

**DEPARTMENT OF BUILDINGS**  
**DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY PLAN**  
**FISCAL YEAR 2020**

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

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

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

In the First Quarter of Fiscal Year 2020, 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 specifically addressed newly added protected categories under the New York City Human Rights Law which included Sexual and Reproductive Health Decisions and also issued guidance protecting the rights of New Yorkers to maintain natural hair or hairstyles that are closely associated with their racial, ethnic or cultural identities.

The Policy statement also emphasized Sexual Harassment as a form of discrimination and also 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 2020 to reinforce the Agency's commitment to promoting an environment free from discrimination and hostility.

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

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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.

The agency is committed to maintaining a workplace free from all forms of harassment and discrimination prohibited by the City's EEO Policy.

☐ This statement is the same as last year.

### II. Recognition and Accomplishments

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

1. Hiring of full time Labor Relations Manager.
2. Expansion of Employee Resource Groups to focus on diversity initiatives.
3. Accessibility and ADA training for Plan Exam and Inspectorial Staff.
4. Expanding the City's 55-a initiative as part of expanding the Agency's recruiting efforts

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

- ☐ Diversity & EEO Awards\*
- ☒ Diversity and EEO Appreciation Events\*
- ☒ Public Notices
- ☒ Positive Comments in Performance Appraisals
  - ☒ Other: E-performance implementation for non-managerial staff/Hispanic Heritage Recognition/Italian Lunch and Learn/ Veterans Day recognition

*\*Please specify under "Additional Comments"*

- ☒ The agency will continue to recognize employees, supervisors, managers, and agency units demonstrating superior accomplishment in diversity and equal employment opportunity in FY 2020.

***Additional Comments:***

In the first quarter of FY 20, the EEO Office and the Communications Unit sent out a notice to all employees regarding Employee Resource Groups, based on interest in our FY19 initiatives to promote cultural awareness among the employees who make up the DOB workforce. Eighteen Employee Resource Groups were created and some are up and running as of Q2, while others are still in their infancy. The Agency will continue to host other initiatives through FY 20 as part of its efforts to promote diversity and inclusion throughout the workforce.

Initiatives hosted in FY 20 for the various Employee Resource Groups are listed below:

**Hispanic Employee Resource Group- September 2019**

- Employee Recognition and spotlights throughout Hispanic Heritage Month
- Latin Music Celebration
- Celebration of Hispanic Cultures with Food and Activities

**Italian American Employee Resource Group- October 2019**

- Game Night with traditional Italian Games
- A Taste of Italy

**Veterans Employee Resource Group.- November 2019**

- Veterans Day Lunch and recognition of the Department's Vets

**Diwali Employee Resource Group- November 2019**

- Diwali Celebration

Additional Diversity initiatives will be updated throughout the FY 20 and noted on the upcoming Quarterly reports.

The Department held its Commissioner's Awards for Excellence to formally recognize the contributions of its diverse workforce in various titles and levels throughout the Department. During Fiscal Year 2019, the Department again recognized the contributions of managerial and non-managerial employees who have contributed to the success of the Department's initiatives and day-to-day operations. This year employees were honored with awards for Individual Excellence, Team Excellence, Advancing Public Safety, Improving Quality of Life, Safety Education, Innovation in Borough Operations and Development, Excellence in Service, Excellence in Enforcement, and Distinguished Public Service.

To close out the calendar year, the agency hosts an Employee Recognition event to highlight the various employee milestones employees achieve during their time at the Department.

III. Workforce Review and Analysis

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

In FY 2020, 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 ESS (by email annually)
- ☒ Agency's intranet site
- ☒ Newsletters
- ☒ On-boarding
- ☒ Manager/supervisor observation, if employee refuses to self-ID

*Additional Comments:*

Veteran status is handled at on-boarding. If employees join the military after commencing employment, they can provide documentation and update their status in NYCAPS. Employees are reminded to update their status through the Agency's monthly newsletter and through Human Capital. Human Capital sends biannual emails to all employees reminding them to update information in NYCAPS to ensure all information is accurate and complete. Human Capital further updated the preferred name category on its forms in FY 19 which is currently being used in FY 20.

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

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

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

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

***Additional Comments:***

The EEO Office and HR meet monthly to discuss best practices in addressing underutilization for job groups and titles that are underrepresented within the Department that are not tied to Civil Service requirements. For instance, the Office of Human Capital has expanded its recruiting efforts outside of the five boroughs to include the tri-state area in order to fill inspectorial titles and applicable technical titles. This effort started in FY 19 and will be ongoing into FY 20.

### **IV. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2020**

#### **1. Proactive Strategies to Enhance Diversity, EEO and Inclusion**

**State below the central goals of your strategy for FY 2020 focused on enhancing diversity, equal employment opportunity, and the overall value of inclusion at your agency. Include initiatives that your agency will implement in FY 2020.**

##### **1. Workforce:**

In November 2017, the City Council passed an amendment to the City Charter modifying the qualification requirements for inspectors at the Department of Buildings. The Department proposed revisions to the title specifications for inspection titles used at the Agency. The revised specifications were adopted by DCAS in June 2019. Qualification requirements and tasks were updated. Inspector and Associate Inspector titles were consolidated for most disciplines. A new entry level was added for Inspector (Construction) and Inspector (Plumbing). The Department has begun recruitment under the new qualification requirements and anticipates hiring Inspectors (Construction) L1 in FY20 and will utilize this charter revision to help bolster the recruitment of inspectorial personnel as a means of addressing

underrepresentation in the title and also create a more substantive succession pipeline.

