

DEPARTMENT OF BUILDINGS
DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN
FISCAL YEAR 2022

I. Introductory, Commitment and Accountability Statement by the Agency Head

The Department of Buildings (DOB) remains committed to creating a diverse workforce that reflects the City's population, in which the contributions of all employees are equally valued. All personnel are encouraged to work together to maintain an atmosphere of appreciation for the diversity reflected in our staff. The Department is committed to promoting EEO and diversity in the workplace to ensure that all employees, interns, temporary workers, consultants, applicants, and members of the general public are aware of their rights and obligations under the City's EEO Policy as well as available resources.

As such, managers and those in supervisory positions are reminded of their obligation to enforce the EEO Policy, including reporting discriminatory conduct and making employees aware of their right to access resources through the EEO Office, such as seeking a reasonable accommodation. Managers are advised of their obligation to assist the EEO Office in any EEO related inquiry and direct employees who may have concerns involving EEO related matters.

In the First Quarter of Fiscal Year 2022, I reissued my Policy Statement reinforcing the Agency's commitment to compliance with the City's EEO Policy and all applicable federal, state, and local laws.

The Policy statement also emphasized Sexual Harassment as a form of discrimination and advised all employees about the required annual training mandated by the Stop Sexual Harassment Act enacted in May 2018. This was a reminder to all employees of the importance of all applicable mandates and the rights and protections afforded to them under the City's EEO Policy. As part of the Department's continued efforts to reinforce the City's EEO Policy, I will reissue a Policy Statement in the beginning of calendar year 2022 to reinforce the Agency's commitment to promoting an environment free from discrimination and hostility.

Department of Buildings EEO Officer, **Kareem Gabriel**, and the Department's EEO Unit will continue to serve as a resource for agency managers and supervisors by providing them with best practices and direction in addressing any identified EEO issues. The Agency EEO Officer's and the EEO Office's contact information is available to all employees via the intranet and is communicated to all new hires during mandatory new hire orientation.

Employees, interns, temporary workers, consultants, applicants, and members of the general public can contact the Agency EEO Officer and the Department's EEO Unit with any questions, inquiries, concerns, or complaints they may have regarding their EEO rights.

The agency will report to DCAS on the steps undertaken to comply with Executive Order No. 16 of 2016 and Executive Order 21 of 2016 and the provisions of the various Executive Orders and laws (e.g., Local Law 92, Section 201g of the New York State Labor Law, Local Law 101, and Local Law 93)

prohibiting employment discrimination in New York City. The agency disseminated and posted policies and required posters through all Borough Offices in accordance with all EEO related mandates.

This statement is the same as last year.

II. Recognition and Accomplishments

Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2021) to advance Equal Employment Opportunity, Equity, Diversity, and Inclusion; for example, completing training goals, introducing new equity programs, or launching employee resource groups. Use the Additional Comments section to list more than five items.

In the past year, our agency accomplished the following as part of our commitment to Equal Employment Opportunity, Equity, Diversity, and Inclusion:

1. Social Justice Initiative Workgroup
2. Anti- Racism and Equity Training for Agency Leaders
3. Implicit Bias Training for all supervisory staff
4. Continued partnership regarding the City's 55-a initiative as part of expanding the Agency's recruiting efforts

The agency recognizes employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity, equity, 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 under "Additional Comments"*

- The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2022.

Additional Comments:

Strategic Initiatives

Buildings University administers a *Pathway to Licensure* program for design professionals. Engineering and Architecture study groups were developed in 2020 as a pathway for current professionals to prepare for their architectural and engineering professional exams. These study groups have been meeting virtually throughout the pandemic and will continue to meet throughout FY 22. This initiative was started due to feedback gathered from our most recent employee survey and is meant to help boost morale among employees seeking their professional license and provide opportunities for advancement within the agency and in the wider design and infrastructure industries.

DOB Talks Series

Piloted in late 2020, this initiative will be ongoing into FY 22. This program provides an opportunity for employees to meet the leaders of the organization and learn about the leaders' career progression in city government. As we move into a new administration, this series will provide an avenue for new and upcoming leaders to integrate into the organization.

Virtual Employee Resource Group Initiatives

LGBTQ Resource Group- June 2021- Virtual Pride Bingo Event

Hispanic Heritage Group- September 2021 through October 2021 – In person and virtual luncheon to celebrate Hispanic culture.

Additional Diversity initiatives will be updated throughout FY 22 and noted on the upcoming Quarterly Reports.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2021

Total Headcount: 1677

Please provide the number of employees whose Race/Eth and/or Gender is 'Unknown'

Race/Ethnicity: 57

Gender: 0

Both R/E and Gender: 2

(These figures are available on the total line for your agency in the EBEP210 CEEDS report)

1. Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.

In FY 2022, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- Newsletters and internal Agency Publications
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2022, the agency will inform and remind employees of the option to add preferred name in ESS.

Additional Comments:

Veteran status is handled at on-boarding. If employees join the military after commencing employment, they can provide documentation and update their status in NYCAPS. Employees are reminded to update their status through the Agency's monthly newsletter and through HREX

HREX sent biannual emails to all employees reminding them to update information in NYCAPS to ensure all information is accurate and complete in FY 21. In accordance with Local Law 18, a proactive effort will be made to remind all employees to update all NYCAPS information on a quarterly basis to ensure accuracy throughout FY 22.

