

# 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)

☒ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☐ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

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Title

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Telephone No.

**Date Submitted:** 11/26/2024

**FOR DCAS USE ONLY:**

***Date Received:***

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

## 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.**

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

## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): \_\_\_\_\_ ☒ No January 2025

☐ 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:**

DDC EEO publicly acknowledged and gave awards to the first divisions and division heads who achieved 100% EEO training compliance within their divisions.

### CERTIFICATE OF COMPLIANCE AWARDED TO

Jeffrey Margolies, Associate Commissioner  
&  
DDC's Communications and Policy Division

For reaching 100% EEO training completion, during the 2024 training cycle.



David Harmon  
Associate Commissioner  
EEO Officer

### CERTIFICATE OF COMPLIANCE AWARDED TO

Alla Ayzenshtat, Deputy Commissioner  
&  
DDC's Safety and Site Support Division

For reaching 100% EEO training completion, during the 2024 training cycle.



David Harmon  
Associate Commissioner  
EEO Officer

### CERTIFICATE OF COMPLIANCE AWARDED TO

David Varoli, Deputy Commissioner  
&  
DDC's Law Division

For reaching 100% EEO training completion, during the 2024 training cycle.



David Harmon  
Associate Commissioner  
EEO Officer

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

### 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): \_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ Q4 (6/30/2025): \_\_\_\_\_

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

☒ Yes On (Date): \_\_\_\_\_ ☐ Yes (again) on (Date): \_\_\_\_\_ ☐ No

☐ 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: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ 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 \_\_\_\_\_

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other \_\_\_\_\_

☐ 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).

- 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 months of August and September, our Recruitment and Retention team worked closely with Personnel and divisions before this month's divisional check-in meetings to submit as many vacancies as possible to OMB so that we can aggressively conduct hiring pools for titles that have active lists such as APM, Admin CPM, and Admin Project Manager in October, November, and December. We also simultaneously informed reachable candidates of our vacancies that are pending OMB approval. In addition, we also worked closely with divisions and candidates to request and appoint staff and highly sought-after external candidates from selective cert lists. We also simultaneously informed reachable candidates of the process to add themselves to selective certs if needed. We also continued promoting Career Counseling and Civil Service 101 information presentations.

#### Workforce Goal/Initiative #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 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 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 |

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- 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 this quarter the steps taken to meet this goal included highlighting and recognizing our employees not only for their important work within our agency but also for their community and civic impact, in their personal lives. We recognized Nathalie Pierre-George, a Director in Infrastructure who was recently profiled in the Haitian Times and Project Controls Specialist Joel Rojas was highlighted on our social media platforms. We also recognized Andreas Papaneocleous from the Office of Geotechnical Investigations on DDC's social media platforms.
- In addition, DDC hosted 47 summer interns through two different internship programs, during this quarter, many of whom represent our future workforce. We received outstanding feedback from interns that they had an enormously positive experience and they noted that everyone was welcoming and supportive.

### **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

### **1. 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 following EEO Job Groups:

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Underutilization of Women and Minorities in DDC Workforce

| JobGroup               | Female | Black | Hispanic | Asian |
|------------------------|--------|-------|----------|-------|
| TECHNICIANS            | -5     |       |          |       |
| MANAGERS               | -26    |       |          |       |
| MANAGEMENT SPECIALISTS |        | -38   |          |       |
| Grand Total            | -31    | -38   | 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).

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

- Our 2025 goals include relaunching an internal employee mentoring program, enhance cultural competencies, and engagement initiatives and increase 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?

- DDC hosted our 2024 DDC Employee Appreciation Picnic in Astoria Park, which was attended by Deputy Mayor Joshi and the guests of honor, our staff.
- In addition, we hosted our 40<sup>th</sup> Commissioner's Employee Recognition Awards on Thursday, September 26th. The awards were a chance to honor outstanding individuals, projects, and teams throughout our Workplace.

#### 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

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## 2. [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?**

In September 2024, DDC issued an agencywide Professional certification and license survey to gather information about professional progress and to help record and recognized workplace related development and how these individual achievements enhance the workplace as a whole.

### Workplace Goal/Initiative #2 Update:

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

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

Another of our Workplace 2025 goal 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?**

We work to actively hold all our workplace partners to a high standard of ethics and those standards apply to all DDC employees as well. This quarter, we reminded staff, through an agencywide email communication, that we each are stewards of public investment, and that our agency has a very strong commitment to honesty and integrity. The communication, which was disseminated in September, reiterated the City's laws and our agency policies, including a strict zero-dollar gift rule, and encouraged each employee to review our Code of Conduct which was linked in the communication.



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## Workplace Goal/Initiative #3 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. 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.

DDC celebrated Eid with an agency luncheon hosted by the Eid Committee. There was good food, a great performance by the DDC Music Club, a Henna station, and more. The agency has been celebrating Eid with events with 2007. We also celebrated Hispanic Heritage, as well as our Pride and Allies ERNG.



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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.

**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?**

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 |
| ESCR Community Advisory Group Meeting                    | 7/25/2024  |
| City & State's Economic & Workforce Development Summit   | 9/12/2024  |
| Engineering News Record (ENR) NY/NJ Infrastructure Forum | 9/16/2024  |
| ESCR Community Advisory Group Meeting                    | 9/19/2024  |
| INTERNAL EVENTS  |            |
| Title of Event   | Event Date |
| Quarterly External M/WBE Advisory Board Meeting          | 7/18/2024  |
| Equitable Opportunities Meeting with nycoba  NOMA        | 9/16/2024  |

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

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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

**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 worked to strengthen industry partnerships and increase understanding of contracting roadmap.