In the second quarter of FY 19, Buildings University coordinated a professional development program with DCAS that was made available to all staff. The program consists of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills.

In addition, Buildings University has worked with Baruch College to develop leadership training for new supervisors and managers geared towards enhancing supervisory skills. These programs will be ongoing into FY 20.

***Baruch's Contemporary Management Principles Program***

The Contemporary Management Principles Program- Incumbent and New Supervisors.

Supervisors are encouraged to assume increasing amounts of responsibility and accountability, which is beneficial for their own growth and for the organization as a whole. In order to rise to these challenges, participants must become familiar with effective ways to ensure that assigned projects and tasks are followed through to completion. With this in mind, courses offered to this population combine coaching behaviors, explaining processes, and endowing participants with critical thinking skills that enable them to follow through on assignments effectively and grow as professionals.

***Baruch's Leadership Program- Mid to Senior level Managers and Supervisors and Former Graduates of the Baruch Contemporary Management***

The Leadership Program is designed to support managers; our managers are distinguished by their ability to provide direction to their staff, institute change, serve as role models, establish strategy, and set the tone and organizational culture. Courses address strategic processes, enabling participants to identify, promote, and ensure congruence between careful thinking and planned execution. This program incorporates experiential learning through interaction, case studies, and other activities designed to elicit the immediate feedback so critical to molding and modeling key behaviors

***Baruch's Advanced Leadership Program-Senior Level Managers and Graduates of the Baruch Leadership Program***



The Advanced Leadership Program is designed specifically for senior managers to allow in-depth study of emergent trends in organizational behavior, change management, effective teamwork, and strategic planning. After completion, students will have the skill set to lead, communicate effectively among all employment levels, supervise, accept change, manage conflict, and build successful teams.

***Civility: Respect in the Workplace- Pilot for Staff at all levels***

Diversity training helps promote a respectful work environment by raising awareness of the issues. Respect in the Workplace training delves deeper into concrete skills managers and employees can use to create an environment that is inclusive and makes people feel supported

***Multigenerational Workplace – Pilot for Staff at all levels***

*Increase positive working relationships and reduce workplace conflict to maximize the value of working in a multigenerational workplace.*

**2. Workplace:**

**Lactation Rooms**

In accordance with the Mother's Day Bills passed in FY 19 (Local Laws 185 and 186), the EEO Office and the Facilities Team worked together to identify spaces throughout the Agency's work locations that could be utilized as lactation rooms. In Q1 the Agency upgraded the lactation space in its main facility to comply with LL 185 and 186, and began construction of lactation spaces in offices across the five boroughs which were completed in Q2. The EEO Office worked with Human Capital to update the lactation policy which is issued to all employees upon hiring and communicated to employees returning from maternity leave.

**Expansion of ERGs**

In FY 19, the Agency launched an employee engagement initiative focused on Health and Wellness and Diversity. Due to the positive feedback received from the FY 19 launch, the EEO Office expanded the Diversity initiatives to reinforce the Agency's commitment to Diversity and Inclusion.

**Employee Resource Groups**

As part of our Diversity and Inclusion commitment, the various Employee Resource Groups will be tasked with developing activities for, and fostering relationships within, the different communities throughout the fiscal year. These activities will be updated and reflected in our upcoming quarterly reports throughout FY 20.

**HR in the Boroughs**

**EEO in the Boroughs- The EEO Office and Human Capital**

As a result of our risk assessment, EEO and HR have made a more conscious effort to establish their presence in our Borough offices and become more accessible to

employees not working in our central location. This has afforded more face time with our staff similar to a "One-Stop" shopping model. Employees do not have to come to us, we go to them. This has proven to be very impactful in boosting employee morale and improving our internal customer service brand in regards to all EEO and HR functions.

#### **New Intranet**

*In FY 20, the Communications Unit redesigned and launched the Department's new intranet. This initiative was part of the Agency's efforts to ensure that the Department's internal communications and all information is more accessible to all staff. The redesigned intranet also includes the Agency's monthly employee newsletter (mybuildings).*

### **3. Community:**

In our efforts to expand our customer service outreach, the Department continues to make changes to its external website with respect to website accessibility. This effort is connected to the Department's mission to include both internal and external customers. The Communication Unit and IT Unit continue to work with DOITT and MOPD as we monitor our efforts to ensure our external platform is accessible to all members of the public.

The Department is committed to delivering the highest level of quality service to all of our customers. In accordance with Intro No 881-A, the Department designated a Disability Service Facilitator (DSF). Units involved in this work, such as EEO, Customer Service, and Facilities, will continue to coordinate with the DSF to ensure that all services the Department provides are accessible to persons with disabilities.

