

DDC FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

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

☐ 1st Quarter (July -September), due November 6, 2024

☐ 2nd Quarter (October – December), due January 30, 2025

☒ 3rd Quarter (January -March), due May 27, 2025

☐ 4th Quarter (April -June), due July 30, 2025

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Name

Title

E-mail Address

Telephone No.

Date Submitted: Deadline extended to 5/27/25-DDC submitted on 5/23/25.

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): January 24, 2025, ☐ No
☒ By e-mail
☐ Posted on agency intranet and/or website
☐ Other _____

II. Recognition and Accomplishments

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

- ☒ Diversity, equity, inclusion and EEO Awards
- ☐ Diversity, equity, inclusion and EEO Appreciation Events
- ☐ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☐ Other (please specify): _____

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

This year, DDC EEO will once again award the **Annual EEO Training Compliance Award** to the **first three (3) division heads and divisions to reach 100% EEO training completion for all four EEO trainings**. The Winning divisions received award certificates during the 3rd quarter and highlights were included in our agency newsletter, and in the commissioner's weekly update emails.



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III. Workforce Review and Analysis

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

Q1 (9/30/2024): 1116 Q2 (12/31/2024): 1133 Q3 (3/31/2025): 1139 Q4 (6/30/2025): _____

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

☐ Yes On (Date): 10/31/24 ☒ Yes (again) on (Date): 12/26/24 ☒ No ☐ Yes

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☐ Agency's intranet site

☐ On-boarding of new employees

☐ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

☒ Yes - on (Dates):

Q1 Review Date: 8/29/24 & 9/26/24 Q2 Review Date: 11/25/24 Q3 Review date: 2/28/25 & 3/27/25

Q4 Review date:

The review was conducted with:

☒ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other Chief of Staff

☐ Not conducted

☒ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other Chief of Staff

☐ Not conducted

☒ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other Chief of Staff

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

- Our 2025 workforce goals are to address underutilization of Women, Blacks and Hispanics in management and technical EEO job groups.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

- During the third quarter, DDC partnered with DCAS to ensure that several upcoming examinations were ready for testing, by encouraging a diverse group of our employees to volunteer to participate in interviews with DCAS test and Measurement team/ the test development group. We regularly ensure that we send employees with varying educational, experiential, technical, professional, cultural, generational, and linguistic backgrounds to assist with test development in order to guarantee that the developers hear from an array of individuals. We believe that these efforts provide test takers with a better chance at succeeding on exams because they are developed with the input of individuals representing our entire city. During this quarter, these efforts involved collaborative exam development and focus group participation for the following exams: Administrative Graphic Artist Exam 5003 and Pro 5503, Assistant Environmental Engineer, Exam No. 5016, as well as Computer Specialist (Software), Exam No. 5056, and Promotion to Computer Specialist (Software), Exam No. 5533, just to name just a few. We are very proud of these efforts, and we measure our success by our employee's willingness to participate in these initiatives, and the importance the employees place on their own involvement in the test development process. We also measure our success by the frequency that DCAS calls on DDC, in particular, to supply staff for these initiatives which has significantly increased.

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Workforce Goal/Initiative #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

2. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

- Our goals also include increasing our overall employee retention through continued efforts to positively impact morale, longevity, and overall satisfaction.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

- During the third quarter, our agency recognized one of our many employees on LinkedIn. We selected Deborah Kostner, who is an Internal Audit Officer in our Law Division and has been part of DDC's workforce since 1998. She has been a key member in contributing to DDC's culture of responsibly building the city. These highlights are just one of the ways that we are actively working to improve morale, employee longevity and overall employee satisfaction.
- The Commissioner's office shared important information about the expected dates and amounts of upcoming collecting bargaining increases and provided other agency information to staff during our commissioner's forum on February 18th. We evaluate the effectiveness of these measures through employee feedback, engagement and retention.

Workforce Goal/Initiative #2 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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3. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

- This quarter, DDC EEO reviewed interview questions and audited the hiring and selection process for vacancies in underutilized job groups to assess for barriers to opportunity for women and employees of color. We experienced underutilization of Women and Minorities within our workforce in the Managers and the Managers Specialists EEO Job Groups. Unlike last quarter, we did not experience underutilization in our technicians job group in this quarter.