2. Describe the review process of the quarterly CEEDS reports on workforce composition, utilization, and new hires and promotions data presented in your quarterly agency workforce dashboard and/or internal workforce reporting. Describe how your agency's EEO Officer, Personnel Officer and Agency Head work together to review demographic trends. These reports must be reviewed regularly with the Agency Head.

NOTE: If necessary, the agency can reach out to DCAS OCEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform the formulation of its recruitment plans and efforts to reduce/eliminate underutilization.

- The agency conducts regular reviews of the CEEDS workforce reports and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.



Reviewed with	Frequency
Agency Head	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Human Resources	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input checked="" type="checkbox"/> Other _____
General Counsel	<input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____
Other (____specify)	<input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annually <input type="checkbox"/> Annually <input type="checkbox"/> Other _____

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).
- The agency reaches out to DCAS to serve as a resource in identifying strategies and best practices to address barriers to entry as well as to receive guidance concerning the interpretation of underutilization reports.

Additional Comments:

The EEO Office and HR teams meet monthly or as needed to discuss best practices in addressing underutilization for job groups and titles that are underrepresented within the Department (specifically titles that are filled via Civil Service requirements). Throughout FY 21 and in FY 22, recruiting efforts have been in a virtual format. Virtual recruiting will remain in place and will be revisited once the Agency is able to begin hiring again.

IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2022

1. Proactive Strategies to Enhance Diversity, Equity, Inclusion and EEO in areas of **Workforce, Workplace, and Community.**

State below the central goals of your strategy for FY 2022 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted. Workforce goals are directed at the composition of your workforce, recruitment, retention, promotion, and professional development. Workplace goals have to do with inclusion, workplace culture, and employee activities. Community goals are directed at the external environment of your agency: the public and entities served by the agency. Describe special initiatives to enhance equity and focus on race relations in item 4.

1. Workforce:

Inspections/COVID -19 Inspection Unit

An amendment of the City Charter allowed the Department to increase recruiting and hiring efforts for Level 1 inspectors. This led to the hiring of 18 inspectors in FY 21. Subsequently 8 Level 1 inspectors were promoted to Level 2 after gaining the necessary job experience while working as Level 1 inspectors.

The Department received approval to establish an inspection unit specifically to help initiatives related to the COVID- 19 pandemic. A total of 63 inspectors were hired in FY 21: 25 were level 1 (17 Level 1 went into the COVID Inspection Unit in FY 21) and 38 were Level 2 Inspectors. in FY 22, the department has hired 3 Level 1 inspectors and 3 Level 2 Inspectors. We hope to expand on this number throughout the fiscal year with more flexibility in the FY 22 budget.

LMS Portal

Buildings University is currently updating its newly acquired training platform. The EEO Office is developing a designated area within the training platform for all levels of staff to provide easy access for all EEO related content. This will include compliance trainings, diversity, and inclusion trainings and EEO related self-studies. This will provide easy accessibility for employees to complete required trainings throughout the upcoming fiscal years.

DCAS Development Program

In FY 21, Buildings University coordinated a professional development program with DCAS that was made available to all staff. The success of this program resulted in the Department coordinating with DCAS for our FY 22 training curriculum. The program consists of five virtual 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 program will be implemented in second quarter of FY 22 and will be ongoing throughout the FY 22.

Can We Talk: The Power of Words

In the second quarter of FY 22, Buildings University coordinated with DCAS to pilot “Can We Talk: The Power of Words.” HREX and EEO representatives attended this course as part of the 2021 HR/EEO conference facilitated by DCAS. This course will be launched in the second quarter to the Department’s Administrative leadership with the intention of incorporating it into the training portfolio for all supervisors throughout the agency.

Building an Inclusive Leadership: Understanding Our Unconscious Bias

In the first quarter of FY 21, Buildings University coordinated with DCAS regarding piloting Unconscious Bias Training for supervisors and above. This course will be incorporated into the training portfolio for all supervisory staff in FY 22 to continue to provide guidance on the importance of understanding the unconscious biases that inform behaviors at work.

2. Workplace:

BERT- Buildings Employee Resource Tool- expansion

Developed in FY 21 as the Department’s virtual assistant to answer questions regarding various administrative services provided within the Department and to register attendance over the course of the pandemic, BERT has expanded to act as the Department’s health screening tool for employees reporting to the office or in the field. BERT is constantly updated with the newest information regarding the daily health assessments and provides real time clearance for employees reporting to work. This is a critical during COVID-19 as employees returned to the office in September and needed to submit their weekly negative test results. BERT is updated on an as needed basis and will continue to play a pivotal role in FY 22.

Return to Work Guidelines

The agency was tasked with implementing a plan to return DOB employees to the office in Q3 of FY 21. HREX communicated the return to work plan to all staff. This plan provided a rotation schedule for employees in the event they were scheduled to return to the office. EEO, HREX and Facilities have been working with all units to provide safe seating arrangements and all necessary PPE is available to staff upon their return. This plan will be ongoing in FY22 and will be updated on throughout the Quarterly reports.