As in FY 18, the Department presented at a CAMBA event in FY 19, coordinated with DCAS and held at Cooper Union as part of The Cooper Union Retraining Program for Immigrant Engineers at CAMBA. This program assists immigrant engineers and IT Professionals who are underemployed or unemployed gain access to higher paying jobs through training and job placement assistance. The purpose of the relevant event was to explain Civil Service procedures and how to apply for jobs throughout the city to CAMBA members and inform these members of upcoming Civil Service exams for which they may qualify. The Department also participated in a question and answer portion with DCAS. The Department may also notify CAMBA of possible job opportunities that their members may be interested in. The Department plans to continue to present at CAMBA and similar events as part of its recruiting initiatives in FY 20.



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2. Describe the new and continuing initiatives devoted to innovative enhancement and expansion of the three strategic pillars of Diversity and EEO strategy: **WORKFORCE**, **WORKPLACE**, and **COMMUNITY**.

### A. **WORKFORCE:**

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

The agency will address underutilization in FY 2020 by:

- ☒ Enhancing internal and external applicant pools to address the underutilization.
- ☒ Using the quarterly workforce dashboard and identifying specific job groups where underutilization exists to guide recruitment efforts.

The agency will implement the following strategies to address the impending retirement of employees and possible loss or gap in talent:

- ☒ Job analysis and skills audit.
- ☒ Conduct workforce planning and forecasting.
  - ☐ Use the DCAS Retirement Predictor Tools to address the impending retirement of employees and possible loss or gap in talent.
  - ☐ Integrate succession planning in the agency activities to develop a pipeline, facilitate a seamless transition and continuity of service.
  - ☒ Ensure that there will be a diverse applicant pool for the anticipated vacancies.
  - ☒ Evaluate best sources for diverse candidates
  - ☒ Encourage agency employees to take promotional civil service examinations by:
    - ☒ Sending e-mails with schedule of exams
    - ☒ Providing link to specific DCAS exams
    - ☒ Posting schedules and exam announcements at the agency intranet
  - ☒ Other (specify): my buildings/poster board

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

- ☒ Institute coaching, mentoring and cross training programs.
- ☒ Identify best practices to retain mature employees.

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☒ Implement initiatives to improve the development and training of employees.

☒ Promote employee involvement by supporting Employee Resource Groups

☒ Conduct Diversity and Inclusion Training

### *Additional Initiatives, Programs, or Comments:*

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

As part of the Department's efforts to enhance its new hire orientation, in FY 18 the Department developed a new orientation, "DOB 1 on 1." This orientation's goal has to provide a greater, in depth understanding of the Department and the employee's role within NYC government. This has led to the development and implementation of the following initiatives to provide information and tools to the workforce with respect to:

**1. Civil Service 101-** Human Capital provides information to employees on the history of civil service, classification, type of appointments within the competitive class, the examination process, understanding a Notice of Exam (NOE), the post-exam process, and provisional reduction through a Civil Service 101 presentation at new hire orientation.

**2. Employee Relations 101-** Interactive high-level training for supervisors on basic employee relations concepts such with respect to mitigating employee conflict.

**3. Commissioner's Round Table-** An opportunity to have engaging conversations around various topics including Enforcement, Internal Communication, Professional Development and Customer Service. These roundtables are used to reflect on and discuss agency strengths and possible areas of improvement and long term goals.

### **B. WORKPLACE:**

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

☒ In FY 2019, the agency conducted the following survey(s) to improve the recruitment, hiring, inclusion, retention and advancement of people in underrepresented groups:

☐ Engagement /Job Satisfaction/ Employee Morale Survey(s)

☒ Citywide Onboarding survey

☒ Citywide Exit Survey for Non-Represented Employees

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☒ Exit interview or surveys developed by the agency

☐ The agency will adopt in FY 2020 the following initiatives based on the analysis of the results of the survey(s):

1. See below

### *Additional Initiatives, Programs, or Comments:*

The Agency deployed an Employee Engagement Survey in FY 20 Q2 to assist in implementing current objectives and future goals for creating a more supportive workplace

The results from the survey will be analyzed and will be presented to leadership for review. This will be ongoing throughout FY 20 and will be updated accordingly on the quarterly plans.

### **C. COMMUNITY:**

In FY 2020, 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 (MWBs).

☒ Conduct a customer satisfaction survey.

☒ Identify best practices for establishing a brand of inclusive customer service.

☒ Undertake initiatives to improve community relations, community awareness, and to engage communities being served in recruitment efforts, service development and delivery.

### *Additional Initiatives, Programs or Comments:*

In the spring of 2020, in partnership with NYC Service, the agency is launching an inaugural Youth Leadership Council (YLC) for high school students, grades 10-12, who are pursuing careers in architecture, engineering, sustainability, construction management/trades, and public safety. The agency will primarily recruit from Bronx Design and Construction; City Polytechnic High School for Engineering, Architecture, and Technology; Energy Tech HS; and Williamsburg HS for Architecture and Design, as we have already conducted

programming with these schools in the recent past. However, the application has been opened up to all CTE high schools with relevant academic tracks.

Every other week, The YLC will provide students with curriculum from our sustainability professionals and construction safety experts. At the conclusion of the 11 session curriculum, students will present outreach projects based on what they have learned. During each of the sessions, students will work on developing their final projects alongside DOB mentors. We will also work with students on developing their resumes, cover letter drafts, and interview skills. We would like for this to be a substantial professional development opportunity for the students. We expect this program to continue each academic semester with a new iteration of the program in the fall of 2020.