Underutilization of Women and Minorities in DDC Workforce

JobGroup	Female	Black	Hispanic	Asian
MANAGERS	-29			
MANAGEMENT SPECIALISTS		-37		
Grand Total	-29	-37	0	0

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

4. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

- Our 2025 goals include relaunching an internal employee mentoring program, enhancing cultural competencies, and engagement initiatives and increasing the number of employees involved in our agency Employee Resource Groups (ERGs)

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- In January 2025, our Agency Engagement and Events team launched the Crafty Collective which is a forum and space for employees to share and work on their crafts during lunchtime hours.
 - In February, our agency's Black History Month Committee coordinated a Jazz Brunch on February 26, hosted two lunchtime movie screenings, and sent out historical facts every Monday in February. DDC also celebrated Black History Month on our social media accounts including Facebook, Instagram, and LinkedIn. In March DDC hosted a Power of thought Meditation Workshop and held a St. Patrick's Day Performance on March 12, 2025.

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Workplace Goal/Initiative #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

5. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]

- Leveraging surveys and our Business Improvement Committee to gather staff feedback on agency culture and employee interests and needs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- All of our events were well attended, and we measure our success and the effectiveness by our employee's response, as well as attendance and overall appreciation for the expansion and the relaunch of these programs.

Workplace Goal/Initiative #2 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

6. [Copy Workplace Goal/Program/Action from FY 20254 DEI-EEO plan]

- Another one of our 2025 workplace goals includes promoting staff development, and workplace accountability.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

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- This quarter our Staff development team hosted several DDC Talks Lecture series presentations, as well as the DDC Continuing Education Lecture series including one on Understanding AASHTO specification and their applications to Casting and Fabricated Designs, and Mitigating Climate Change Effects on Municipal Infrastructure. These Presentations are instrumental in the continuing education and development of our skilled technical professionals.
- The Office of the Commissioner sent an agency wide Congratulations to the Finance and Procurement Division for being the first DDC division to reach 100% completion of all required EEO training during the 2025 cycle. Communications and Policy finished second, while Project Controls, Operations and SSS all tied for third. These recognition awards have increased compliance and accountability as it relates to EEO training
- We evaluate the effectiveness of these campaigns and efforts by employee involvement, feedback, and the expanded skill and knowledge base of our workforce.

Workplace Goal/Initiative #3 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

7.Other Workplace Activities:

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

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C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

We will continue our efforts to increase outreach to M/WBE and small businesses in order to encourage and educate them about the process of doing business with DDC, with a goal of connecting these businesses to contract opportunities.

- Encourage participation in pre-bid/pre-proposal conferences and in the procurement process.
- Help educate New Yorkers about the Work that DDC does, through community outreach.
- Enhance overall language access in our outreach and communication efforts.

1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

Our Community, Equity, Inclusion, and Race Relations goals include our continued efforts to increase outreach to M/WBE and small businesses and connecting these businesses to contract opportunities. This quarter we attended and hosted the following events with industry partners evaluated the effectiveness through feedback from industry partners and those looking for opportunities.

EXTERNAL EVENTS	
Title of Event	Event Date
Citywide Quarterly Chief Business Diversity Officer's M/WBE	01/27/25

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Program Meeting	
Brownsville Multi-Service Center Construction Career & M/WBE Expo	01/30/25
nycoba NOMA OnSite Program Meeting	02/07/25
Mayor's M/WBE Awards Celebration (@Gracie Mansion)	02/13/25
2025 M/WBE Borough Forum Series - Brooklyn	02/28/25
BBJ Queens - MWBE Outreach and Community Engagement event	03/05/25
2025 M/WBE Borough Forum Series - Queens	03/12/25
GCA's Contract Opportunities Expo for Certified MWDBEs and SDVOBs	03/19/25
BBJ Bronx - MWBE Outreach and Community Engagement event	03/24/25

INTERNAL EVENTS	
Title of Event	Event Date
Equitable Opportunities Meeting with AIANY and nycoba NOMA	01/31/25
Industry Leaders Roundtable (FY25Q3)	03/26/25

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

This quarter we continued our efforts to strengthen industry partnerships and increase understanding of contracting roadmap. We evaluate the effectiveness of our actions through Internal Audits of our MWBE efforts to ensure compliance and best practices.

