

**AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020**

**AGENCY NAME:** DEPARTMENT OF BUILDINGS

- 1<sup>st</sup> Quarter (July -September), due December 13, 2019
- 2<sup>nd</sup> Quarter (October - December), due January 30, 2020
- 3<sup>rd</sup> Quarter (January -March), due April 30, 2020
- 4<sup>th</sup> Quarter (April -June), due July 30, 2020

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Name

Title

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**Date Submitted:** January 28, 2020

**FOR DCAS USE ONLY**

*Date Received:*

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as ‘**XXXX Quarter X FY 2020 DEEO Quarterly Report**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as ‘**XXXX Quarter X FY 2020 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): July 29, 2019  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

The agency recognized employees, supervisors, managers, and 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 (please specify):

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

**October:** The agency celebrated Italian Heritage Month with a Lunch & Learn and game night dedicated to sharing Italy's contributions to the world.

**November:** A Veteran's Day breakfast honoring DOB Vets was held at our Queens offices. The event was well attended and well received.

**December:** The Diwali Employee Resource Group held a luncheon to commemorate the Hindu Festival of Lights and an explanation of the celebration was posted to the DOB's intranet. The Hispanic Heritage and Veterans Employee Resource Groups facilitated a toy drive to benefit the Floating Hospital. In total, 416 toys were donated by DOB employees who shared the joy of the holiday season with children in need. Hanukkah was commemorated with a weeklong intranet feature. DOB also held its annual Employee Recognition Soiree on December 18<sup>th</sup>. Employees celebrating milestone anniversaries with DOB were honored at the event.

**III. WORKFORCE REVIEW AND ANALYSIS**

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

Yes, On (Date): \_\_\_\_\_  No (last issued in Q3 of FY 19)

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  Yes, On (Date): dates below  No

The review was conducted together with:  Human Resources  General Counsel  
 Agency Head  Other \_\_\_\_\_

Human Capital – November 1, 2019, and December 6, 2019.

General Counsel – December 5, 2019. Meetings are held quarterly.

Agency Head – October 8, 2019, November 25, 2019, December 24, 2019. Meetings are held monthly or as needed.

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>EEO and Human Capital staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p>	<p>EEO and the Office of Human Resources and Employee Experience (“Human Resources”) have worked closely to ensure equitable selection practices, including the administration of promotional civil service lists. These offices meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Resources staff. Monthly meetings are held between the two offices, where various matters are discussed including the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p> <p>In Q1 of FY 20 the Department began</p>	<p> <input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>	<p> <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> </p>

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<p>recruiting for entry level Construction and Plumbing Inspectors under the new qualification requirements approved by DCAS in Q4 of FY 19. There were 14 Level 1 Construction inspectors in the agency's most recent Inspector Academy class which began in December 2019.</p> <p>Throughout FY 20, the agency hopes to utilize this charter revision to help bolster inspectorial personnel and address the underrepresentation of women in the title.</p> <p>EEO and Human Resources have taken a particular interest in addressing the underutilization of women in the DOB workforce, by focusing on recruiting more female inspectors and engineers. In Q2 of FY 20, EEO in conjunction with the Human Resources began facilitating focus groups with current female inspectors and engineers to get a better understanding of why they chose to work at DOB and brainstorm ways to make DOB attractive to female job seekers in these fields. The data collected is being compiled and analyzed and a working group will be established in Q3 to focus on developing effective recruitment efforts that are aligned with the data collected and suggestions made. The Inspector Academy classes that began in October and December 2019 featured 9 female inspector trainees in total.</p>				
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<p>The Department Career Counselor will continue to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p>	<p>The EEO Staff began facilitation of Structured Interviewing and Unconscious Bias with the first training being held on October 28, 2019. Delivering the training in-house will allow DOB staff to be trained more regularly and at all DOB work sites to ensure equitable selection practices are in place across the agency.</p> <p>In addressing inquiries and other EEO-related matters, the EEO Office has identified the need for training designed to foster a positive working relationship amongst a multigenerational workforce and to create a culture of respect here at DOB. EEO, the agency’s Career Counselor and Buildings University (BU) staff, in conjunction with Corporate Counseling Associates, Inc. (“CCA”) delivered a pilot “Workplace Civility” training on December 19, 2019 with a special focus on issues unique to the DOB workforce. Feedback on the training was reviewed and recommendations will be incorporated into future sessions.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.</p>	<p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they’ve found to be effective.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>The agency has begun reviewing the demographic breakdown of agency leadership in order to develop training and development opportunities to ensure promotional opportunities are available to all staff. This will be ongoing throughout FY 2020.</p>				
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>					
<p>Human Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups:</p> <ul style="list-style-type: none"> <li>• Management Specialists</li> <li>• Science Professionals</li> </ul> <p>The CEEDS data reflects insignificant changes in the underutilization statistics for Women and Minorities in the Science Professional and Management Specialist titles from Q1 to Q2 of FY 20. Human Resources plans to hold recruiting events with the “NEW” Organization (Non-Traditional Employment for Women) and the Society of Women Engineers in an effort to address the underutilization of women in the job groups above. The EEO Office will be reviewing the changes with Human Capital to identify any gaps that needs to be addressed going into Q3 of FY 2020.</p>					

