

Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”)

Fiscal Year 2026

NYC Department of Design and Construction (DDC)



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I. Introduction

This Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) describes measures and programs that the agency will undertake in FY 2026 to ensure fair and effective efforts to provide equal employment opportunity, including for minority group members and women¹

II. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

As we enter a new year, I am proud to reiterate my ongoing commitment to support and enforce the rights and protections afforded by the City of New York’s Equal Employment Opportunity (EEO) Policy, and the city and state human rights laws.

As Acting Commissioner and agency head of the New York City Department of Design and Construction (DDC), I will strive to maintain an inclusive culture that promotes professionalism, respect, and cooperation in every aspect of our work environment. Our employees and workplace partners will adhere to the City’s EEO Policy, and we will report to DCAS on the steps undertaken to comply with legal mandates, and executive orders prohibiting employment discrimination. I will involve my entire leadership team in our efforts to enhance and promote these values.

Together we will continue to examine and eliminate barriers to equity in the recruitment, selection, advancement, and retention of our dynamic workforce. Our agency managers and supervisors will be responsible for ensuring a safe, equitable, and inclusive work environment.

Our EEO division will remain involved in critical workforce and workplace initiatives, including employee assistance and relations, dispute resolution, coaching and mediation. Our EEO Officer, Associate Commissioner Dalela Harrison will serve as the primary advisor for EEO matters within our agency. She and the other professionals in the EEO division, will continue to provide guidance and best practices, and serve as a direct resource for DDC employees, managers, and supervisors.

In addition to sharing my commitment and expectations, within this document, I am including the City’s EEO policy (linked), as a reminder of our rights and collective responsibility. DDC employees are encouraged to familiarize themselves with all of the city’s EEO policies and contact EEO regarding questions, concerns, inquiries or requests related to human rights, equity, language access, disability and workplace accommodations.

As a reminder to staff, DDC EEO is located at 30-30 Thomson Avenue, (5-440) Long Island City, NY 11101 and can be reached by phone at 718-391-1776 | 718 391-1393. The contact information for the EEO division remains readily available and prominently posted throughout each of our worksites and on our agency intranet. Employees in need of immediate guidance or assistance may also contact DDC EEO by emailing Harrisoda@ddc.nyc.gov or DDCEEEO@ddc.nyc.gov.

This statement is the same as last year.

NOTE: If this statement has been in use for more than **two** years the Agency Head should issue a revised statement.

¹ See the Agency EEO Plans of the NYC EEO Policy (Section X) as well as the Agency Guide for preparing this template.

This statement will be disseminated to all employees in the agency, at least annually, as required by the EEO Policy.

Agency fulfills its obligation to inform employees of their rights and protections under the New York City EEO Policy

III. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2025) to advance DEI and EEO goals. For example, recognizing employee contributions to DEI goals through awards and employee recognition, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add more items as needed.]

In the past year, our agency accomplished the following as part of our commitment to DEI and EEO:

1. DDC held a managerial forum and training series for agency supervisors and managers which included detailed EEO refresher training as well as practical scenarios and experiential learning. The comprehensive series also included presentations by DDC HR and DDC Law.
2. DDC s EEO division hosted a 2025 mental wellness discussion series entitled Let's Chat: A Mental Wellness Roundtable which included presentations on the importance of Positive Self Talk, Proactively Building Mental Health and Resilience, and the Impact of social media on mental health.
3. We relaunched DDC's Emergency Evacuation Program which aids employees with disabilities and temporary limitations in exiting the building or navigating stairs in case of an emergency.
4. DDCs EEO division developed and launched a Veterans and Military Families Survey to help acknowledge veterans within our workforce, and to share NYC resources for the Veteran community.
5. DDC EEO proctored language proficiency exams for our agency language league volunteers to assess their multilingual reading, comprehension and communication levels before assigning them translation review.
6. We publicly acknowledged and awarded the first three divisions that achieved 100% EEO training compliance as part of our ongoing compliance incentives.
7. DDC piloted telephonic translation with 10 active construction projects and used feedback from Community Construction Liaisons to improve our outreach to New Yorkers with Limited English Proficiency (LEP), in compliance with language access requirements.