Brooklyn Borough Office Move

Scheduled to move in FY 21, the Brooklyn Borough Office will now make its official move to 345 Adams during the second quarter of FY 22. This move will expand our current workspace and help improve our customer service relations as their will be more accessibility with dealing with members of the public. Our Facilities team has coordinated with DCAS' Facility to ensure the new location follows all local laws with respect to lactation rooms and all other applicable laws regarding accessibility.

3. Community:

MOPD Collaboration/Disability Awareness

The Department will continue to partner with MOPD with respect to promoting awareness for employment for People with Disabilities. This will go hand in hand with our 55-a initiative where we will continue to attend job fairs and provide vacancy information to MOPD throughout FY 22 as we continue to spread the importance of awareness for our disability community.

MWBE Participation

In accordance with EO 59, the Department appointed a Chief Diversity Officer/Chief MWBE Officer to help foster a stronger relationship with our MWBE vendor. The Department currently has a strong MWBE connection with our procurement solicitation and will continue to use MWBE vendors for future solicitations in FY 21. The Department is fully aware of the importance of supporting MWBE vendors as we maneuver through this fiscal crisis from the pandemic.

4. Equity and Race Relations Initiatives:

Social Justice Workgroup.

During Q4 of FY 20, the Department created a Social Injustice Workgroup to begin fostering conversations and initiatives centered around race and equity in the workplace. In FY 21 the workgroup will be focused on implementing these initiatives which will include the importance of equity in the workplace, auditing of internal practices, agency support groups for social discussions and training and workshops for different levels of staff. These equity initiatives will be ongoing through FY 22 with our next initiative focused on Blind Screening. The EEO Office and HREX will be piloting the Blind Screening initiative for discretionary hires in Q2 and Q3 of FY22. Updates on this initiative will be provided on our quarterly reports throughout the fiscal year.

In FY21 the department was a participant in the first cohort of the EO45 Racial & Social Equity Program and has worked to introduce the concepts of a “racial equity framework” to the department through workshops with management. In addition, the EEO Office has worked in collaboration with the Analytics and Data Science unit to provide relevant agency data to the EquityNYC website and equity outcome indicators that are required to be collected every year in the city’s Social Indicators and Equity Report. The EEO Office will continue to collaborate with the Mayor’s Office of Operations on future equity projects.

2. Describe the ongoing and new programs, actions, and initiatives planned for FY 2022, which are aimed toward enhancement and expansion of the three foundations of Diversity and EEO strategy: **WORKFORCE, WORKPLACE, and COMMUNITY.**

A. WORKFORCE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.

NOTE: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.

The actions listed below require internal agency collaboration and are not limited to the EEO Office.

The agency will address underutilization in FY 2022 by:

- Expanding internal and external applicant pools to address the underutilization through outreach strategies for broader recruitment.
- Launching outreach efforts to inform and encourage applications for the upcoming civil service examinations.
- Using the quarterly workforce report and dashboard to identify specific job groups where underutilization exists and guide recruitment efforts.
- The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:
 - Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service, especially for critical managerial positions.
 - Encourage agency employees to take promotional civil service examinations.

The agency will implement the following initiatives to develop and retain employees:

- Identification of Ready Now & High Potential Talent.
- Institute coaching, mentoring and cross training programs.
- Implement initiatives to improve the personal and professional development of employees.
- Conduct assessment to ensure pay and promotions are equitable.

Describe specific actions designed to enhance equity:

Additional Initiatives, Programs, or Comments:

The Agency processes its own internal report to meet compliance for the retirement predictor. This is used to analyze employees who are eligible for retirement and the operational impact it may present in the event of eligible employees retiring.

Ongoing Initiatives in FY 22:

1. **Civil Service 101-** HREX provides information to employees on the history of civil service, classification, type of appointments within the competitive class, the examination process, understanding a Notice of Exam (NOE), the post-exam process, and provisional reduction through a Civil Service 101 presentation at new hire orientation.
2. **DOB Podcast** – Our Agency’s first official podcast, *Thinking Cap*, would allow employees to learn about topics of interest such as the impact DOB has on NYC and on the construction industry. Other topics would include meet the division (where a particular DOB team is featured) as well as best practices for professional development, leadership, and teamwork. As the podcast grows, HR plans to collaborate with other units to tackle more topics that matter to all DOB employees. This initiative is tentatively scheduled to be launched in FY 22. Updates will be provided throughout the FY22.
3. **Diversity Tips** – In FY 21 Q3, HREX and EEO sent out “Diversity Weekly Moments” to the Agency to promote best practices of diversity and inclusion in the workplace. These tips focused on Diversity, Equity, Inclusion and Belonging and will be updated and distributed throughout the FY 22.

B. WORKPLACE:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workplace.

The agency will take initiatives to create an inclusive work environment that values differences, and to maintain focus on retaining talent across all levels.

Promote employee involvement by supporting Employee Resource Groups (ERGs).

List below the names of existing ERGs:

- Hispanic Heritage ERG
- Italian American ERG
- Black History ERG
- Jewish American ERG
- Women’s History ERG
- LGBTQI ERG
- Irish American ERG

Agency will create a Diversity Council to leverage equity and inclusion programs.

Agency Diversity Council is in existence and active.

Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion.

Agency will actively inform employees of their rights and protections under the New York City EEO Policy.

Agency will keep employees informed of the EEO complaint and reasonable accommodation processes and circulates *DCAS EEO Complaint Procedural Guidelines and Reasonable Accommodations Procedural Guidelines*.

