

**Diversity, Equity, Inclusion and Equal
Employment Opportunity (DEI-EEO) Plan**

Fiscal Year 2024

Department of Buildings

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I. Commitment and Accountability Statement by the Agency Head

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

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

In the Second Quarter of Fiscal Year 2024, I reissued my Policy Statement reinforcing the Agency's commitment to compliance with the City's EEO Policy and all applicable federal, state, and local laws.

The Policy statement also emphasized Sexual Harassment as a form of discrimination and advised all employees about the required annual training mandated by the Stop Sexual Harassment Act enacted in May 2018. This was a reminder to all employees of the importance of all applicable mandates and the rights and protections afforded to them under the City's EEO Policy. As part of the Department's continued efforts to reinforce the City's EEO Policy, I will reissue a Policy Statement in the beginning of calendar year 2023 to reinforce the Agency's commitment to promoting an environment free from discrimination and hostility. This Policy Statement addresses the compliance trainings and respective training cycles to ensure all respective staff are aware of their individual rights and the impact on the workplace.

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

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

The agency will report to DCAS on the steps undertaken to comply with Executive Order No. 16 of 2016 and Executive Order 21 of 2016 and the provisions of the various

Executive Orders and laws (e.g., Local Law 92, Section 201g of the New York State Labor Law, Local Law 101, and Local Law 93) prohibiting employment discrimination in New York City. The agency disseminated and posted policies and required posters through all Borough Offices in accordance with all EEO related mandates.

- This statement is the same as last year.
- This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

Due to an influx in our requests for accommodations and inquiries about workplace etiquette, the EEO Office decided to mandate 2 trainings for all employees, that was previously only given to managers/supervisors, if any situation called for the training. As of May 2023, the Reasonable Accommodation and Workplace Etiquette Trainings are now a monthly mandatory training for all employees.

DOB created the new unit Employee Engagement that will work on engaging our employees in new diverse programs. We increased our Employee Resource Groups from 5 groups to 12+ groups. There have been numerous requests to create more groups in the near future. For Employee Recognition we hosted a few “Employee Recognition NBA & MLB Game” events for our employees to attend during Quarter 3 FY23 and our planning to host a few more similar employee recognition events in FY24. We continue to provide employees with a Years of Service Award for employees who have been employed with the agency for 1, 5, 10, 15, 20, 25+ years.

Below are some of the Employee Recognition Events and ERG events held in FY23:

Event Title	Event Type	Date	# of Employees RSVP	# of Employees Attended
Irish American ERG Heritage Brunch	ERG	3/29/2023		76
Employee Recognition NBA Game (New York Nets vs. Houston Rockets)	Sporting Event	3/29/2023		8
Jewish Heritage ERG Museum of Jewish Heritage Tour	ERG	5/18/2023		12

Jewish Heritage ERG Virtual Speaker on Israeli Technological Innovations	ERG	5/24/2023		14
Asian American Pacific Islander ERG Lunch w/ Performers	ERG	6/14/2023		60
LGBTQI ERG Craft Day	ERG	6/23/2023	N/A	8
LGBTQI ERG Representation at NYC Pride March	ERG	6/25/2023	N/A	7 (4 Empls + 3 FF)
LGBTQI ERG Bagels and Discussion	ERG	6/28/2023	32	29

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2023

Total Headcount: 1720

The EEO Office performed a pay parity report on various titles within DOB. The findings for all positions are located within a newly Parity Database in the EEO office. The Executive level positions were reviewed and analyzed. The report findings showed that amongst our Deputy Commissioner positions, all DC's were paid the same no matter the race or gender. Amongst the Assistant Commissioner positions there were salary differences amongst the AC's who are licensed (Architect, Engineers, and Lawyers) and those who are not licensed serving in other Civil Service titles. The range for the AC positions was minimum of \$180,250 to maximum of \$190,000. All licensed Assistant Commissioners received \$190,00 regardless of race and gender. All non-licensed Assistant Commissioners received \$180,250 to \$188,451.50. There are further differences amongst the White, Hispanic, White, Two or More, and NS Assistant Commissioners.