For the college-aged students, in the spring of 2020, we will once again host The DOB Scholars Program, our semester-long curriculum open to all CUNY students. The curriculum features speakers from various units, with the aim of presenting a holistic perspective on the work of the agency, and exposing students to a multitude of career tracks within their area of study. This program connects to our summer internships, in that we reserve a number of placements for students who make it through the semester-long, weekly program. Students will likely begin receiving course credit for this yearly program in the next cycle, spring 2021, as the CUNY curriculum committee needs to review the for-credit request, a process that typically takes one year.

The agency has also submitted an application, in partnership with the Salvatori Center, for the Mayor's Grant for Cultural Impact. If awarded the grant, we aim to collaborate with the Salvatori Center, an organization that provides STEAM-based after-school programming. Our goal is to provide STEAM curriculum, along with presentations and mentorship from our DOB professionals, to 6<sup>th</sup> to 8<sup>th</sup> grade students at ten NYCHA (New York City Housing Authority) sites.

## **V. Recruitment**

### **A. Recruitment Efforts**

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

The agency will implement the following recruitment strategies and initiatives in FY 2020:

- ☒ Review policies, procedures, and practices related to targeted outreach and recruitment.
- ☒ Review underutilization in job groups to inform recruitment efforts.
- ☒ Direct resources to bolster efforts aimed at increasing the effectiveness of diversity recruitment.

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- ☒ Put in place an operating, up-to-date, accessible website, mobile application and social media presence related to careers. ☐ Currently in operation.
- ☒ Assess agency job postings to ensure appropriate diversity, inclusion, and equal opportunity employer messaging.
- ☒ Share job vacancy notices with the Mayor's Office for People with Disabilities at [nycatwork@mopd.nyc.gov](mailto:nycatwork@mopd.nyc.gov), (212) 788-2830 and ACCES VR by sending the job vacancy notices to Maureen Anderson at [Maureen.Anderson@nysed.gov](mailto:Maureen.Anderson@nysed.gov), (212) 630-2329 so they can share it with their clients.
- ☒ Reach out to the DCAS Office of Citywide Recruitment (OCR) as a resource at [citywiderecruitment@dcas.nyc.gov](mailto:citywiderecruitment@dcas.nyc.gov).
- ☒ If your agency is an eHire agency, post ALL vacancies on NYC Careers.
- ☒ Ensure that agency personnel involved in both the discretionary and the civil service hiring process have received:
  - ☒ structured interviewing training
  - ☒ unconscious bias training
- ☐ Use the NYCAPS eHire Applicant Interview Log to determine whether recruitment efforts and recruitment sources yield a diverse pool of qualified candidates.
- ☒ Assess recruitment efforts to determine whether such efforts adversely impact any particular group.

### *Additional Strategies, Initiatives and Comments:*

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

### **Veterans Recruiting**

We are continuing to work with Veterans' organizations. We have attended Veterans' Career Fairs sponsored by Recruit Military and also by local politicians. We are also attending a virtual fair sponsored by Recruit Military in December 2019 as well attending and participating in the events listed below:

1. Department of Veterans' Services (DVS) Veterans Career Council in FY20 to increase veteran hiring.
2. Pace University Veteran Career Fair April 2020.

### **Underutilization Recruiting**

Further, we are focusing on recruiting women in several titles. We have attended events with NEW (Non-Traditional Employment for Women) and have advertised job openings on specific websites directed at women in construction.

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source
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	yielded increased and diverse applicant pool. Were there successful hires from this source?
1. Indeed	1. Advertising and sourcing on Indeed allows to contact candidates for positions and determine if they interested in pursuing  <input checked="" type="checkbox"/> Previous hires from this source
2. Zip Recruiter	2. An added site which again allows for sourcing and direct contact with applicant to determine if interested.  <input checked="" type="checkbox"/> Previous hires from this source
3. Employee Guide Veterans Edition	3. General Ads and job postings with links directly to NYCAPS so candidates may apply directly. Circulation beyond the 5 boroughs.  <input checked="" type="checkbox"/> Previous hires from this source
4. LinkedIn	4. Positions and upcoming exams are posted and candidates are directed to apply to them through NYCAPS  <input checked="" type="checkbox"/> Previous hires from this source
5. Facebook	5. Positions and upcoming exams are posted and candidates are able to apply through NYCAPS.  <input checked="" type="checkbox"/> Previous hires from this source

### B. Internships/Fellowships

Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2019 and their demographic profiles. Indicate your plans to provide internship/fellowship opportunities in FY 2020.

The agency provided the following internship opportunities in FY 2019:			
Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data



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1. Urban Fellows	0	0	M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps	3	1 Black 2 Asian	M 3 F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	38	7 Hispanic/Latino 8 White 9 Black 14 Asian	M 21 F 17 Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns	7	3 Asian 1 Black 3 White	M 4 F 3 Non-Binary __ Other __ Unknown __
5. Other (specify):	14	3 Hispanic/Latino 5 Asian 5 Black 1 White	M _9 F_ 5 Non-Binary __ Other __ Unknown

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

☒ The agency will utilize the internship/fellowship programs to improve a pipeline of candidates from underutilized groups for entry-level positions, including in mission-critical occupations.