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Staffing and Employee Engagement	<p>The EEO Office continues to work with Human Resources to update the lactation policy which is issued to all employees upon hiring and communicated to employees returning from maternity leave. All DOB work locations have functional lactation rooms that comply with Local Laws 185 and 186 and the lactation policy will be updated accordingly.</p> <p>As part of our commitment to Diversity and Inclusion, the various Employee Resource Groups formed in FY 19 are tasked with developing activities for, and fostering relationships within, the different communities that exist throughout DOB. Excitement for our ERGs continues to grow! As mentioned above, during Q2 DOB held a Lunch &amp; Learn for Italian Heritage Month, a Veteran’s Day Breakfast, a Diwali celebration, a holiday toy drive sponsored by the Hispanic Heritage and Veteran’s</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



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	<p>ERGs, and an Employee Recognition Party.</p> <p>In December 2019, the office formerly known as “Human Capital” changed its name to the “Office of Human Resources and Employee Experiences”. In addition to the name change, the office will be placing an increased focus on customer service and transparency by conducting ongoing borough visits and expanding office hours. The office is also committed to exploring career pathways, increasing retention, talent acquisition, youth engagement, strengthening employee relations and improving marketing efforts.</p>				
<p>Employee Engagement Survey</p>	<p>The Office of Human Resources and Employee Experiences deployed an Employee Engagement Survey on October 4th to assist in implementing current objectives and future goals for creating a more supportive workplace</p> <p>The results from the survey was analyzed and presented to leadership for review. This will be ongoing throughout FY 20 and will be updated accordingly on future quarterly reports.</p> <p>The Employee Engagement survey is designed to:</p> <ul style="list-style-type: none"> <li>Assess employees’ satisfaction with their respective positions,</li> </ul>	<p><input type="checkbox"/> <b>Planned</b></p> <p><input type="checkbox"/> <b>Not started</b></p> <p><input checked="" type="checkbox"/> <b>Ongoing</b></p> <p><input type="checkbox"/> <b>Delayed</b></p> <p><input type="checkbox"/> <b>Deferred</b></p> <p><input type="checkbox"/> <b>Ongoing</b></p> <p><input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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	<p>including whether the feel valued and respected.</p> <ul style="list-style-type: none"> <li>• Assess whether employees feel their strengths are being utilized</li> <li>• Assess employees’ understanding of what their jobs entail and what’s expected of them.</li> <li>• Assess whether employees understand how their role fits into the overall mission of the Agency.</li> <li>• Identify training and/or retraining needs.</li> <li>• Identify professional development needs.</li> <li>• Identify any perceived or actual barriers to employment and/or professional development.</li> <li>• Ascertain whether employees are aware of various available resources.</li> </ul>				
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>The Agency continues to utilize its monthly newsletter, <i>myBuildings</i>, to highlight the accomplishments of both units and individuals, and to keep employees abreast of various DOB initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. The Agency plans on utilizing the monthly newsletter to spotlight health and wellness initiatives throughout the calendar year. The features are placed on our intranet and are also disseminated via email agency wide from our Employees First email address. The newsletter occasionally includes a “Diversity Facts” section dedicated to highlighting the diversity initiatives scheduled for that month. In October Diversity Facts featured information on the nation’s Italian-American population and November’s edition featured DOB Veterans and included a blurb explaining Diwali and pictures from our Diwali celebration.</p>					