The most noticeable difference is among the Black Assistant Commissioners (none are licensed), who range from minimum of \$180,250 to maximum of \$181,547, clearly showing a disparity amongst the Black Assistant Commissioners in FY23. At the time of the pay parity report the agency currently had 1 Associate Commissioner, who identified as female and Asian.

HREX sent biannual emails to all employees reminding them to update information in NYCAPS to ensure all information is accurate and complete. In accordance with Local Law 18, a proactive effort will be made to remind all employees to update all NYCAPS information on a quarterly basis to ensure accuracy throughout FY 24.

In FY 2024, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees

- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2024, the agency will inform and remind employees of the option to add preferred name in ESS.

The EEO Office and HR teams meet monthly or as needed to discuss best practices in addressing underutilization for job groups and titles that are underrepresented within the Department (specifically titles that are filled via Civil Service requirements).

- 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.

[Select the options that apply to your agency.]

Agency Head

- Quarterly Semi-Annually Annually Other _____

Human Resources

- Quarterly Semi-Annually Annually Other Monthly

General Counsel

- Quarterly Semi-Annually Annually Other _____

Other (___specify)

- Quarterly Semi-Annually Annually Other _____

- The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2024

[State below the central goals of your strategy for FY 2024 focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ Workforce:

**Cultural Sensitivity Training
Focus Groups
Professional Development**

❖ Workplace:

**Bronx Borough Office
280 Renovation
Employee Resource Groups Expansions**

❖ Community:

**Adam's 90 Day Commission Continuation
Community Engagement Unit Outreach**

❖ Equity, Inclusion and Race Relations Initiatives:

The EEO Office will be introducing an EEO Liaison program and an official Diversity, Equity, & Inclusion Council for FY24. The EEO Liaison program will create an EEO Liaison role for all DOB locations that the EEO Office is not located. Each EEO Liaison will be trained to understand EEO laws and guidelines. The liaison's will be a source of information for the employees at each location to assist the employees with inquiries such as where to find EEO forms or basic information on how to apply for accommodations. The DEI Council will be composed of DOB staff who are vetted and passionate about DEI in the workplace. It is in the beginning stages and will eventually be implemented before the end of Quarter 4 FY24.

The EEO Office and the Employee Engagement Unit will be creating new DEI Trainings for all employees. The plan is to create an Introduction to DEI for all new hires. The lesson plan will be worked on and created during FY24.

Due to an influx of requests, newly hired employees with invisible/visible disabilities, and inquiries with the EEO Office. The Disability Etiquette Training will be added to our list of mandated trainings.

2. Planned Programs, Initiatives, Actions

A. Workforce

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

EEO and HREX staff continue to work collaboratively to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints. The EEO Office and HREX meet bimonthly to discuss recruitment strategies designed to attract a diverse workforce and best practices in addressing underutilization in job groups and titles that are underrepresented and not tied to Civil Service requirements. Recruiting efforts are back in person and some are virtual. HR is in the process of reorganizing recruiting functions with an emphasis on functions directed related to Targeting Recruiting to help focus on underutilization and underrepresented groups.

Due to the budget cuts Building University plans to provide professional development curriculum that focused on Diversity and Inclusion as well as best practices for managers and supervisors in conflict resolution has been halted. During Q1 of FY24 Building University partnered with Baruch University to offer Professional Development training, the Baruch Leadership Program for Managers. The program consisted of 10 sessions (3hours each).

The EEO Office has recommended that the agency implements a Cultural Sensitivity training to all employees regardless of if they work as front facing employees or not. All DOB employees should undergo the training, to ensure that our staff is sensitive to the different cultures they may interact with on a daily basis, whether they are customers or fellow coworkers.

After reviewing all the data from the Survey given to all employees in FY23, the Employee Engagement Unit created Focus Groups based on the information provided by employees. To follow up on the information provided employees were asked to join focus groups based on the unit's they worked in. Focus Groups started in Q1 of FY24 and will be held throughout FY24. The information gathered will be used to implement new initiatives and programs for FY24 and FY25.