IV. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2025 as well as the number of employees in your agency whose demographic information is unknown.

[NOTE: These numbers are available on the total line for your agency in the FY 2025 Q4 EBEPR210 CEEDS report]

Total Headcount: 1165

Unknown Race/Ethnicity 26

Unknown Gender 4 Unknown Both 0

Pursuant to Local Law 27 (2023) ** provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2025. If your agency conducted such analysis in previous years, please describe agency actions undertaken as a result of the analysis.

*** Please note: The agency is responsible for providing the above information regarding pay equity analysis. In addition, it is the agency's responsibility to prepare and submit a separate report pursuant to Local Law 27 (2023).²*

Occupational segregation is deemed to exist when a group is under-represented or over-represented in any job type or field of work, when such group is protected by the employment related provisions of the City's Human Rights law, and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability within the job type or field of work. Occupational segregation may appear in lower paying as well as higher paying job types.

1. [While DCAS has engaged an external vendor to conduct a citywide job evaluation pay equity analysis of the city government workforce, pursuant to Local Law 27 (2023), agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe below your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
 - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
 - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]
- a) Analysis of Agency Compensation Data:
- b) Indicators of Occupational Segregation:
- c) Actions undertaken to reduce occupational segregation considering previous analyses:

² Local Law 27 (2023) requires that a separate report be submitted by September 30 annually to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission.

DDC continues to conform with collective bargaining agreements and Mayor's Personnel Orders (MPO) in our compensation matters. DDC continues assessing compensation data to ensure that we are addressing any potential pay disparities. We look at comparable salaries within civil service titles and office titles for every action and we require that as part of the assessment process, Personnel list 3 similarly situated employees for comparison to ensure equity, and that we are consistent in how we value each position from a compensation standpoint. With regard to occupational segregation, DDC experienced significant overutilization of Asians and Males in the Management and Management specialist job groups. We are working to address this by ensuring opportunity for advancement of women and other ethnic groups in these job categories, because these are job groups that traditionally benefit from greater pay, responsibility, flexibility, and stability.

2. [Indicate, below, all 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. Check all appropriate boxes.]

DDCs EEO and Human Resources divisions encourage agency employees to regularly update self-id information regarding race/ethnicity, gender, and veteran status through NYCAPS Employee Self Service (ESS).

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- In FY 2026, the agency will inform and remind employees of the option to add preferred name in ESS.

3. Review and Analysis of Workforce Reports

[Indicate below your agency process in reviewing and analyzing quarterly workforce reports (CEEDS reports). Check the appropriate boxes to indicate the units involved and the frequency of reviews.]

Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform 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' Citywide Equity and Inclusion (CEI) 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.
- 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 EEO officer conducts workforce review with the following agency units:

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (specify): Agency Chief of Staff

Quarterly Semi-Annually Annually Other _____

V. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2026

[State below the general (high-level) goals of your strategy for FY 2026 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Then provide a description of specific programs, initiatives, and actions directed toward achieving these goals.]

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

Our 2026 workforce goals include:

- Improve organization competencies related to the 55a program and increase the number of 55a hires onboarded in the coming year.
- Continue addressing the underutilization of Women, Blacks and Hispanics in management and technical EEO job groups and increase our overall employee retention rate through continued efforts to positively impact morale, and improve staff development, longevity and overall employee satisfaction.

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

- Expand our internal 55a overview training plans to include Division Administrative Officers and other hiring managers.
- Increase our diverse recruitment sources
- Track attrition by division and report trends to our agency head.
- Meet with HR to discuss job group underutilization and recommended actions on a quarterly basis.
- Leverage feedback and input from our agency's Business Improvement Practices Committee, which is made up of employees from across the agency.