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Youth Leadership Council	<p>The EEO Office, the Office of Human Resources and Employee Experiences, and the new Program Manager for Youth and Industry Engagement are working together to make employment at DOB an attractive employment option for past and present DOB college interns as well as new graduates with an interest in the work performed by DOB.</p> <p>During Q2, DOB commenced the Youth Leadership Council for Sustainability &amp; Construction Safety. For a full semester, over the course of 11 biweekly sessions, the program will work with students in Career &amp; Technical Education high schools (City Polytechnic HS, Williamsburg HS for Architecture &amp; Design, Energy Tech HS, Newtown HS, and Arts &amp; Design HS) who are in educational tracks relevant to the work of the agency (engineering, architecture,</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>construction trades &amp; management, and sustainability).</p> <p>For the program content, our sustainability, construction safety, and construction engineering units developed curriculum for the students on those respective topics. For each session, after an hour of curriculum, students work in groups for 30 min (alongside DOB mentors) to develop outreach presentations based on our lessons. At the end of the semester, the students will present their projects to their respective schools and to representatives from other city agencies that work in the realms of sustainability and construction safety.</p> <p>We've accepted 24 students from the above-mentioned schools to this pilot program (18 seniors, 2 juniors, 3 sophomores, and 1 freshman). The program is comprised of 13 girls and 11 boys. Overall, we had 52 high school students apply to the program.</p> <p>Additionally, DOB has accepted 43 students into the DOB Scholars Program which will commence again in Q3.</p>				
Implementation of DOB NOW	The agency continues to roll out components of DOB Now, which is the Department's new comprehensive system for providing more efficient inspections,	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>and for making online plan review and submission the default practice, as outlined in our Building One City plan. The goal is to make it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and apply for renewals.</p> <p>DOB NOW's four main components:</p> <ul style="list-style-type: none"> <li>• <b>DOB NOW: Inspections</b> is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.</li> <li>• <b>DOB NOW: Build</b> gives online access to job filings, permits, and Letters of Completion.</li> <li>• <b>DOB NOW: Safety</b> gives online access to compliance filings, such as for façades, elevators, or boilers.</li> <li>• <b>DOB NOW: Licensing</b> allows online exam filing, issuance, and renewal for Licensees.</li> </ul> <p>This is a long-term project with the modules for various job filings being launched in phases throughout the Fiscal Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and</p>	<p><input type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
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	MOPD with regards to Website Accessibility and making the Department's webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department's website that were identified as needing to be updated with regards to website accessibility.				
Customer Service Satisfaction	DOB celebrated "Customer Service Week" from October 7-11, 2019. This year's theme was Say Yes! To Excellence. During Customer Service Week, DOB aimed to strengthen its commitment to customer satisfaction while improving response times, streamlining operations, and insisting on the highest standards of professionalism and integrity.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Procurement Process	As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The Department has also been evaluating electronic compliance tracking systems to improve goal-setting and enhance compliance.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Community Engagement	<p><b>October:</b></p> <ul style="list-style-type: none"> <li>In conjunction with National Fire Prevention Week, DOB held a week-long Living Safely community outreach campaign in Manhattan to warn Lower East</li> </ul>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>Side residents about the dangers of illegally-converted living spaces, like basement apartments and single room occupancy units. Representatives from DOB and FDNY canvassed the area to distribute informational flyers that reminded both tenants and property owners of the consequences of illegal residential conversions.</p> <ul style="list-style-type: none"> <li>• DOB's Community Engagement team hit the pavement performing outreach to educate NYC's small businesses about requirements that single-occupant bathrooms be available to persons of all sexes, and have appropriate signage.</li> </ul> <p><b>November:</b></p> <ul style="list-style-type: none"> <li>• Under Local Law 196, workers at job sites requiring a construction superintendent, site safety coordinator, or site safety manager must complete 30 hours of safety training by December 1, 2019 and 40 hours by September 1, 2020. Commissioner La Rocca and DOB staff hit the road and visited over 1,000 construction sites throughout the five boroughs in a</li> </ul>				
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	<p>day-long Local Law 196 public outreach blitz. Transit hubs, major thoroughfares, and worker pick-up/drop-off locations were targeted and multi-lingual outreach teams were dispatched to inform them about the upcoming December 1st Site Safety Training (SST) deadline and make sure they know how to get the required training.</p> <ul style="list-style-type: none"> <li>• DOB conducted an industry information and feedback sessions for users of our online application filing portal, “DOB NOW: Build” at the Queens Borough Hall.</li> </ul> <p><b>December:</b></p> <ul style="list-style-type: none"> <li>• Elizabeth Mattfield, P.E., Director, Cranes and Derricks and Matt Longo of Youth Engagement met with students from District 2s Pre-K Center who are currently learning about construction, engineering, architecture and design. Elizabeth discussed the role the Department of Buildings plays within the construction industry, the different professions within the worlds of engineering and architecture, while</li> </ul>				
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	emphasizing construction safety. She fielded many questions from the engaged group of 4-year olds, some of whom already knew about building concepts like foundations and blueprints.				
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List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment Efforts	<p>The Office of Human Resources and Employee Experiences and Media Relations continue to post Inspector vacancies on various social media platforms and employment search engines as part of the recruitment process for the Construction Safety initiative. All vacancies are posted on ESS as well as the Department’s website.</p> <p>During Q2, Human Resources participated in a virtual job fair sponsored by Recruit Military. As a result of the job fair, an offer was extended to a 55-A inspectorial candidate.</p> <p>EEO and Human Resources continue to collaborate to develop effective</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	recruitment plans.				
Structured Interviewing Training and Unconscious Bias	<p>All employees who serve on a hiring panel are required to complete structured interviewing and unconscious bias training before they are allowed to participate in interviews. The EEO Staff took over facilitation of Structured Interviewing and Unconscious Bias and held its first session on October 28, 2019.</p> <p>EEO has coordinated focus groups with inspectorial staff to review and identify the best technical questions for inspection interviews that get to the heart of the position and also align with our Structured Interviewing objectives. Updates on the focus groups and question revisions will be provided on subsequent quarterly reports.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Current	Total	Race/Ethnicity [#s]	Gender [#s] [N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0	TBD		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	1	TBD		M <b>1</b> F ___ N-B ___ O ___ U ___
3. Summer College Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___