☒ The agency has hired former interns/fellows.

☒ The agency plans to provide internship/fellowship opportunities in FY 2020.

### *Additional Comments:*

For spring and fall 2020 internships, the agency once again plans to work with Career and Technical Education high schools to provide interested students with placements. The agency has also developed a partnership with Williamsburg HS and St. Nick's Alliance to provide interested architectural high school seniors with spring placements in our plan examination units.

For summer 2020 internships, the agency will once again work with DYCD's Ladders for Leaders program, CUNY (recruiting directly from our DOB Scholars program, mentioned in section IV, C), the CTE Industry Scholars, and the PSC program, in addition to our traditional internship program posted through the NYC Jobs website.

With regards to fellowships, the agency plans to work with the Hunter Public Service Scholars program, which provides master's students with substantial semester-long fellowship experiences, in the fall of 2020. We will also reapply for Coro Fellowship placements at the start of the new academic year.

**C. 55-a Program**

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

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

The Department will continue to utilize the 55-a Program as part of its recruiting efforts in FY 20 in order to promote diversity and inclusiveness in the workforce. All postings will continue to have the requisite 55-a language for qualified applicants who are eligible for the program. In FY 19, we shared job vacancy postings with MOPD and this process will continue in FY 20. Newly hired employees are provided information regarding the 55-a program during new hire orientation. Current employees can access the 55-a Coordinator regarding information about the program.

2. Indicate the goals of your 55-a Program Coordinator for FY 2020. Also include your agency plans to do the following: participate in career and job fairs; use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants; and promote and encourage 55-a program participants to take civil service examinations.

☒ The agency uses the 55-a Program to hire and retain qualified individuals with disabilities and plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities in FY 2020.

Currently, there are 14 55-a participants.

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

Last year, the Department received a total of 40 new applications for the program and six participants left the program. Three 55a employees were picked up in competitive positions, two resigned, and one was terminated.

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

☒ The agency will review and process new applications for the 55-a program in light of DCAS' policy guidance which states that decisions on 55-a program admissions should take into account the following three criteria:

- a) the severity of the candidate's physical and/or mental disability;
- b) the candidate's previous and/or current encounter with significant barriers to finding

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employment due to the disability;

- c) the candidate's encounter of obstacles that can prevent him/her from taking civil service examinations due to the disability.

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

☒ The agency plans to participate in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants.

The goals of the 55-a Coordinator for FY 2020 are:

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

☒ These goals are the same as last year.

*Additional Goals, Initiatives, and Comments:*

### VI. Selection (Hiring and Promotion)

1. For FY 2020, if your agency is fiscally able to hire new employees and/or backfill open positions, please discuss the planned duties for your career counselor specific to advising employees of opportunities for promotion as well as overall career development.

In FY 2020, the agency's Career Counselor will perform the following tasks:

- ☐ Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- ☒ Promote employee awareness of opportunities for promotion and transfer within the agency.
- ☒ Inform employees on promotional and transfer opportunities.
- ☒ Arrange agency wide notification of promotional and transfer opportunities.
- ☒ Encourage the use of training and development programs to improve skills, performance and career opportunities.

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- ☒ Provide information to staff on both internal and external Professional Development training sources.
- ☒ Explain the civil service process to staff and what it means to become a permanent civil servant.
- ☒ Provide technical assistance in filing for upcoming civil service exams.
- ☒ Provide agency staff with citywide vacancy announcements, civil service exams notices and other career development information.
- ☒ Continue to facilitate the use of training to improve skills and access to career opportunities of all employees in its Leadership Program and via referrals to DCAS.
- ☒ Assist employees and Job Training Program participants (if applicable) assess and develop career paths.
- ☒ Provide resources and support for:
  - ☒ Targeted job searches
  - ☐ Development job search strategies
  - ☒ Resume preparation
  - ☒ Review of effective interview techniques
  - ☒ Review of techniques to promote career growth and deal with change
  - ☒ Internship exploration

### *Additional Initiatives and Comments:*

#### *Human Capital facilitates the tasks listed below:*

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

*Buildings University facilitates all communication Agency-wide pertaining to career development information.*

2. What are your current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions?

In FY 2020, the agency will do the following:

- ☒ Review and develop a protocol for in-title promotions and salary increases.

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- ☒ Promote employee awareness of opportunities for promotion and transfer within the agency.
- ☒ Assess the criteria for selecting persons for mid-level to high level positions.
- ☒ Publicly post announcements for all positions, including senior level positions.
- ☒ Actively reach out to networks of underrepresented groups as part of its outreach.
- ☒ Reach out to the Mayor's Office of Appointments for help to identify diverse pools of talent and additional networks for finding qualified candidates.
- ☒ Ensure that hiring managers are trained in structured interviewing techniques to avoid unintentional biases in the hiring process.
- ☒ Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group.
- ☒ If adverse impact is discovered, the agency head will determine whether the criteria being utilized are job-related. If the criteria are not job-related, the agency will discontinue using that method.
- ☒ Compare the demographics of current employees to the placements.
- ☒ Revise the promotion request form to include the various reasons why a promotion may be necessary.
- ☒ Review the demographics race\ethnicity and gender for those who received the promotion\salary raises.
- ☒ Submit the resumes for the second- and third-choices for the position.
- ☒ Review the demographics of the senior leadership regularly (by Agency Head).
- ☒ Review on a quarterly basis the demographics of those who received promotion and share the information with the Commissioner and Human Resources (by EEO Officer).