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2026. Please mention here major job groups experiencing underutilization of women and minority group members in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism³ in your agency programs and activities. For example, non-traditional inclusion initiatives for minority group members, such as multigenerational workforce initiatives for which you would pay attention to efforts to engage older employees in inclusion efforts and discussion forums.]

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

DDC will continue promoting career counseling, and Civil Service Career mapping with newly hired staff and those interested in changing career paths. In addition, we will continue to promote Civil Service permanency, host civil service 101 presentations and share exam information with agency staff. In addition, DDCEEO will also look into trainings specifically geared towards competencies for managing a mutigenerational workforce.

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

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

Our 2026 workplace goals include:

- Increasing managerial awareness and competencies regarding the rights of nursing mothers and pregnant employees in the workplace. This goal stems from an increase in requests for guidance from managers and employees on the excused breaks and other related accommodation logistics.
- Re-engage division heads and the leadership team on EEO -related best practices. This includes divisional discussions and management and staff reminders about EEO-rights and responsibilities.
- Ensure that our newer employees are as familiar with their rights as our seasoned employees.
- Continue addressing underutilization of women and minorities in management and technical titles within DDC.

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

- DDC EEO will develop and launch an internal overview and training specifically geared towards educating managers, and supervisors about Pregnancy related accommodations and workplace rights.
- DDC will provide guidance on EEO discussion topics at the start of the new year, along with a schedule to restart divisional EEO discussions

³ New York City Local Law No. 14 (2024); New York City Charter Chapter 35 Section 815.3

- DDC EEO will redistribute the agency’s EEO policies and ensure that information about EEO and human rights are available and prominently posted at each of our workplace locations by conducting a physical audit of our sites this year.
- DDC’s HR and EEO divisions will work to further expand our diverse recruitment sources to include additional technical organizations specializing in opportunities for women and members of the global majority, to help address underutilization for women and people of color in management and technical titles. .

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, and initiatives undertaken to address equity, inclusion, and anti-racism in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.)]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism awareness, including, but not limited to, anti-racial discrimination training as aligned with Local Law 14 (2024), in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

DDC EEO will recirculate our agency’s Pronoun guide, which is located on our internal HUB and was initially published in 2024. We will also work with external partners to bring Bystander Intervention training and EAP referral trainings back to DDC. As an agency we will continue our legacy of celebrating heritage months throughout the year, and we look forward to participation from new and seasoned staff members.

[Please select below the options that apply to your agency.]

- Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

Listed below are the names of existing ERGs:

1. AAPI Employee Network
2. Black Employee Network ERNG
3. Chess Club ERNG
4. Cyclist ERNG
5. LGBTQ+
6. Latin Employee Network ERNG

- Agency does not presently have any ERGs.

- Agency will create and leverage equity and inclusion programs through its Diversity and Inclusion Officer and/or a Diversity Committee
- Agency has an active Diversity Committee/Council
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will continue to fulfill its obligation to inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and ANTI-RACISM

State your Agency’s general goals and strategies to enhance DEI and EEO in areas of Community and Anti-Racism.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

Our agency goals related to enhancing DEI and EEO in areas of Community and Racism include:

- Increase outreach to M/WBE and small businesses in order to encourage and educate them about the process of doing business with DDC.
- Connecting more MWBE’s and small businesses to contract opportunities
- Increasing M/WBE utilization in construction and construction-related professional services so DDC’s vendors reflect the diversity of New York City.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Anti-Racism:

[In addition to the strategic goals above, please describe in detail specific initiatives, programs and policies planned with respect to your agency’s services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and anti-racism in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

- Leverage existing tools like the M/WBE Small Purchase award method and M/WBE PQLs
- Strengthen industry partnerships and increase understanding of contracting roadmap
- Encourage participation in pre-bid/pre-proposal conferences and in the procurement process
- Hold prime vendors accountable for meeting M/WBE goals

[Please select below the options that apply to your agency.]