B. Workplace

Bronx Relocation and 280 Broadway Renovations

The current Bronx Office location was originally scheduled to move in FY 23, it was pushed back to occur in FY24. This move will expand our current workspace and help improve our customer service relations as their will be more accessibility with dealing with members of the public. Our Facilities team has coordinated with DCAS' Facility to ensure the new location follows all local laws with respect to lactation rooms and all other applicable laws regarding accessibility. DOB finished renovating its Headquarters floors 1 through 6. FY24 plans was to renovate the 7th Floor, the last floor not renovated, due to budget cuts the 7th Floor will not be renovated during FY24, at this time.

Employee Resource Group Expansions

DOB has increased our DEI outreach to our employees by engaging in various surveys to see what Employee Resource Groups the employees would be interested in creating. After the survey was completed and reviewed the Employee Engagement unit reached out to the employees to see what ERG's they would like to be part of. DOB has now implemented 12 new Employee Resource Groups. One of the ERG's created is our Health & Wellness groups. The Health & Wellness ERG partnered with Work Well to engage employees with our Free

Flu Shot program, which has been held at multiple DOB locations and our Yoga at DOB - Destress with Yoga which is located at 280 Broadway. The plan is to expand the Yoga program to other DOB locations during FY24. In Q2 FY24 the Jewish Heritage Resource Group will be hosting a Hanukkah event, latkes and bagels will be served, members will play dreidel, and there will be a discussion about Hanukkah. The Hispanic Heritage Resource Group has started their Annual Holiday Toy Drive, delivering toys to sick children in local NYC Hospitals.

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

List below the names of existing ERGs:

- Asian American Pacific Islander Heritage
- Arab Heritage
- Black History Month
- Caribbean Heritage
- Disability Pride/Awareness
- Greek Heritage
- Health & Wellness
- Hispanic Heritage
- Irish American Heritage
- Islamic Heritage
- Italian Heritage
- Jewish Heritage
- Native American Heritage
- Pride – LGBTQI+
- Veterans Appreciation
- Women’s History Month
- Youth Mentorship

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

Agency Diversity Council is in existence and active

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

Agency will 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

Community Engagement Unit Outreach

- Implement community engagement pilot program where assign enforcement and development inspectors and community engagement staff to specific community districts in Brooklyn, visit active construction sites of all sizes to provide education and outreach to contractors and construction workers and act as a liaison to community stakeholders to help address quality-of-life issues. Currently on hold due to budget cuts.
- We launched an Inspector Pilot Program, where the inspectors and liaison were in the community interacting with homeowners and businesses. The purpose of the program was to integrate inspectors into communities to better understand and address community concerns, which included concerns pertaining to construction activities and to the maintenance of existing buildings.
- The Community Inspectors comprised of enforcement and development work worked closely with DOB's Community Engagement Unit to be responsive to concerns as they arise and proactively identified opportunities to bolster education and to increase compliance with the regulations DOB enforces.
- The program's goal was not intended to generate violations or fines. DOB's goal was to work cooperatively with building owners and construction personnel to resolve community concerns through education about safe, code-compliant construction and building upkeep.
- In the event that the inspectors observed conditions that pose immediate threats to public safety, DOB inspection units were routed to perform a follow-up inspection, which may have resulted in violations. Below you will find links to some testimonials from the DOB In Your Community borough-wide Events. Attached is a flyer with all the details.

Video 1:

https://drive.google.com/drive/folders/1BZnGUZsmg3VeMyblp_UojsKfooGF1Jhg?usp=sharing

Video 2:

<https://drive.google.com/file/d/1F58032JJxRnbTO7JMjryZ3YgUpCkUrjK/view?usp=sharing>

Video 3:

<https://drive.google.com/file/d/1x0DuvwTt7WEberQi7VfpcMS6ca1LtLsl/view?usp=sharing>

Adams 90 Day Commission

During FY24, DOB held an Adams Commission Industry Update Meeting, providing information to internal and external shareholders on upcoming implementations for FY24. The focuses are to improve the development and plan examination process, improve public safety and strengthening enforcement policies, improving licensing and industry member coordination, and improve and streamlining sustainability requirements.