### *Additional Comments:*

All vacancies are posted on ESS with the exception of vacancies to positions in the Exempt

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class (e.g. Deputy Commissioner), which are posted at the Department's discretion. All employees may apply to discretionary job postings and are reviewed in accordance with hiring procedures. All internal candidates who meet minimum qualifications are interviewed.

For external candidates, the Department will also post using a variety of external sources, including organizations comprising underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the Mayor's Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. Interviewers are also required to complete an interview log. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form. For Executive staff/senior level positions, the Department also coordinates with the Mayor's Office to ensure that candidates are appropriately vetted. This includes providing a copy of the selected candidate's resume/curriculum vitae. A final offer is not made until after City Hall approval is obtained.

3. For FY 2020, indicate how your agency will review the methods by which candidates are selected for new hiring and promotion. Identify the steps that are taken to ensure that selection process is objective and job related. For instance, have you explored/implemented structured interviewing and/or training, panel interviews, etc.?

During FY 2020, the agency will do the following:

- ☒ Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations) for possible barriers that have a negative impact on minority employees and applicants.
- ☒ Use a collaborative effort between EEO, HR and managers where necessary, develop action plans to eliminate identified barriers.
- ☒ Develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination. Make sure these standards are consistently applied when choosing among candidates.
- ☒ Establish written objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- ☒ In conducting job interviews, ensure nondiscriminatory treatment by conducting a structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.



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- ☒ Use a diverse panel of interviewers to conduct the interview.
- ☒ Have the EEO Officer review the interview questions.
- ☒ Have the EEO Officer observe interviews, where possible.
- ☒ Use the NYCAPS eHire applicant tracking system for external and internal applicants.
- ☒ Make adjustments to agency outreach and recruitment efforts where necessary.
- ☒ Monitor the results of action plans for any changes in the agency workforce including increases or decreases in applications of qualified applicants and selection rates.

### *Additional Comments:*

#### ***Focus Groups for Level 1 Inspector questions In Q1 of FY 20***

Human Resources and the EEO Office established focus groups to develop and craft questions for the newly approved Level 1 Inspector title. These questions will be used to interview applicants for Inspector Level 1 positions. These questions were finalized in Q2 and will be included in our question bank for the Level 1 title. The questions will continue to undergo revision as we receive feedback from the hiring managers throughout FY 20.

#### ***Focus Groups for Women in Engineering and technical titles***

In order address underutilization in some of the Agency's underrepresented titles, Human Capital and EEO will conduct focus groups as a means of gathering information and enhancing recruitment efforts for engineering and inspectorial titles. This will continue throughout FY 20.

#### ***Question Banks for inspectorial disciplines***

Human Capital will begin to update the question banks used for the Inspectorial titles. This review will occur after Human Capital receives feedback from various interviewers regarding the technical questions used during the Structured Interview process and implementation take place throughout FY 20.

4. For FY 2020, what steps will your agency take to review the positions filled through a civil service list?

A. Detail planned actions specific to review of title specification, job description, interview procedures, and selection procedures.

- ☒ Reach out to DCAS' Classification at 212-386-0344 to ensure that the job description and specification is current.

☒ Review and develop specific, job-related qualification standards for each position that reflect the duties, functions, and competencies of the position and minimize the potential for gender stereotyping and other unlawful discrimination.

☒ Use structured interview, where the same questions are asked of all applicants for a particular job or category of job and inquiring about matters directly related to the position in question.

B. Discuss your current protocol for use of the NYCAPS Applicant Interview Log reports to identify applicants by gender and race/ethnicity.

☒ The agency does not use the NYCAPS Applicant Interview Log Report.

☒ The agency will schedule orientation with NYCAPS Central.

☐ The agency will use the Applicant Interview Log Report to track applicant sources and identify the best sources of applicants.

C. Discuss all planned steps taken to identify barriers to entry for positions and actions under consideration to address such barriers.

☒ Identify at least two or three people from diverse gender and racial\ethnic backgrounds to review received applications and conduct the interviews.

D. When identifying groups of subject matter experts to assist the DCAS test development team, please describe efforts that will be taken to select a diverse and inclusive group of individuals.

☒ The agency will identify a diverse group of subject matter experts (e.g. race, gender, age, assignments location, etc.) when requested by DCAS.

☒ The agency will use objective job-related criteria to identify the subject matter experts who will participate in test development.

☒ The agency will make an effort to ensure different staff members are given the opportunity to participate in test development.

*Additional Comments:*

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

In FY 2020, the agency EEO Officer will do the following:

**PRE-SELECTION:**

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- ☒ Collaborate with the Director of Human Resources to ensure that an updated listing of sources for diverse applicants, including schools and professional organizations, is maintained.
- ☒ Actively monitor agency job postings.
- ☒ 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.
- ☒ Provide feedback to the hiring manager after the EEO Officer's assessment.
- ☒ Assist the hiring manager if a reasonable accommodation is requested during the interview.
- ☒ May observe interviews when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.