In FY 2026, 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)
- Expand language services for the public

VI. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies, procedures, and practices related to recruitment generally, and training hiring managers and recruiters on DEI best practices.]

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources.

As part of our ongoing recruitment efforts, DDC will review underutilization in job groups to inform recruitment efforts. We will 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 share job vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR. We will also ensure that the agency personnel involved in both the discretionary and the civil service hiring process have received structured interviewing training, and ensure ongoing collaboration between our EEO Division and the Recruitment and personnel units within HR.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2026 to promote open competitive and promotion civil service exams.]

DDC plans to participate in College Fairs DCAS Citywide Hiring Halls and host DDC hiring and career fairs to aid the agency in attracting a diverse group of qualified candidates. During the recruitment events, we will share information about our active job postings, but also information regarding civil service exams. At each event, we'll also prompt participants to sign up for our recruitment email list to stay informed about upcoming DDC opportunities and monthly civil service exams.

List any planned recruitment events for FY 2026 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
January 2026	• RPI Informational Session	Virtual
March 26, 2026	• American Museum of Natural History Career fair	Manhattan

List planned expenditures for FY 2026 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	N/A
Brooklyn	N/A
Manhattan	N/A
Queens	\$0 -No additional costs
Staten Island	N/A
Other (include online)	

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in hires. Recruitment sources should reflect your agency’s effort to reduce underutilization in specific job groups and to otherwise diversify your workforce.]

1. Coroflot-Graphic and Design, we are expecting a talented, diverse group of design professionals, and we previously hired from this source.
2. Historically Black College and University Recruitment Fair (HBCU) Job fair, we are expecting a talented, diverse group of Engineers, Architects, and Industry professionals, and we previously hired from these sources.
3. Women in Construction and other related organizations, we are expecting a talented, diverse group of Women Technical Professionals, and we previously hired from this source.
4. Design Jobs, we are expecting a talented, diverse group of Design professionals, and we previously hired from this source.
5. Parson School of Architecture, A diverse group of Architects, and we have previously hired from this source.
6. Smart Recruiters, we are expecting a talented, diverse applicant pool of seasoned and early career Architects and we previously hired from this source.
8. Modern Youth Apprenticeship Program, we are expecting a talented, diverse applicant pool of early career professionals and we previously hired from this source.
9. Eventbrite Hiring Fair advertisements, we are expecting a talented, diverse applicant pool of seasoned and early career professionals and we previously hired from this source.

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10. AIA newspaper, we are expecting a talented, diverse applicant pool of seasoned and early career professionals and we previously hired from this source.

D. Internships and Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2025 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2026. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship/fellowship opportunities.]

Describe your agency plans to recruit interns for FY 2026 and provide a brief outline of how they will help support your agency’s mission. How will your internship program enhance the interns’ professional development?

This summer, DDC will hire summer Interns from colleges and universities from across the country. We will leverage the same recruitment sources used in 2025 and where possible, encourage graduate interns to take civil service exams so that they have the ability to apply for some of our entry level positions, as part of our pipeline efforts.

The agency provided the following internship opportunities in FY 2025:

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	44	Asian- 28 Black- 2 Hispanic- 2 White- 10 Two or more races- 2	M <u>26</u> F <u>18</u> Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	38	Asian- 9 Black- 3 White- 14 Hispanic- 9 Unknown- 1 Two or more races- 2	M <u>22</u> F <u>15</u> Non-Binary __ Other __ Unknown <u>1</u>
5. Civil Service Pathways Fellows			M __ F__ Non-Binary __ Other __ Unknown
6. Other (specify):			M __ F__ Non-Binary __ Other __ Unknown __

E. 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 and pass 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.

- Presently, the agency employs 4 [number] 55-a participants. [Enter '0' if none]
- There are 2 [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of 3[number] new applications for the program were received and 1 participant left the program due to [state reasons] **agency separation**.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresees in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