Community/Equity/Inclusion Goal/Initiative #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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2. Other Community programs and activities:

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

Upcoming Meetings, Public Events or Hearings

- Brownsville Construction Resource Fair- 1/30, 4PM
- Brooklyn BBJ Facility Monthly Advisory Board Meeting, 1/30, 6PM
- Intro meeting w/ AM Burke and DMO – 1/31, 9:30AM
- Joint Bidding check-in w/ State Senate staff – 1/31, 12PM
- ESCR PA2 Site tour w/ West Point Cadets - 2/4, 8:30AM
- DCAS/DDC meeting with 70 Mulberry St returing tenants - 2/4, 1PM
- Jamaica Performing Arts Center presentation to CB 12Q land use committee – 2/4, 7PM
- ESCR Gouverneur Gardens check-in w/ electeds – 2/7, 11:30AM
- Rosedale infrastructure site visit w/ AM Hyndman – 2/7, 2PM
- Davidson Community Center update w/ CM Sanchez, AM Tapia and Jackson staff – 3/27, 10AM
- Roy Wilkins Recreation Center update call w/ DPR and CM Williams – 3/27, 10AM
- ESCR monthly CAG - 3/27, 4PM
- Queens BBJ Facility Community Design Input Workshop #2 – 3/27, 6PM
- Brooklyn BBJ Facility Monthly CAB Meeting – 3/27, 6PM
- BMCR SPDES Public Participation Plan Meeting- 3/27, 6:30PM
- BBJ Manhattan meeting with MN DA's office re dismantle - 3/28, 10AM
- DDC/DCAS meeting with Chen Dance Center (70 Mulberry St) - 3/28, 1PM
- DDC/DCAS meeting with MOCA (70 Mulberry St) - 3/31, 10AM
- Hollis Library renovation presentation w/ QPL at CB 8Q Libraries Committee – 3/31, 7:30PM
- Queens BBJ Facility Conceptual Presentation at Queens CB9 Land Use Committee - 4/2, 7PM

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. **[Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]**

As part of our ongoing recruitment efforts, DDC will review underutilization in job groups to inform recruitment efforts, assess agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included, Identify resources to enhance efforts aimed at increasing the effectiveness of diversity recruitment, and ensure that agency personnel involved in both the discretionary and the civil service hiring process have received structured Interviewing training, assess recruitment efforts. We will also ensure ongoing collaboration between our EEO Division and the Recruitment and Personnel units within HR.

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

We evaluate our effectiveness, by tracking the number of applicants interviewed and employees hired. We also consider connections made with Colleges and universities , as we prepare our pipeline.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. **Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.**

The DDC Recruitment and retention team sent/responded to approximately 200 emails to DDC employees over the last quarter covering topics such as upcoming exams, the status of exams, appointment options, the importance of taking exams, options for restoring yourself to a civil service list, adding one's name to a selective cert, and potential pick and transfer actions.

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B. Recruitment Efforts for Civil Service Exams

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

Hiring & Career Fairs

- 1/9/25 - Jobs NYC Legal Services Job Fair, Manhattan
- 2/5/25 - DDC Career/Hiring Fair, Queens
- 2/13/25 - Columbia Graduate Expo, virtual
- 2/27/25 - CCNY Architectural Career Fair, Manhattan
- 2/28/25 - Columbia All Ivy Career Fair, Manhattan

Hiring Pools

- 1/6/25- Staff Analyst, Queens
- 1/8/25 -Associate Project Manager, Queens
- 2/19/25 - Staff Analyst, Queens
- 2/24 - Construction Project Manager, Queens
- 2/26 - Administrative Engineer, Queens
- 3/24- Staff Analyst, virtual
- 3/26 - Administrative Engineer, virtual

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

CCNY Spitzer Architectural fair - Manhattan - \$150.