### POST-SELECTION:

- ☐ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns.
- ☒ Review hiring package for review and approval.
- ☐ Other: \_\_\_\_\_

### *Additional Comments:*

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

6. 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 Counsel and the Law Department are involved in the review.

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- ☒ 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 2020.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, gender and age groups.
- ☒ 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

Training Topic	Type of Audience (e.g. Front-Line Staff, Managers, Supervisors, etc.)	Target Number of Participants	Targeted Dates
1. EEO Awareness (e-learning)	All Staff	All Staff	Q 1
2. EEO Awareness (classroom)			
3. Everybody Matters (D&I) (classroom)	All levels	This is still being accessed by the Department	Availability from DCAS catalog
4. Everybody Matters (D&I) (e-learning)	All Levels	TBD This is still being accessed by the Department	This is still being accessed by the Department
5. Sexual Harassment Prevention (e-learning)	All Staff	All Staff	2 <sup>nd</sup> Qtr FY 20
6. Sexual Harassment Prevention (classroom)	TBD	This is still being accessed by the Department	Availability from DCAS catalog
7. Disability Etiquette	TBD	TBD	TBD

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8. Structured Interviewing and Unconscious Bias (classroom)	Employees involved in the interviewing process	50 to 100	Training is provided once per quarter throughout FY 20
9. Multi-Generational	All levels	30 to 40	FY 20 Q1 and Q3
10. Reasonable Accommodation	Supervisory Level	50 to 100	Training is provided as needed throughout FY 20 (Quarterly Basis)

### VIII. Reasonable Accommodation

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

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ 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 grants or denies request 30 days after submission or as soon as possible.
- ☒ The agency head or designee<sup>1</sup> must review and grant or deny the appeal fifteen (15) days after submission of appeal. If NOT the agency head, please provide the name and title of the designee: Deputy Commissioner Sharon Neill.

<sup>1</sup> EEO Officer and General Counsel should **NOT** be appointed as agency head designee. Note conflict of interest, i.e., that in the case of an external challenge to the denial of a reasonable accommodation, the agency's GC would be tasked with defending the agency against a decision in which that office was a decision maker on appeal. Refer to the revised Guidelines indicating that neither the EEO Officer nor GC may serve as the agency head's designee found at:

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

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- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation Tracking System and update the information as they occur.
- ☒ The agency analyzes the reasonable accommodation data made at the agency.

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

Employees (including temporary workers, interns, and consultants) may seek a reasonable accommodation for a disability, pregnancy, childbirth and related medical conditions, and/or religious observance. Employees may also seek an accommodation if they are victims of domestic violence, sex offenses and/or stalking. Information regarding an employee's right to seek a reasonable accommodation as well information regarding the reasonable accommodation process is provided as part of the New Hire and CBT training employees receive. In addition, information regarding the reasonable accommodation process is available on the Department's Intranet. Targeted training regarding the reasonable accommodation process was conducted for managers and supervisors in FY 19 and will be included in FY 20 on a quarterly basis.

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 interactive process. The EEO Office will engage in the interactive process/cooperative dialogue with the employee and coordinate with Department personnel (Human Capital, General Counsel, Division Heads, and/or managers/supervisors) necessary to determine whether the requested accommodation can be provided without creating an undue hardship for the Department. This includes reviewing the employee's job functions, understanding the employee's specific limitations, and researching equipment. In the event the Department cannot provide the requested accommodation, the Department endeavors to work with the employee to determine whether there is an alternate accommodation available.

In FY 19, the EEO Office delivered Reasonable Accommodation refresher training to all



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supervisory staff within the Department. This training will be added to the training curriculum for all new supervisors in FY 20 and the EEO Office will deliver the training on a quarterly basis.

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

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

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

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All front-line supervisors, managers and employees were re-trained during FY 2019.
- ☒ All managers\supervisors will be re-trained by March 7, 2021.
- ☒ All front-line employees will be re-trained by March 7, 2020.

Training Topic	Type of Audience	Target Number of Participants	Targeted Dates
lgbTq – Power of Inclusion (classroom)	Supervisors		
	Front Line Staff		
lgbTq – Power of Inclusion (e-learning)	Supervisors	TBD150 to 200	01/20 to 03/20
	Front Line Staff	400	01/20 to 03/20

- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

#### *Additional Comments:*

The EEO Office will continue to work with our Facilities Unit to ensure that all required notices are posted throughout all DOB locations. The EEO Office has quarterly walkthroughs in each Borough Office to ensure that all required notices are posted and maintained at each DOB location.

#### B. Executive Order 21 (2016): Prohibition on Inquiry regarding Job Applicant's Pay History

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- ☒ The agency has reviewed its practices (including application and interview forms) with regards to prohibition on inquiry regarding pay history.
- ☒ All personnel involved in job interviews will be required to go through Structured Interviewing and Unconscious Bias Training.

*Additional Comments:*

All employees involved in the hiring process are advised of the requirements under Executive Order 21 during Structured Interviewing Training. Human Capital and EEO updated all relevant forms removing all information regarding an Applicant's Pay History and communicated to hiring managers.

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date. Current employees will be trained annually.