Agency will ensure that its workplaces post anti-hate or anti-discrimination posters.

In FY 2021, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention, and advancement of people in underrepresented groups:

Engagement /Job Satisfaction/ Employee Morale Survey(s)

Workplace Insight Survey for Exiting (WISE) Managers

Exit interview or surveys developed by the agency

Other (specify): _____

The agency will adopt in FY 2022 the following initiatives based on the analysis of the results of these survey(s):

- Continuation of our professional development programs (engineer & architect study groups, DCAS professional development program, DOB talks series, contemporary management principles program, LinkedIn learning online program).

- Continuation of our recognition initiatives (promotion letter program, work anniversary certificate program, working Wednesdays, Friday features and racial equity taskforce) as well as revision of our annual recognition program to expand new awards such as outstanding manager and outstanding team and increase the frequency at which we recognize recipients from annual to quarterly awards.
- Continue executing goals set by the agency’s racial equity taskforce including the education of management and leaderships about anti-racism and allyship as well as the implementation of new hiring practices like hiding candidate’s demographic information from hiring teams.
- Introduce a quarterly Performance Feedback workshop for managers and supervisors to instill new behaviors like delivering performance feedback weekly or bi-weekly through 1:1s with direct reports.

Describe specific actions designed to enhance equity and initiatives to address race relations in the agency:

During Q4 of FY 20, the Department created a Social Injustice Workgroup to begin fostering conversations and initiatives centered around race and equity in the workplace. In FY 21 the workgroup will be focused on implementing these initiatives which will include the importance of equity in the workplace, auditing of internal practices, agency support groups for social discussions and training and workshops for different levels of staff. Initiatives will be updated throughout the FY 22 and included on the quarterly reports.

Additional Initiatives, Programs, or Comments:

According to our 2021 employee engagement survey, we learned that diversity and inclusion ranked in the top 4 drivers of employee engagement for our agency, with 89% of our employees feeling like there is diversity in the workplace, and 77% of employees feeling like there is inclusion in the workplace. This year’s diversity results experienced a 19% increase from the prior year’s survey. Inclusion results have remained constant over the years.

C. COMMUNITY:

In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Community.

In FY 2022, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services.
- Promote participation with minority and women owned business enterprises (MWBES).
- Conduct a customer satisfaction survey.
- Identify best practices for establishing a brand of inclusive customer service.
- Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.
- Expand language services for the public.

Describe specific actions designed to enhance equity:

This spring '22, the Agency will hold its fourth annual **DOB Scholars Program** exclusively for CUNY students interested in architecture, civil & mechanical engineering, sustainability, construction management & inspection, construction trades, public policy/safety, and government administration. Depending on CUNY's policy this spring, we may or may not hold the program in-person. If classes are not in-person, we will hold the program virtually, as we did this year. This past spring, we worked with our third cohort of CUNY students in a virtual capacity, with 65 CUNY students accepted to the program. All 65 students completed the semester-long program this year, which consisted of 11 seminars throughout the spring, in addition to regular professional development sessions in which we worked with students on cover letter writing, resume revision, and interview skill development. We will continue to include this regular professional development programming in our curriculum for this spring '22. Recruitment will begin this fall.

Regarding our curriculum for DOB Scholars, we've worked with our architects, civil/mechanical engineers, sustainability experts, construction inspectors, and Borough Commissioners to develop engaging presentations for students on their respective work, and our curriculum attempts to provide an overarching view of construction regulation within NYC, as well as a sampler of prospective jobs within the field. The program concludes with a networking event and panel featuring CUNY graduates currently working at the Agency in various roles.

Students who participated in our previous three cohorts went on to become interns, college aides, and full-time hires at our agency. Through City Tech, the program also appears on City Tech students' transcripts. The program is open to matriculated students at all CUNY schools, and we typically receive our largest number of applicants from CCNY & City Tech.

In spring '22, the DOB will also hold its third annual **Youth Leadership Council** for Career & Technical Education high school students. Again, depending on public school policy this spring, the program

may or may not be held virtually. The program is conducted in collaboration with NYC Service, a division of the Mayor’s Office. The program’s curriculum is designed for students interested in sustainability, predominately, as well as construction safety, forensic engineering, and architecture.

Our key schools for our first two cohorts were Williamsburg High School for Architecture & Design, City Polytechnic High School for Engineering, Architecture and Technology, Newtown High School, High School for Art & Design, Staten Island Tech, Brooklyn Technical, and the High School for Construction Trades, Engineering and Architecture. We will seek to expand our school partnerships in spring ’22, in collaboration with the DOE’s CTE Commission.

This past spring ’21, we worked with our second cohort of CTE students (in a virtual capacity). Over the course of a full semester, 23 students from Career and Technical Education high schools (predominately studying architecture, engineering, and construction management) received curriculum developed and delivered by our engineers & architects. Then, working with our mentorship, the students, in small virtual groups, created their own outreach presentations based on the material. Students virtually delivered their final presentations to representatives from their schools, representatives from other City agencies, and, of course, relevant DOB staff at the conclusion of the program. We will continue the project development portion of the program, along with the accompanying mentorship, for our third cohort this spring ’22.

V. Recruitment

A. Recruitment Efforts

1. Summary of Recruitment Efforts – Include steps that will be taken to give notice to all employees of discretionary job postings within the agency as well as proactive efforts/strategies planned to market positions externally.