- Produce and publish standardized plan examination checklists specific to work types to assist in streamlining the plan exam process and remove uncertainty from the requirements and review process so that customers know what to expect when pursuing a construction project. Currently in progress to launch in January 2024.
- Requirements will be annotated with photos to clarify what types of specific projects do not require a permit. (Website update) Currently in progress to launch in January 2024.
- Allow for permits to be automatically processed in DOB NOW after an application has been approved, speeding up the process for contractors to obtain their construction permits after DOB had confirmed that their plans comply with applicable regulations. Anticipated completion Q1FY24
- Establish an online process for submission of LNO requests, which are relied on by certain businesses. Once online, the Department should establish a service level to be transparent with the public on how long it takes to get an LNO. Completion to be determined.
- Provide more information to tenants in buildings by posting requirements on floors; mitigates/reduces violations. Currently, there are 32 different signs required in building, tenants usually don't read these. The Department needs to revamp the Tenant Protection Plan notifications required to consolidate and simplify to make them more direct. Provide different languages. Completion to be determined.
- Triage unit will address issues 311 complaints and buildings that were recently subject to an emergency to better coordinate and expedite these types of inspections. An automated system will be built to the DOB Now System in the future. Anticipated completion in Q4FY24
- Improve consistency in enforcement interactions with the public by reviewing and revising existing training for inspectors. The Department will instruct its inspectors to provide additional clarity when issuing OATH summonses so that property owners are aware of how to address violating conditions for which they receive summonses. Ongoing long-term completion
- Provide FAQ on website regarding various licensing and insurance requirements. Completion Q2FY24.
- Work to reimagine NYC's existing sustainability laws to better align with Local Law 97, with a goal to coordinate annual filing deadlines, reduce paperwork, and incorporate carbon emission data into building letter grade signs. Completion FY24.

- Convene meetings with building managers and property owners in order to create resource guides and other educational material on building sustainability requirements. Completion anticipated Q3FY24.

In FY 2024, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBES)
- Conduct a customer satisfaction survey
- Expand language services for the public

V. Recruitment

A. Recruitment Efforts

DOB has been making efforts to build and retain a diverse and inclusive workforce. Strategies have included participating in career fairs, both at area college and community based. Further, job postings at area colleges and law schools and Indeed, as well as social media presence was also used to reach a more diverse pool. Finally, the agency has used print and online ads with targeted publications and websites, such as Society of Women Engineers and National Society of Black Engineers. As we continue to expand the pool of candidates, we are going to work with NYC Department of Veterans Services and will soon have access to VET Connect, a platform for veterans and spouses of veterans.

In addition, the Agency had an Agency Recruitment Ambassador assigned to work with DCAS on recruitment efforts during the vacancy sprint. This included overseeing the participation in DCAS Hiring Halls which were held at area colleges and community centers in each of the five boroughs.

The agency is also devising a plan to inform employees of upcoming job openings. The agency has increased our underutilization of female inspectors, in our last Academy class we had 8 female inspectors, the highest number of female inspectors ever to graduate from the Inspector Academy in DOB History.

B. Recruitment for Civil Service Exams

- a. DOB routinely notifies employees of upcoming open competitive and promotional exams. Information includes the link to file, filing period and the exam schedule for the fiscal year. These notifications are typically sent multiple times during the filing period.
- b. Candidates in the pipeline are notified of upcoming open competitive exams so that they may file for the appropriate exam.
- c. Notifications of Civil Service exams are also pushed out on social media sources.
- d. DOB sends out agency wide notifications to staff regarding the DCAS sponsored Civil Service 101 Monthly Sessions. These information sessions provide information on exams and the importance of filing and taking them.
- e. Participation in Career Fairs at area colleges where civil service exam information and calendar of upcoming exams are provided.

List any planned recruitment events for FY 2024 that will be held by the agency to promote open-competitive civil service examinations.

Event Date	Event Name	Borough
09/27/2023	NJIT Career Fair	New Jersey
09/28/2023	CUNY- John Jay Career Fair	Manhattan
10/03/2023	Cooper Union Career Fair	Manhattan
10/03/2023	Manhattan College STEM Career Fair	Bronx
10/05/2023	CCNY STEM Career Fair	Manhattan

List planned expenditures for FY 2024 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$100
Brooklyn	N/A
Manhattan	\$650
Queens	N/A
Staten Island	N/A

C. Recruitment Sources

1. Indeed is being used for both sponsored job postings and sourcing of candidates. We have had success with Indeed in prior years as it leads to a larger candidate pool. In prior years, we have offered and started candidates that have been sourced by Indeed.
2. Society of Women Engineers (SWE)-Organization which focuses on and supports female engineers in all disciplines. The organization also has student chapters at colleges and universities with engineering programs. Their website allows for

employers to post positions. We have targeted some of the targeted engineering positions on this site.