There are seven hundred 55-a positions within the City of New York and over 45 agencies. For an agency our size, we still believe that ten (10) 55-a employees is an ideal goal, in order to effectively contribute to the Citywide goal of filling all seven hundred 55-a positions and creating opportunity for candidates with disabilities. By partnering with MOPD, and other agencies specializing in employment for individuals with varying abilities, we can increase our overall 55-a numbers within our agency. Last year, we provided current and newly hired HR staff with a refresher course related to the 55-a program. This fiscal year DDC EEO will be offering the same training to each the Division Administrative Officers (DAOs). We are also refreshing the information provided to hiring managers related to the 55a selection process to ensure that they are well versed. In addition, we will continue to discuss 55-a during each of our new hire orientation presentations which occur on a monthly basis.

- 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.

VII. Selection (Hiring and Promotion)

NOTE: This section must be prepared collaboratively among Agency EEO Officer, DEI Officer and Human Resources, and must describe the activities and future plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

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

[Describe the activities and future plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

DDC 's career counselor will encourage advancement within the agency by promoting and marketing career counseling sessions as an ongoing benefit for new employees and a best practice for those looking to further their career. This year, DDC EEO will recommend that our agency's career counselor, with the help of our creative services team, launch an in-house campaign with our current employees as the target audience. This campaign will serve to increase the awareness and the rate of participation in career counseling sessions by new and seasoned employees.

B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

DDC EEO regularly reviews and edits interview questions, assesses rating criteria for interviews and examines recruitment forms and packets and assesses whether or not the hiring panel, as well as the applicant pools were diverse. Last year, we began aggregating data and this year, the plan is to share that specific information with division heads and our agency head so that we can address any divisional hiring and selection trends that are barriers to opportunity or that may inform our future recruitment strategies.

C. EEO Role in Hiring and Selection Process

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

In FY 2026, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO Anti-Discrimination Statement.
- Be available for consultation on vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns as well as language that is age-inclusive).
- Refer hiring managers to Structured Interviewing and Unconscious Bias training.

- Collaborate with Human Resources to review workforce metrics that inform broader outreach in recruitment efforts and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation 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.
- Assist the hiring manager if a reasonable accommodation is requested for an interview.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. 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 2026.
- The agency will analyze the impact of layoffs or terminations on racial, ethnic, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any protected category 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).

VIII. Training

[Please refer to **Section X** 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.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)	300	6/30/2026
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Annually (Cycle 3 must be completed by June 30, 2026.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)	1157	6/30/2026
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2025 – August 31, 2026)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	550	6/30/2026
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees		
7. Disability Awareness and Etiquette		100	6/30/2026
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)		250	6/30/2026
9. Other (specify)			
10. Other (specify)			

IX. Reasonable Accommodation

[Please indicate the actions your agency takes 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, always review the City Reasonable Accommodation Procedural Guidelines.]

DDC is committed to ensuring that employees and applicants are aware that they are entitled to reasonable accommodations for disability, pregnancy and related medical conditions, religious observances, and status as a victim of domestic violence, sex offenses, or stalking. We will also inform new employees and remind current employees that requests for accommodations can be made to the agency EEO officer, supervisors, or managers. DDC will ensure that supervisors and managers know that they must refer all requests, and all known needs for an accommodation, to the agency's EEO Office as soon as they have knowledge of a need or a request. Lastly, DDC EEO will ensure that the cooperative dialogue is an ongoing, good faith communication between the agency and employee and that it explores ways to meet those needs that do not cause an undue hardship for the agency. The EEO Office will initiate the cooperative dialogue within the requisite timeframe and follow the full appeal process outlined by DCAS and the City's Reasonable Accommodation Process.