The agency will implement the following recruitment strategies and initiatives in FY 2022:

- Review policies, procedures, and practices related to targeted outreach and recruitment.
- Utilize Inclusive Recruitment Guide Issued by the Office of Citywide Equity and Inclusion to develop strategic recruitment plans.
- Review underutilization in job groups to inform recruitment efforts.
- Identify resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.
- Put in place an operating, up-to-date, accessible website, mobile application, and social media presence related to EEO protection and rights.
 - Currently in operation.

- Assess agency job postings to ensure new diversity, inclusion, and equal opportunity employer messaging is included.
- Share job vacancy notices with the Mayor’s Office for People with Disabilities at nycatwork@mopd.nyc.gov, (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at Maureen.Anderson@nysed.gov (212) 630-2329 so they can share it with their clients.
- Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at citywiderecruitment@dcas.nyc.gov
- If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
 - Structured Interviewing training
 - Unconscious Bias training
 - Everybody Matters EEO and Diversity and Inclusion Training
- Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

Additional Strategies, Initiatives and Comments:

All employees who participate in the interview process are required to complete structured interviewing and unconscious bias training before they can participate in interviews. The facilitator provides training to Department employees quarterly.

Due to budget constraints, we were not able to actively recruit in FY21. In FY22, we are focused on having a more robust recruitment process. We are heavily involved with assisting in the staffing of the Small Business Support Teams. We are filling vacancies in our Inspection, Plan Examination and Project Advocate teams. HREX has conducted several interview days for Plan Examination vacancies using civil service list calls and through job postings. Additional interview days and lists calls for plan exam titles are forthcoming. In addition, HREX worked with hiring on reviewing candidates to the Project Advocate postings. Finally, HREX is working on interviewing candidates who are listed as having passed the most recent Inspector (Construction) Exam in order to hire more candidates for the Small Business Support Team and the COVID19 Inspection Response Team.

HREX has also been working with hiring managers in our Legal and Regulatory Affairs bureau, advertising their positions at local area law schools as a way of increasing and diversifying their applicant pool. Postings for the Deputy Press Secretary positions were also posted at local schools with journalism programs.

HREX will look for more creative and low-cost ways to further advertise positions.

HREX continues to participate in career fairs (both virtual and when possible, in-person), to advertise civil service and potential jobs, including college aide positions. This has also been a great way to make sure the DOB name has brand recognition.

We continue to look at different opportunities to diversify our applicant pools, and plan to participate in more veterans’ outreach programs. We will also look for more opportunities to connect with affinity groups at local colleges for women and minorities in the tech and science areas.

B. Recruitment Sources

Our recruitment sources were only through virtual career fairs (Recruit Military and local colleges. We did not do any advertising due to budget constraints. In FY 22, we are planning to advertise on various diversity websites and also use sites directed at women in tech fields and inspection along with more veterans’ sites. More information will be updated throughout FY22.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded diverse applicant pools.
1. TBD- Pending Budget approval	1. <input type="checkbox"/> Previous hires from this source
2. TBD- Pending Budget approval	2. <input type="checkbox"/> Previous hires from this source
3. TBD- Pending Budget approval	3. <input type="checkbox"/> Previous hires from this source
4. TBD- Pending Budget approval	4. <input type="checkbox"/> Previous hires from this source
5. TBD- Pending Budget approval	5. <input type="checkbox"/> Previous hires from this source

C. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2021 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2022.

The agency provided the following internship opportunities in FY 2021:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	35 in total Program Breakdown: -25 CUNY Internship Program -5 DYCD Ladders for Leaders -3 SYEP Recovery Corps. -2 Brooklyn Law School Externships	10 Hispanic 7 Black 16 Asian 2 White	M_19_ F_16_ Non-Binary _ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Other (specify):	1 Environmental Defense Fund Fellow	1 White	M __ F_1_ Non-Binary __ Other __ Unknown __

* Self-ID data is obtained by EEO Office from NYCAPS.

- The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.
- The agency has hired former interns/fellows.
- The agency plans to provide internship/fellowship opportunities in FY 2022.

Additional Comments:

This summer, the Agency collaborated with several different internship programs, resulting in a cumulative summer cohort of 36 students. Internships were a combination of hybrid, virtual, in-person, and in-field, depending on the type of placement.

In order to establish a bridge between our DOB Scholars Program and hands-on learning, we devoted 25 of our summer placements to the CUNY Internship Program. 16 of these students came directly out of DOB Scholars, particularly in the technical units. We paid students through an MOU with CUNY.

Through the Department of Youth & Community Development, we worked with 5 Ladders for Leaders interns in our Emergency Response and Licensing & Exams units. DYCD paid our Ladders for Leaders interns directly.

In collaboration with the Summer Youth Employment Program, we worked with three students from the Recovery Corps Program, which is designed to connect CUNY students to projects supporting the City's small businesses, public health organizations, government agencies, and schools. Recovery Corps paid our students directly.

As we did last year, we hosted an Environmental Defense Fund Fellow in collaboration with Climate Corps. The fellow worked with our Sustainability Enforcement unit on several initiatives. We paid our fellow through an agreement with Climate Corps.