3. National Society of Black Engineers (NSBE) – Organization which focuses on and supports Black engineers in all disciplines. Like SWE, the organization has student chapters at colleges and universities across the country with engineering programs. There are opportunities to post positions on their website which we have done for specific engineering positions.
4. VET Connect-this is a new source for DOB. VET Connect is a platform for Veterans and their spouses who are job seeking. It takes the military description of their positions and “translates” it to layman’s terms. We have used other Veterans sources previously, but this is the first time we will use this particular source in recruitment.
5. Simplicity Job Postings- Simplicity is a source which allows postings for colleges and other advanced degree programs. We have previously posted on Simplicity using their “free” service but have used a service in simplicity which allows us to post on multiple schools for a fee. The system also sends a few candidates who have registered on their site that meet the qualifications to be invited to apply.
6. PSJD- This is a website for public service law-related jobs. The agency has used the website to post several positions for attorney vacancies.
7. ATWORK-We are working to get access to post positions on ATWORK which is a job site connected with the Mayor’s Office of People with Disabilities. We have employees who have come through the 55-a program and have eventually taken civil service exams and become permanent.

D. Internships/Fellowships

The Department of Buildings continues to look for ways to expand its internships and fellowship opportunities. In FY24, the agency has applied for an Urban Fellow to work on policies within the agency’s Code Development for Fall 2023 cohort.

In FY24, our agency established the systems and procedures for externship work agreements, an academic field work assignment for course credit. In Q1 of FY24, the agency piloted its first formal externship. Currently, a Brooklyn Law School student extern to gain experience within our agency’s Sustainability Policy and Legal Matters Unit until FY24 Q2. In assessing units needs within our agency, more externships will be established for Law School students at our agency in Q3 will be established for the Spring 2024 academic semester.

In FY24, our agency is working with a DOE high school to re-establish high school internship for a former intern who interned in Q4 of FY23. Previously, our high school internships at the DOB stem from program participants sources from our high school educational programming. These DOE internships revolve around the DOE academic schedule.

In FY24, DOB Youth Leadership Councils begins in Q2 of FY24. Our agency looks to establish more high school level internships within our agency. Included this year in the Youth Leadership Councils application to prospective program participants is a question about seeking internship opportunity an internship post programming. What this allows is for the agency to know the interests of the program participant and work with their school and parent or guardian to make this opportunity happen during the 2023- 2024 DOE school year.

A similar pipelining strategy through our agency’s educational programming is applied with DOB Scholars, our College Level educational programming. During the programming which occurs in Q3 and Q4 of a fiscal year, DOB Scholar program participants are shared the DOB Summer Internship positions to apply. Over the years, our agency has seen many DOB Scholars program participants transition into DOB Summer Interns or College Aides.

The DOB will continue to employ College Aides at our agency. With OMB and internal budget approval, our agency has been working on expanding these opportunities in establishing new head count lines.

The Youth and Industry Engagement Team will continue to pipeline interns from our education programs: Youth Leadership Councils for high school students and DOB Scholars for college level students. In recruiting through these programs, our agency can inform prospective interns of the operations and initiatives of our agency, and this can help strengthening commitment to employment.

The Youth and Industry Engagement Team will continue to recruit by promoting internship opportunities through our electronic mailing list. Contacts are added to the mailing list from the Recruitment form landing page, located on the DOB’s Student Opportunities webpage. In FY23, there were over 300 contacts gathered from this form. The landing page link is also something in which our agency has applied to brochures for students and circulated to educational partners. It does not exclusively live on our agency’s website.

The Youth and Industry Engagement Team is looking to expand its educational partners, specifically with its DOB Scholar college level educational program. In FY23, programming was only available to CUNY students. By building out relationships with local colleges, this will provide more student opportunity and diversify our Summer Intern and College Aides applicant pools.

