___
9. CORO Fellows	0	TBD		M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

**C. 55-A PROGRAM (UPDATE NEEDED)**

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

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

During this Quarter, a total of 1 new application for the program was received.

During this Quarter no participants left the program

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

- e-mail  Yes  No
- Training sessions  Yes  No
- Department website  Yes  No
- Department newsletter  Yes  No

2. Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants  Yes  No

DOB participated in the last MOPD sponsored career fair in Q4 of FY 19, and will participate in any MOPD career fair scheduled in FY 20. The Department will continue to identify ways to attract diverse 55-program applicants.

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

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

Citywide Administrative Services

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your Department has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	Buildings University Career Counselors will continue to explore professional development training opportunities for the Departments workforce throughout the fiscal year.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	<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</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>In Q3, the Department had 13 list calls for the titles listed below which yielded 32 conditional offers and 6 internal appointments for a total of 38 offers from a list call:</p> <ul style="list-style-type: none"> <li>• Assistant Plan Examiner (7)</li> <li>• Clerical Associate (26)</li> <li>• Investigator (3)</li> <li>• Computer Associate (1)</li> <li>• Staff Analyst (1)</li> </ul> <p>The Department will continue utilizing civil service lists to fill positions throughout FY 2020.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of Department EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers or anyone involved in the interview process to receive mandatory Structured Interviewing Training through</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Citywide Administrative Services

	<p>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</p>				
--	---	--	--	--	--

Citywide Administrative Services

	<p>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 includes a review a similar titles across the Department. 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>As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
<p>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</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Citywide Administrative Services

	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				
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**VI. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**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://mspwa-dcslnx01.csc.nycnet/Login.aspx>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

**VIII. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND**

**LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

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

- The Department has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews are required to go through structured interview training.

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

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

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

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

*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 2020 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 2020, the Department will begin offering “Making the Most of a Multigenerational Workplace” and “Workplace Civility” 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 2020 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**

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

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

## F. LOCAL LAW 101: CLIMATE SURVEY

**Provide a short description of your efforts to analyze the results of climate survey in your Department.**

*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 Department or when they transfer to another Department.

## IX. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your Department.

The Department is NOT involved in an audit conducted by NYC EEPC or another governmental Department specific to our EEO practices.

The Department is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.

Attach or list below audit recommendations.

The Department has submitted or will submit to OCEI an amendment letter, which shall amend the Department plan for FY 2020.

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

**EEO PERSONNEL FOR 1<sup>ST</sup> QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
Employee's Name	Cindy Contreras		
Nature of change	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: March 9, 2020 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>			
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)
Proportion of Time Spent on EEO Duties	<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 %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias 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 <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Citywide Administrative Services

	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Department <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Department <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Department <input type="checkbox"/> Other

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

**DIVERSITY AND EEO STAFFING IN [DEPARTMENT NAME] AS OF QUARTER (I) FY 2020 \***

<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	Associate Labor Relations Analyst	<u>Deputy EEO Officer</u>	100%	elundi@buildings.nyc.gov	212.393.6632
Elizabeth Lundi		<u>ADA Coordinator</u>			
Elizabeth Lundi		<u>Disability Rights Coordinator</u>			
Kareem Gabriel		<u>Disability Services Facilitator</u>			
Kareem Gabriel		<u>55-a Coordinator</u>			
Allison Ginsburg		<u>Career Counselor</u>		aginsburg@buildings.nyc.gov	212.393.2167
Rachel Alba	EEO Investigator	<u>EEO Counselor/ Investigator</u>	100%	ralba@buildings.nyc.gov	212.323.8075
Cindy Contreras	EEO College Aide	<u>Intern</u>	100%	CContreras@buildings.nyc.gov	212-292-2254
Debra Palmieri-Russo		<u>EEO Training Liaison</u>		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.