Finally, we worked with two externs from Brooklyn Law School. Externships were designed to introduce law students to non-profit work and government agencies. The students received a stipend payment from their school, as well as credit.

Currently, the Agency is once again working with CUNY to onboard 11 fall interns for a sidewalk shed initiative with our Investigative Engineering Services unit. We are now actively recruiting for those positions. These 11 interns will work with us starting in late September '21 and will conclude in June '22.

Additionally, we aim to work with CUNY, Ladders for Leaders, and SYEP again in the summer of '22 for a new summer cohort. We intend to work with Brooklyn Law School for externships for the fall of '21 and are currently recruiting for those placements.

D. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take a civil service examination. The City encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

1. Please discuss plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities.

The Department will continue to utilize the 55-a Program as part of its recruiting efforts in order to promote diversity and inclusiveness in the workforce. All postings will

continue to have the requisite 55-a language for qualified applicants who are eligible for the program. In FY 20 and FY 21, we shared job vacancy postings with MOPD and this process will continue in FY 22. Newly hired employees are provided information regarding the 55-a program during new hire orientation. Current employees can contact the 55-a Coordinator regarding information about the program.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

2. Indicate the goals of your 55-a Program Coordinator for FY 2022. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2022.

Currently, there are 15 55-a participants.

There are 3 participants who have been in the program less than 2 years.

Last year, a total of 2 new applications for the program were received and 0 participants left the program due to [state reasons] _____.

If there have been no new participants in the program for less than two years, please indicate initiatives taken to hire new 55-a employees.

The agency will actively educate hiring managers about the 55-a program and the benefits of hiring individuals with disabilities.

Based on the June 7, 2016, 55-a memorandum, issued by DCAS, the agency will carefully evaluate each request by longtime provisional employees for designation under §55-a to serve non-competitively in a competitive title position to ensure that the request is not made solely to avoid the consequences of Civil Service Law §65(3). In addition, the agency will reiterate to provisional staff that 55-a certification should not be used as a substitute for passing a civil service exam. The agency will encourage 55-a participants to take civil service examinations.

The agency plans to participate 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.

The goals of the 55-a Coordinator for FY 2021 are:

1. Promote the 55-a initiative to the workforce

2. Include the 55-a initiative as part of the Agency's recruiting efforts

These goals are the same as last year.

Additional Goals, Initiatives, and Comments:

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared in consultation with the Agency Personnel Officer.

A. Career Counselors

For FY 2022, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties of the agency Career Counselor(s) with regard to advising employees of opportunities for promotion as well as overall career development.

In FY 2022, the agency's Career Counselor will perform the following tasks:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Promote employee awareness of opportunities for promotion and transfer within the agency.
- Arrange for agency wide notification of promotional and transfer opportunities.
- Encourage the use of training and development programs to improve skills, performance, and career opportunities.
 - Provide information to staff on both internal and external Professional Development training sources.
 - Explain the civil service process to staff and what it means to become a permanent civil servant.
 - Provide technical assistance in applying for upcoming civil service exams.
- Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- Assist employees and Job Training Program participants in assessing and planning to develop career paths.
- Provide resources and support for:
 - Targeted job searches
 - Development job search strategies
 - Resume preparation
 - Review of effective interview techniques
 - Review of techniques to promote career growth and deal with change
 - Internship exploration

Additional Initiatives and Comments:

Human Resources (HREX) facilitates the tasks listed below:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Arrange agency-wide notification of promotional and transfer opportunities.
- Explain the civil service process to staff and what it means to become a permanent civil servant.

- Provide agency staff with civil service exams notices.

Buildings University facilitates all communications Agency-wide pertaining to career development.

B. New Hires and Promotions

Monitoring, review, and assessment of the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions.

In FY 2022, the agency will do the following:

- Review, revise and/or develop a protocol for in-title promotions and salary increases.
 - Promotion and salary increase protocol in existence.
 - Assess the criteria for selecting/promoting persons for mid-level to high level positions.
- Publicly post announcements for all positions, including senior level positions.
- Actively reach out to networks of underrepresented groups as part of its outreach.
- Reach out to the Mayor’s Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- Compare the demographics of current employees to the placements.
- Ensure promotion justification is included in all promotion requests.
- Review and analyze the demographics race\ethnicity and gender for those who received the promotion\salary raises to ensure such practices are equitable.
- Review on a regular basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).
- Monitor the results of action-plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

Additional Comments:

All vacancies are posted on ESS except for vacancies to positions in the Exempt class (e.g., Deputy Commissioner), which are posted at the Department’s discretion. All employees may apply to

discretionary job postings and are reviewed in accordance with hiring procedures. All internal candidates who meet minimum qualifications are interviewed.

For external candidates, the Department also posts using a variety of external sources, including organizations comprising 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. Interviewers are also required to complete an interview log. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form. For Executive staff/senior level positions, the Department also coordinates with the Mayor’s Office to ensure that candidates are appropriately vetted. This includes providing a copy of the selected candidate’s resume/curriculum vitae. A final offer is not made until after City Hall approval is obtained.

C. Selection Process

Identify the steps that are taken to ensure that selection process is objective and job related.

During FY 2022, the agency will do the following:

- Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- If adverse impact is discovered, determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- Engage in a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.
- Use a diverse panel of interviewers to conduct the interview.
- EEO Officer is asked to review the interview questions.