The agency will continue to attend community events, college fairs, and job fairs as part of its recruitment and hiring practices. There are pathways for pipelining College Aides into entry level positions. So far in FY24, three former College Aides have transitioned into full time positions. One former CUNY DOB Intern from FY23 has also transitioned into a full-time position. DOB hired Summer Interns and College Aides.

The agency provided the following internship opportunities in FY 2023: We are working on getting further clarification on the Race/Ethnicity/Gender of our Interns.

Types of Internships/ Fellowship	Total	Race/ Ethnicity	Gender
Civil Service Pathways Fellow (February 2022- June 2023)	1	Asian	Male - 1
Summer College Interns (DOB)	34	Black -5 Asian/Pacific Islander – 14 Native American – 2	Male – 18 Female – 14

Group 1(June 2022-September 2022) Group 2 (June 2023-FY24 Q1)	1	White – 9 Two or more – 3 (8 of the participants identified also as Hispanic or Latino)	Non-Binary – 1 (2 participants did not self-identify)
Summer Graduate Interns (DOB) Group 1(June 2022-September 2022) Group 2 (June 2023-FY24 Q1)	3 0	Black -1 Asian– 1 White – 1	Female – 2 Non-Binary - 1
SYEP Interns	9	Asian -7 (2 participants did not self -identify)	Male - 2 Female – 5 (2 participants did not self-identify)
NSF Scholar	1	Black	Male - 1
CTE Interns (April 2023)	2	Hispanic or Latino- 1 Non-Hispanic or Latino- 1 Asian- 1 White- 1	Male- 1 Female- 1
CUNY DOB Interns (July 2022– June 2023)	48	Asian – 17 Black – 8 White – 7 Two or more – 1 (10 identified as Hispanic or Latino) (15 participants did not self-identify)	Female – 13 Male – 25 (10 participants did not self-identify)
EDF Fellow (June 2023-August 2023)	1	Did not self-identify	Did not self-identify
College Aides (July 2022– June 2023)	37	Asian – 9 Black – 9 White – 6 Two or more – 2 (7 of the participants above identified as Hispanic or Latino) (11 participants did not self-identify)	Female – 16 Male – 20 Unknown - 1

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 **15** [number] 55-a participants.
- There are **4** [number] participants who have been in the program less than 2 years.
- In the last fiscal year, a total of **4** [number] new applications for the program were received and **1** participant left the program due to [state reasons] **termination**.

DOB will continue to utilize the 55-a Program in our recruitment processes to continue recruiting a diverse and inclusive workforce for FY24. The postings for all DOB positions will continue to have the requisite 55-a language for qualified applicants who are eligible for the program. In FY23 we requested to have our vacancies posted on MOPD's ATWORK recruitment board, and will continue in FY24. All new hired employees are provided information on the 55-a program during orientation and all current employees are directed to reach out to the 55-a Coordinator, regarding information about the program.

- Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.
- Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

[Note: This section must be prepared in consultation with the Agency Personnel Officer.]

A. Career Counselors

Career counseling services are promoted at every DOB new hire orientation, and advertisements are posted on the Intranet, which are viewable by incumbent employees.

A career counselor is available to conduct confidential private sessions with employees to provide guidance with respect to short and long-term career goals, resume building, interview preparation, networking strategies, informational interviews and recourses available.

Career Counseling is the process that assists individuals make and implement informed occupational choices, while taking into consideration factors that influence the individual's career development, including their skills, interests, abilities, values, office title, civil service title, working background, and circumstances. The Career Counselor is located in our Building University, which facilitates all communications Agency-wide pertaining to career development.

B. New Hires and Promotions

EEO and HREX are continuing in the Blind Screening Process of our Executive level positions. HREX Workforce Planning unit oversees the resumes and makes determinations to see the applicants that meet the minimum and preferred skills. The Workforce Planning team then sends the EEO Officer the list of applicants who are recommended for interview. The EEO Officer is the final reviewer of all resumes to ensure that all qualified applicants are being interviewed for the position. All internal candidates who meet the minimum qualifications are interviewed for the position.