During the Spitzer Architectural Fair we spoke about our 2025 internship program and March Assistant Architect exam.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	N/A	N/A	N/A	
Brooklyn	N/A	N/A	N/A	
Manhattan	N/A	N/A	N/A	
Queens	N/A	N/A	N/A	
Staten Island	N/A	N/A	N/A	

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C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

DDC's External Careers/Job opportunities pages
Various social media platforms (LinkedIn, Facebook, X, etc.)
Handshake
The DDC Recruitment general interest list
DCAS' newsletter and website

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * **Use self-ID data**

1. Urban Fellows:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns:

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Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

4. Summer Graduate Interns:

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

5. Other (specify):

Q1 Total: 0 Q2 Total: 0 Q3 Total: 0 Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

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

Additional comments:

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55-A Program

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

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

Q1 (9/30/2024): 3 Q2 (12/31/2024): 3 Q3 (3/31/2025): 4 Q4 (6/30/2025): _____

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

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

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

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

During the 3rd Quarter, a total of 1 [number] new applications for the program were received.

During the 3rd Quarter 0 participants left the program due to [state reasons] N/A.

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☒ Yes ☐ No

in agency newsletter: ☒ Yes ☐ No

Other: _____

2. _____
3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. Three career counseling sessions took place this quarter.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
 - i. DDC EEO reviewed vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
 - i. DDC EEO regularly reviews and edits interview questions, assess rating criteria for interviews and examine recruitment forms and packets to ensure the hiring panel, as well as the applicant pools are diverse.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
5. Other: **27 Separations this quarter.**

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>110</u>	# <u>60</u>	# <u>47</u> (39 pending 8 approved)
Q2	# <u>110</u>	# <u>48</u>	# <u>25</u> (10 approved/ 15 pending)
Q3	# <u>264</u>	# <u>31</u>	# <u>40</u> (32 approved 8 pending)
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-ctwapx02.csc.nycnet/Login.aspx>

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

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☐ Yes ☐ No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☒ Yes ☐ No

Q4: ☐ Yes ☐ No

☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 3rd Quarter, FY 2025

Personnel Changes:

Personnel Changes this Quarter: <input checked="" type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name & Title	1.	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title	4.	5.	6.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

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For New EEO Professionals: N/A			
Name & Title	1.	2.	3.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Dalela Harrison Associate Comm. / EEO Officer	2. Vilma Seemungal ADA Coordinator	3. Jessica Rodriguez EEO Coordinator
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions			
7. EEO Officer Essentials:			

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Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):

Name & EEO Role	4. Lemuel Colon Senior EEO Investigator	5.	6.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

MAILING ADDRESS:

Diversity and EEO Staffing as of 3rd Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
Deputy EEO Officer OR Co-EEO Officer	--				
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Maggie Austin	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M7	100%	austinma@ddc.nyc.gov	7183912010
ADA Coordinator	Vilma Seemungal	CLERICAL ASSOCIATE IV	50%	seemungvi@ddc.nyc.gov	7183911393

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	50%	Harrisoda@ddc.nyc.gov	7183911776
Disability Services Facilitator	Jason Wood	ADMINISTRATIVE PROJECT MANAGER-M2	50%	WoodJa@DDC.NYC.GOV	718-391-1806
55-a Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	10%	Harrisoda@ddc.nyc.gov	7183911776
Career Counselor	Sue Wuest	ADMINISTRATIVE STAFF ANALYST - M3	25%	wuests@ddc.nyc.gov	718-391-1603
EEO Counselor	Vilma Seemungal	CLERICAL ASSOCIATE IV	100%	seemungvi@ddc.nyc.gov	718-391-1393
EEO Investigator	Lemuel Colon	COMMUNITY COORDINATOR	100%	ColonLe@DDC.NYC.GOV	718-391-1833
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Jessica Rodriguez	COMMUNITY COORDINATOR	50%	rodriguje@ddc.nyc.gov	718-391-1090

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Other (specify)					
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.