Additional Comments:

Question Banks

HREX completed its review in FY 21 and updated the question banks used for the Inspectorial titles. This pilot review has led to HREX and EEO expanding its analysis of Technical question bank and Administrative question bank. These additional groups will be reviewed in FY 22 and updates will be provided throughout the fiscal year.

Blind Screening Pilot

The EEO Office and HREX will be piloting the Blind Screening initiative for discretionary hires in Q2 and Q3 of FY22. The purpose of this initiative will be to help expand on the Department’s current Candidate Review and Selection Procedures. Where applicable, HR and EEO will provide resumes for hiring managers to review. These resumes will be scrubbed with all identifying information for the applicant and managers will have to select applicants based on applicable qualifications. This is the next step as we expand on our Unconscious Bias Training. Updates on this initiative will be provided on our quarterly reports throughout the fiscal year.

D. Review of Hiring, Promotion, and Selection Practices

For FY 2022, what steps will your agency take to review the positions filled during the year?

- A. Discuss your current practice in utilizing the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.
 - The agency will use the NYCAPS Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.
 - The agency does not use the NYCAPS Applicant Interview Log Report.
 - The agency will schedule orientation with NYCAPS Central.

- B. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.
 - Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications.
 - Ensure hiring panels are composed of staff from diverse backgrounds (e.g., diversity based on experience, gender, age, race, and ethnicity).

- C. When identifying groups of subject matter experts to assist the DCAS test development team in creating civil service exams, please describe efforts that will be taken to select a diverse and inclusive group of individuals in the test development process:



- The agency will identify a diverse group of subject matter experts (e.g., race, gender, age, assignment location, etc.) when requested by DCAS.
- The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.
- The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

Additional Comments

E. EEO Role in Hiring and Selection Process

Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).

In FY 2022, the agency EEO Officer will do the following:

PRE-SELECTION:

- Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- EEO reviews vacancy postings to ensure elimination of language that has the potential for gender stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns).
- Actively monitor agency job postings.
- Ensure all job postings include updated EEO Employer statement released in 2021.
- EEO is consulted regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Advise Human Resources in the development of a comprehensive guide for hiring managers.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.



Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

Other: _____

POST-SELECTION:

Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.

Perform advisory role to Human Resources in the selection process and conduct post-audit review.

Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

Other: _____

Additional Comments:

The EEO Office meets with Human Capital monthly to review all recruitment activity for the upcoming month and to discuss trends and best practices in addressing underutilization. The two offices are currently reviewing utilizing the candidate evaluation forms and eHire Applicant Log report in NYCAPS to more effectively address demographic trends and EEO concerns. The EEO Officer also provides guidance to assist Hiring Managers in developing interview questions that accurately reflect the required skills for the relevant positions.

F. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.*

The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2021.

The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.

- ☒ Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- ☒ The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. Everybody Matters – EEO and Diversity & Inclusion (e-learning)	TBD	TBD	TBD
2. Everybody Matters – EEO and Diversity and Inclusion (classroom/live webinar)	TBD	TBD	TBD
3. Sexual Harassment Prevention (e-learning)	All employees	All Staff	2 nd Qtr. FY 22
4. Sexual Harassment Prevention (classroom/live webinar)	TBD	This is still being accessed by the Department	Availability from DCAS catalog
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	TBD	3 rd Qtr. FY22
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees	TBD	TBD
7. Disability Etiquette	TBD	TBD	TBD

8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Employees involved in the interviewing process	50 to 100	Training is provided once per quarter throughout FY21
9. Anti-Racism and Equity	Senior Leadership	50 to 70	This is still being accessed by the Department
10. Implicit Bias	Managers and Supervisors	100 to 250	This is still being accessed by the Department
11. Reasonable Accommodation	Supervisory Level	50 to 100	Training is provided as needed throughout FY 22 (Quarterly Basis)

VIII. Reasonable Accommodation

Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.

- Managers, supervisors, human resources personnel and discipline personnel are **required** to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth or a related medical condition.
- The agency follows the City’s Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.

- The Agency Head or designee must review and grant or deny the appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Sharon Neill Deputy Commissioner of Finance and Administration
 - The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.
- The agency analyzes the reasonable accommodation data and trends.
- The agency has posted/will circulate the *Reasonable Accommodations at a Glance* sheet for the workforce.

Briefly describe procedures and speed of resolution, including the protocol for deciding appeals of Reasonable Accommodation decisions. Does the agency analyze statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals?

Employees (including temporary workers, interns, and consultants) may seek a reasonable accommodation for a disability, pregnancy, childbirth and related medical conditions, and/or religious observance. Employees may also seek an accommodation if they are victims of domestic violence, sex offenses and/or stalking. Information regarding an employee's right to seek a reasonable accommodation as well information regarding the reasonable accommodation process is provided as part of the New Hire and CBT training employees receive. In addition, information regarding the reasonable accommodation process is available on the Department's Intranet. Targeted training regarding the reasonable accommodation process will be ongoing throughout FY22 for managers and supervisors in respective bureaus.

As required by the City's EEO Policy and all applicable federal, state, and local laws, the Department will provide reasonable accommodations to employees and applicants unless providing such accommodation creates an undue hardship for the Department.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

<http://extranet.dcas.nycnet/eo/diversityeeo/media/19647/reasonable-accommodation-procedural-guidelines-lc-12116.pdf> (p17).