All DOB vacancies are posted in several recruitment sources such as JOBS NYC, ATWORK, Colleges, and job sites like Indeed. EEO has recommended that HREX creates an internal posting board, so all internal candidates are able to review vacancies through the department's intranet, since the only option is to look through ESS. All interviews are conducted using the Structured Interview Process, all hiring managers/supervisors who participate in interviews must receive the Structured Interview Process training from the EEO Office. All hiring managers/supervisors fill out the Interview log after the interviews are done, in conjunction with Personnel Action Request (PAR) form. For Executive staff/senior level positions, the Department also coordinates with the Mayor's Office to ensure that candidates are appropriately vetted. This includes providing a copy of the selected candidate's resume/curriculum vitae. A final offer is not made until after City Hall approval is obtained.

C. EEO Role in Hiring and Selection Process

The EEO Office meets with Human Capital monthly to review all recruitment activity for the upcoming month and to discuss trends and best practices in addressing underutilization. The two offices reviewed by utilizing the candidate evaluation forms and eHire Applicant Log report in NYCAPS to effectively address demographic trends and EEO concerns, due to the change in our eHire practices we utilize reports in the NYCAPS and JOBNYC systems. The EEO Officer also provides guidance to assist Hiring Managers in developing interview questions that accurately reflect the required skills for the relevant positions. The EEO Officer reviews all questions that are submitted to the DOB Interview email to ensure that all questions are equitable, unbiased, and follow the Structured Interview Format.

In FY 2024, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review 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 and language that is age-inclusive).
- Actively monitor agency job postings 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 during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- 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 2024.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

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

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	1720	1/2024-8/2024
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)	1720	9/2023-8/2024
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 6 runs between September 1, 2023 – August 31, 2024)		
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees	1600	1/2024-3/2024
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2024) All other employees		
7. Disability Awareness and Etiquette	All Employees	1720	1/2024–12/2024 Throughout the fiscal year
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers/Supervisors	50-100	Once per quarter

9. Reasonable Accommodation	All Employees	1720	7/2023-12/2024
10. Workplace Etiquette	All Employees	1720	7/2023-12/2024

VIII. Reasonable Accommodation

Describe your agency’s practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

Employees (including temporary workers, interns, job applicants and consultants) may seek a reasonable accommodation for a disability, pregnancy, childbirth, and related medical conditions, and/or religious observance. Employees may also seek an accommodation if they are victims of domestic violence, sex offenses and/or stalking. Information regarding an employee’s right to seek a reasonable accommodation as well information regarding the reasonable accommodation process is provided as part of the New Hire and CBT training employees receive. In addition, information regarding the reasonable accommodation process is available on the Department’s Intranet. Targeted training regarding the reasonable accommodation process will be ongoing throughout FY24 for all DOB employees.

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

Employees can contact the EEO Office directly or notify their manager/supervisor. Human Capital staff, in processing employees returning from leave who are not able to perform full duty, notify the EEO Office, as well as advise the employees of their right to seek an accommodation. In addition, in investigating disciplinary matters, the Office of Internal Affairs and Discipline (IAD) makes referrals to the EEO office. Once the EEO Office is made aware (whether through Human Capital, IAD, or a manager/supervisor) that an employee may need an accommodation, the EEO Office contacts the employee to initiate the cooperative dialogue. The EEO Office will engage in the interactive process/cooperative dialogue with the employee and coordinate with Department personnel (Human Capital, General Counsel, Division Heads, and/or managers/supervisors) necessary to determine whether the requested accommodation can be provided without creating an undue hardship for the Department. This includes reviewing the employee’s job functions, understanding the employee’s specific limitations, and researching equipment. In the event the Department cannot provide the requested accommodation, the Department endeavors to work with the employee to determine whether there is an alternate accommodation available. In FY24, the addition of the upcoming creation of the EEO Liaison program employees will also be able to reach out to the EEO Liaisons to receive assistance with finding forms or general information about reasonable accommodations.

If an accommodation is denied, the employee is advised of the appeal process on the denial correspondence. The Department appeals officer is currently Senior Advisor Nadya Stevens. Employees are provided with Senior Advisor Stevens’ contact information and are informed of the

timeframe in which they can appeal the decision. (30 business days). All appeals are reviewed independently of the EEO Office. Due to changes made in staff the Commissioner is considering a new Appeals Officer and will update the information if a change is made within FY24.