### **Community/Equity/Inclusion 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

In addition, one of or expanded goals includes educating New Yorkers about the work that DDC does on behalf for the city through community outreach, collaboration, and communication.

**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?**

DDC recently hosted a film crew producing a documentary for Netflix about global warming. The four-part series will highlight how climate change is affecting the Arctic and populations around the world, and they chose East Side Coastal Resiliency/ ESCR and Brooklyn-Bridge Montgomery Coastal Resilience/ BMCR , Two of our projects, to demonstrate what New York City is doing to prepare for future storms and high tides. Our commissioner joined the coastal resiliency construction team to show the crew the work underway on ESCR and BMCR, and had the opportunity to discuss the great work our DDC teams are doing to protect New Yorkers from climate change. The Netflix series will be in production until 2026 and now, our agency's critical work will be included.

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## Community/Equity/Inclusion Goal/Initiative #3 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

### 1. 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.**

#### Community Presentations:

- Community Board 6 Presentation – September 12, 2024 – Queens

#### Project Presentations/ Taskforce Meetings:

- College Point Task Force Meeting attended – July 19<sup>th</sup>, 2024
- FDNY/DDC Check-In Task Force Meeting – July 30<sup>th</sup>, 2024
- HWR1140A - Arthur Kill Rd, SI Public Hearing – August 1<sup>st</sup>, 2024
- SANDHW08-Cobblestone Installation Mockup – September 16<sup>th</sup>, 2024
- Photo-op at IS 61Q - HWS2021Q – September 18<sup>th</sup>, 2024
- Rosedale Civic Presentation – September 20<sup>th</sup>, 2024
- Q3 Live XYZ Interagency Working Group Meeting – September 23<sup>rd</sup>, 2024
- PVWC and NYCDDC collaboration – NJ Site Visit – September 27<sup>th</sup>, 2024

#### Walk-throughs:

- Project HWQ274F2 Acquisition Property Walkthrough – July 18<sup>th</sup>, 2024

#### Ribbon Cuttings:

- BED798 Brooklyn Internal Ribbon Cutting – July 2<sup>nd</sup>, 2024 – Brooklyn
- CT2-Inter Brooklyn Ribbon Cutting – July 2<sup>nd</sup>, 2024 – Brooklyn
- SE807 College Point Infrastructure Project Ribbon Cutting – September 25<sup>th</sup>, 2024 – Queens

#### Ground Breakings:

- 444 Boyland Internal Groundbreaking – July 18<sup>th</sup>, 2024 – Brooklyn
- Groundbreaking Event for Brooklyn Children's Museum Project PV262-RTW – August 13<sup>th</sup>, 2024 - Brooklyn

#### Events:

- DEP Porous Pavement Event – July 15<sup>th</sup>, 2024, Bronx Animal Care Center Topping Off Ceremony – August 15<sup>th</sup>, 2024

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

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

## 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, share job vacancy notices with the Mayor's Office for People with Disabilities and ACCES VR, ensure that agency personnel involved in both the discretionary and the civil service hiring process have received structured Interviewing training, assess recruitment efforts , and ensure ongoing collaboration between our EEO Division and the Recruitment and personnel units within HR. In addition, we will continue to participate and host Job fairs and hiring pools.

**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?**

DDC's HR division began planning for our October 2024 Internal Hiring Fair. We evaluated our effectiveness, by tracking the number of applicants that expressed interest and by how many candidates we are able to hire.

#### 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 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 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 |

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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.

### B. Recruitment Efforts for Civil Service Exams

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

- DDC's in person hiring fair - 7/24/2024
- Hiring Pools and List actions
- July 2024
  - Admin Project Manager – 7/1/2024
  - Staff Analyst – 7/12/2024
  - Administrative Construction Project Manager (Promotional list) - 7/16/2024
  - Procurement Analyst - 7/31/2024
- August 2024
  - Associate Project Manager (Promotional list) - 8/2/2024
  - Construction Project Manager – 8/12/2024
  - Administrative Project Manager – 8/14/2024
  - Staff Analyst – 8/16/2024
  - Associate Staff Analyst (Promotional list) – 8/22/2024
- September 2024
  - Accountant Hiring Pool –9/18/24
  - Associate Project Manager – 9/20/24
  - Staff Analyst Hiring Pool – 9/25/24

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

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

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

## C. Recruitment Sources

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

DDC hiring fair and Agency Hiring Pools

## 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: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ 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: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ 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: 20 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M 11 F 9 N-B \_\_\_ O \_\_\_ U \_\_\_

### 4. Summer Graduate Interns:

Q1 Total: 27 Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

Race/Ethnicity\* [#s]: Black 3 Hispanic 5 Asian/Pacific Islander 9 Native American\_\_\_ White 8 Two or more Races 2

Gender\* [#s]: M 16 F 10 N-B 1 O \_\_\_ U \_\_\_

### 5. Other (specify):

Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ 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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### E. 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): 5 Q2 (12/31/2024): \_\_\_\_\_ Q3 (3/31/2025): \_\_\_\_\_ 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 \_\_\_\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

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

During the 3rd Quarter \_\_\_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

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. 2 career 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:

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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) 31 Separations this quarter. |
| Q2             | # _____      | # _____        | # _____             |  |
| Q3             | # _____      | # _____        | # _____             |  |
| 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://mispwva-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://mspwwa-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 1 Quarter, FY 2025

Personnel Changes:

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

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

  

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



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

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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 \_\_\_\_Quarter FY 2025\*

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

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