Training Topic	Type of Audience	Target # of participants	Targeted Dates
1. Sexual Harassment Prevention (classroom)			
2. Sexual Harassment Prevention (e-learning)	All staff	All staff	FY 20 Q2 throughout the fiscal year

*Additional Comments:*

The EEO Office deployed annual Sexual Harassment Prevention training in the beginning of Q2 FY 20. Training will be ongoing throughout the training cycle until all employees are trained.

### D. Local Law 93 (2018): Risk Assessment Survey & Initiatives to reduce/minimize risk of sexual harassment.

Please provide a summary of agency initiatives to address the risk of sexual harassment and devise responsive strategies to minimize such risk. Please refer to the risk assessment survey conducted in 2018 and indicate if the initiatives were completed or are continuing.

	Initiative(s)	Who is Responsible for implementing the initiative(s)?	Timeframe\Timeline

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<b>Risk 1 Homogenous Workplace</b>	The Department has expanded its recruiting initiative to help improve on its underutilization and under representation of titles within the workforce.	EEO and Human Capital	<u>Ongoing</u> <input checked="" type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>
<b>Risk 2 Cultural and Language Differences in the workplace</b>	The Department will continue expanding its current diversity initiatives to promote more cultural awareness and inclusiveness throughout the workforce.	<u>EEO</u>	<u>Ongoing</u> <input checked="" type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>
<b>Risk 3 Workplaces with Significant Power Disparities</b>	The EEO Office will continue to work with leadership to apply more targeted trainings across the respective bureaus for all managers and supervisors and respective staff throughout the fiscal year as a means of increasing awareness of the responsibility for managers and supervisors under the City's EEO Policy.	<u>EEO</u>	<u>Ongoing</u> <input checked="" type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>
<b>Risk 4 Isolated Workplaces</b>	The Department considers the risk to isolated workplaces manageable as there are no employees who work without the	<u>EEO</u>	<u>Ongoing</u> <input checked="" type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>

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	ability to contact or interact with other employees and/or their chain of command.		
<b>Risk 5 Decentralized Workplaces</b>	The Department will continue to enforce mandatory EEO training at all levels of the workforce and will focus on targeted managerial and supervisory training in the upcoming fiscal year in order to promote awareness of the EEO Policy and applicable mandates.	<u>EEO</u>	<u>Ongoing</u> <input checked="" type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>
<b>Other Findings</b>	<u>Not applicable</u>		<u>Ongoing</u> <input type="checkbox"/>  <u>Completed</u> <input type="checkbox"/>

**E. Local Law 97 (2018): Annual Sexual Harassment Reporting**

<input checked="" type="checkbox"/> The agency will input sexual harassment complaint data on the DCAS Citywide Complaint Tracking System, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS. <input checked="" type="checkbox"/> The agency will input <b>all types of complaints</b> in the complaint data on the DCAS Citywide Complaint Tracking System, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS. <input checked="" type="checkbox"/> The agency will ensure that complaints are closed within 90 days.
<b>Additional Comments:</b>  <div>1</div> <div>0</div>

**1 (2018): Climate Survey**

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Describe how additional insights gained from the analysis of the citywide Climate Survey will influence your agency workforce/workplace/community initiatives.

The agency, in collaboration with DCAS, has conducted a climate survey and:

☒ analyzed results of the response data sent by DCAS.

☒ implemented the following initiatives to address concerns raised in the Climate Survey:

☒ The agency will provide a report to DCAS on the above initiatives by January 31, 2020. [NOTE: DCAS is mandated to submit a report on Action Plan to the Mayor and the Speaker of the Council].

### *Additional Comments:*

The Agency has analyzed responses to the FY 19 Climate Survey and has implemented the recommendations based on this analysis.

Employees are advised and made of aware of the EEO complaint process at the start of their employment (i.e. during onboarding) and are reminded of this process throughout their tenure in order to reduce the risk of any form of discrimination and sexual harassment. Employees are given a folder containing all relevant EEO material, which includes the EEO Complaint process.

## X. Audits and Corrective Measures:

Please choose the statement that applies 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 2020 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 \_\_\_\_\_].

Attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.

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- ☐ The agency was involved in an audit conducted by the EEPC or [ \_\_\_\_\_ ] another governmental agency – please specify specific to our EEO practices. This agency will continue/be required to implement measures during the year that this plan is in effect (please attach a copy of the audit findings.)

**NOTE: Final Agency Head's signature and date should be set only after you receive DCAS' approval of the plan.**

Melanie LaRocca  
Print Name of Agency Head

[Signature]  
Signature of Agency Head

03/31/20  
Date



**Contact Information**

Please provide contact information (name, title, office address, telephone number and e-mail address) for the following individuals at your agency:

**1. Agency EEO Officer**

Kareem Gabriel- 212.393.2718- [kgabriel@buildings.nyc.gov](mailto:kgabriel@buildings.nyc.gov)  
280 Broadway 7<sup>th</sup> Floor NY NY 10007

**2. ADA Coordinator**

Elizabeth Lundi- 212.393.6632- [elundi@buildings.nyc.gov](mailto:elundi@buildings.nyc.gov)  
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**3. Disability Rights Coordinator**

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**4. Disability Services Facilitator**

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**5. 55-a Coordinator**

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**6. Career Counselor**

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**7. Training Liaison**

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