Due to an influx in Reasonable Accommodation requests and shortage in staff the speed of dispositions became backlogged during Quarter 3 & 4 of FY23. All Reasonable Accommodations have been caught up and will continue to be processed within 7-10 days and finalized within 30 days, if no difficulties arise in FY24.

The EEO Office uses the data stored in our EEO Tracker to look at the trends that have already and may occur in previous Fiscal Years and the current FY24. Comparing the number of inquiries and accommodations for all fiscal years allows us to forecast any increase/decrease during certain Quarters or Months. FY23 and FY24 numbers are higher than usual due to the new DC37 Remote Pilot Program and its extension to other union/non-union employees. One trend shows that many employees are requesting reasonable accommodations for the other 3 days they are to be within the office. Another trend observed is that Q2 and Q3 of FY24 will see an increase of accommodation requests as FY22/FY23 showed.

- 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 of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Nadya Stevens, Senior Advisor
 - The designee reports directly to the Agency Head.

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

- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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 6 – September 1, 2023 – August 31, 2024) 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

- 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 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII 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 2023.

- 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 2024

- List of diversity and inclusion training for FY 2024 is included in section VII of this annual plan.

F. 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 4 runs from April 1, 2022, to March 31, 2024.

- 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 Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

X. Audits and Corrective Measures

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

- The agency is **NOT** involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 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.]

XI. Agency Head Signature

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

JAMES S. CDDO
Print Name of Agency Head

James S. CDDO
Signature of Agency Head

2/20/2024
Date

Appendix A: Contact Information for Agency EEO Personnel

Agency EEO Office mailing address:

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
2.	Agency Deputy EEO Officer [if appointed]	N/A		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	N/A		
4.	Chief MWBE Officer per E.O. 59	Gina Ugarte	gugarte@buildings.nyc.gov	212-393-2020
5.	ADA Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
6.	Disability Rights Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
7.	Disability Services Facilitator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
8.	55-a Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
9.	EEO Investigator(s)	Laan Gomez	lagomez@buildings.nyc.gov	212-393-2254
10.	Career Counselor(s)	Melanie Guzman	melaguzman@buildings.nyc.gov	212-393-2163
11.	EEO Training Liaison(s)	N/A		
12.	EEO Counselor(s)	N/A		
13.	Other (specify) EEO College Aide	Catherine Guitian-Almanazar	caguialmanzar@buildings.nyc.gov	212-323-7385

Appendix B: Local Law 28 (2023) – Diverse Recruitment and Retention

Agency Name: DOB

Local Law 28 of (2023) is a Local Law to amend the New York City charter and the administrative code of the City of New York, in relation to the evaluation and expansion of diverse recruitment and retention within the municipal government.

Pursuant to Local Law 28 (2023), each agency shall collect and submit the following information for the prior fiscal year to the Department of Citywide Administrative Services by **August 31, 2023**, and annually thereafter.

For each agency-specific training program your agency has that is required for, or relevant to, an applicant’s appointment to a position based on an open-competitive civil service examination or a promotion civil service examination, list the following [Include this information for each individual training program within your agency that was completed in FY2023. The table below can be duplicated. If your agency does not have a training program, write “N/A”]:

[Insert name of the Training Program]	Totals
# of applicants enrolled in such program	0
# of applicants who completed the program	0
# of applicants who passed and graduated from the program	0
# of applicants who passed but did not graduate from the program	0
# of applicants who did not pass or graduate from the program	0
# of applicants who accepted any appointment offered base on graduation from the program	0

List all expenditures related to recruiting candidates for open-competitive civil service examinations and promotion civil service examinations in FY 2023.

Borough	Approximate Dollar Amount Spent (\$)
Bronx	0
Brooklyn	0
Manhattan	0
Queens	0
Staten Island	0

Provide a list of recruiting events, including location, held, or attended by your agency to promote open-competitive civil service examination in FY2023.

Event Date	Event Name	Borough
	NONE	

Provide a list of any preparatory materials developed for applicants or potential applicants for open-competitive civil service examinations or promotion civil service examinations, if applicable. [Include as attachments]N/A