Employees can contact the EEO Office directly or notify their manager/supervisor. Human Capital staff, in processing employees returning from leave who are not able to perform full duty, notify the EEO Office as well as advise the employees of their right to seek an accommodation. In addition, in investigating disciplinary matters, the Office of Internal Affairs and Discipline (IAD) makes referrals to the EEO office. Once the EEO Office is made aware (whether through Human Capital, IAD, or a manager/supervisor) that an employee may need an accommodation, the EEO Office contacts the employee to initiate the interactive process. The EEO Office will engage in the interactive process/cooperative dialogue with the employee and coordinate with Department personnel (Human Capital, General Counsel, Division Heads, and/or managers/supervisors) necessary to determine whether the requested accommodation can be provided without creating an undue hardship for the Department. This includes reviewing the employee's job functions, understanding the employee's specific limitations, and researching equipment. In the event the Department cannot provide the requested accommodation, the Department endeavors to work with the employee to determine whether there is an alternate accommodation available.

If an accommodation is denied, the employee is advised of the appeal process on the denial correspondence. The Department appeals officer is Deputy Commissioner Sharon Neill. Employees are provided with DC Neill's contact information and are informed of the timeframe in which they can appeal the decision. (15 business days). All appeals are reviewed independently of the EEO Office.

In FY 19, the EEO Office developed a Reasonable Accommodation training for all supervisory staff within the Department. This training has been added to the training curriculum for all new supervisors and the EEO Office will deliver the training on a quarterly basis into FY 22.

IX. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Executive Order 16: Training on Transgender Diversity and Inclusion

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- The agency plans to train all new employees within 30 days of start date.
- All the managers, supervisors, and front-line employees were re-trained within the last two years.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

Additional Comments:

The EEO Office will coordinate training regarding Executive Order 16 in FY 22. All employees are retrained every 2 years.

B. Executive Order 59: Chief Diversity Officer/Chief MWBE Officer

Under Executive Order No. 59 of 2020, all agencies shall appoint a Chief Diversity Officer/Chief MWBE Officer, with the appropriate experience and knowledge to oversee the agency's MWBE program, to report directly to the agency head. Agency heads shall ensure internal candidates are considered for the Chief Diversity Officer/Chief MWBE Officer.

- The agency appointed a Chief Diversity Officer/ Chief MWBE Officer by August 28, 2020.

Provide the name and title of the Chief MWBE Officer : Kareem Gabriel

Additional Comments:

The MWBE Officer meets with the Procurement team on a monthly basis or as needed to review current and upcoming procurement solicitations to ensure all directives are being followed in

accordance with EO 59. This meeting is also used to provide best practices for upcoming solicitations.

C. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 4 – September 1, 2021 – August 31, 2022) as indicated in the Section VII Training above.

Additional Comments:

Training will commence in October 2021 and will be ongoing throughout FY 22.

D. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will input sexual harassment complaint data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will input **all types of complaint** data on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.
- The agency will ensure that sexual harassment complaints are closed within 90 days.
- The agency will ensure that all other complaints are closed within 90 days.

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, conducted a climate survey in FY 2021 and will proceed to do the following in FY 2022:

- Continue to implement initiatives identified in the 2018 Climate Survey Action Plan which was submitted to DCAS and reported to City Council Speaker in 2020.
- Analyze FY 2021 survey data once provided by DCAS.

- Develop an Action Plan to address concerns raised in the FY 2021 Climate Survey and submit it to DCAS by July 31, 2022. *[Further guidance will be provided to agency by DCAS in 2022.]*

X. Audits and Corrective Measures:

Please check the statement(s) that apply to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ **[another governmental agency – please specify]** specific to our EEO practices. **Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2022 to include and implement EEPC recommendations that will be implemented during the fiscal year.**
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify _____].
Please attach a copy of the document setting out the oversight parameters and the agency’s most recent report to the oversight agency.
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ **[another governmental agency – please specify]** specific to our EEO practices.
- The agency will continue/be required to implement measures during the year that this plan is in effect (please attach a copy of the audit findings.)
- The agency received a Certificate of Compliance from the auditing agency.
Please attach a copy of the Certificate of Compliance from the auditing agency.



XI. Agency Head Signature

NOTE: Agency Head's signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.

Melanie La Rocca

Print Name of Agency Head

Signature of Agency Head

02/01/2022

Date



APPENDIX

Contact Information for Agency EEO Personnel

Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert table rows as needed.

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
2.	Agency Deputy EEO Officer	Lisa Atkinson	latkinson@buildings.nyc.gov	212.393.2790
3.	Agency Chief Diversity and Inclusion Officer	n/a	n/a	n/a
4.	Agency Diversity & Inclusion Officer [if designated]	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
5.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
6.	ADA Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212.393.2790
7.	Disability Rights Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212.393.2790
8.	Disability Services Facilitator	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
9.	55-a Coordinator	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
10	Career Counselor(s)	Allison Ginsburg	aginsburg@buildings.nyc.gov	212.393.2167
11	Training Liaison(s)	Debra Palmieri-Russo	dpalmieri-russo@buildings.nyc.gov	212.393.2214
12	EEO Counselor(s)	Rachel Alba	ralba@buildings.nyc.gov	212.323.8075