- 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 accommodations for disability; religious observances; victims of domestic violence, sex offenses and stalking; and pregnancy, childbirth, or related medical conditions.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency adheres to the City's Reasonable Accommodation Procedural Guidelines published in July 2024.
- The agency initiates the cooperative dialogue within 10 days from notice of a Reasonable Accommodation need or request.
- The agency sends a written reminder to the individual at least 10 business days before an accommodation is set to expire.
- The agency issues a written notice of any decision granting or denying an accommodation and all appeal rights within 15 days from the conclusion of the cooperative dialogue.
- When necessary, in certain time-sensitive circumstances the agency conducts an expedited review and grants or denies request in less than 15 days.
- The Agency Head or designee reviews and grant or deny issues a written determination on appeals within fifteen (15) business days after submission of the appeal.
- If the review and decision on appeal is not done by the Agency Head.

Provide the name and title of the Agency Head's designee⁴ :Dee Harris, Chief of Staff

- The designee reports directly to the Agency Head.
- The agency enters all the Reasonable Accommodation requests and determinations in the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and updates the information as needed.

⁴ **To avoid conflicts of interest, the EEO Officer or General Counsel cannot be designated** to review appeals of reasonable accommodation decisions.

X. Compliance and Implementation of Requirements Under Local Laws and Mayoral Executive Orders

A. 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 7 – September 1, 2025 – August 31, 2026) as indicated in the Section VII Training above.

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

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, 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.

C. Local Law 121 (2020): Age Discrimination Training; Local Law 14 (2024): Anti-racism and Anti-racial Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 3: July 1, 2025 – June 30, 2026) as indicated in the Section VIII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- Employees have access to gender appropriate bathrooms and lactation rooms.
- Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2025.

- Reassignment
- Modification of Work Schedule
- Flexible leave
- Modification or Purchase of Furniture and Equipment
- Modification of Workplace Practice, Policy and/or Procedure
- Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2026

- List of diversity and inclusion training for FY 2026 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2025

- The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2025.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under Local Law 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations. The deadline for submission of this information is the same as for the submission of the Annual Plan].

- The agency submitted all information required by Local Law 28 for FY 2025 using the form and templates provided.

H. 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 current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the second year of the training cycle, 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 single-sex facility (e.g., 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.

XI. Audits and Corrective Measures

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

- The agency is NOT currently subject of an audit conducted by NYC Equal Employment Practices Commission (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 CEI an amendment letter, which shall amend the agency plan for FY 2025 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 corrective actions 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.]

XII. Agency Head Affirmation and 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.]

This annual Diversity, Equity, Inclusion and Equal Employment Opportunity Plan (“EEO Plan”) is hereby submitted and adopted for implementation pursuant to New York City Charter §815(a)(19)⁵

In addition, pursuant to New York City Charter § 815(i), the agency will submit quarterly reports reflecting the agency’s efforts during the previous quarter to implement the agency’s EEO Plan.

Eduardo N. del Valle, AIA, LEED-AP, DBIA
Acting Commissioner

Signature of Agency Head

Date

⁵ Agencies shall file copies of their finalized EEO Plans with the Mayor, City Council, Equal Employment Practices Commission (EEPC), and City Civil Service Commission, and make EEO Plans available for reasonable public inspection.

Appendix A: Contact Information for Agency EEO Personnel and Career Counselors*

Agency EEO Office mailing address:

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

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

NOTE: Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
2.	Agency Deputy EEO Officer [if appointed]	--	--	--
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Maggie Austin	AustinMa@ddc.nyc.gov	7183912010
5.	ADA Coordinator	Vilma Seemungal	seemungvi@ddc.nyc.gov	7183911393
6.	Disability Rights Coordinator	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
7.	Disability Services Facilitator	Jason Wood	Woodja@ddc.nyc.gov	7183911806
8.	55-a Coordinator	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
9.	EEO Investigator(s)	Lemuel Colon	colonle@ddc.nyc.gov	7183911833

10.	EEO Counselor(s)	Vilma Seemungal	seemungvi@ddc.nyc.gov	7183911393
11.	EEO Training Liaison(s)	Jessica Rodriguez	rodriguje@ddc.nyc.gov	7183911090
12.	Career Counselor(s)*	Sue Wuest	wuests@ddc.nyc.gov	7183911603
13.	Other (specify)			