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5. CUNY Interns	0	TBD	M __ F __ N-B __ O __ U __
6. CTE Interns	5	TBD	M <b>4</b> F <b>1</b> N-B __ O __ U __
7. Ladders for Leaders Interns	0	TBD	M __ F __ N-B __ O __ U __
8. College Interns (for credit)	0	TBD	M __ F __ N-B __ O __ U __
9. CORO Fellows	0	TBD	M __ F __ N-B __ O __ U __

*Additional Comments:* DOB currently has 5 Career and Technical Education interns and 1 Public Service Corps intern who have been with the agency since Q1 of FY 20. As CTE and PSC interns are not on-boarded through DOB payroll systems, we do not have the demographic data of the six interns currently working with the agency. DOB anticipates hosting 40 interns this summer, divided between Summer College, Summer Graduate and CUNY Interns. The total number of interns in the remaining categories will be based on interest and budget. This table will be updated accordingly as time progresses.

**C. 55-A PROGRAM**

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

Currently, there are 17 [number] 55-A participants.

During this Quarter, a total of 2 new applications for the program were received.

During this Quarter no participants left the program

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:
  - e-mail  Yes  No
  - training sessions  Yes  No
  - agency website  Yes  No
  - agency newsletter  Yes  No

2. Participated 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  Yes  No

DOB participated in the last MOPD sponsored career fair in Q4 of FY 19, and will participate in any MOPD career fair scheduled in FY 20. The agency will continue to identify ways to attract diverse 55-a program applicants.

**V. SELECTION (HIRING AND PROMOTION)**

Please review Section VI of your Annual Plan and describe your activities for this quarter below:

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	<p>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 comprised 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. This first phase of this program began in Q2 of FY 19, with the second phase in Q3 and last phase ending in Q2 of FY 20.</p> <p>Buildings University will continue to explore professional development training opportunities for the Departments</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	workforce throughout the fiscal year.				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;</p>	<p>All vacancies are posted on ESS as well as the Department’s website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of 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. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>In Q2, the Department had 9 list calls for the titles listed below which yielded 45 conditional offers:</p> <ul style="list-style-type: none"> <li>• Admin Engineer (3)</li> <li>• Assistant Plan Examiner (3)</li> <li>• Associate Staff Analyst (1)</li> <li>• Civil Engineer</li> <li>• Clerical Associate (17)</li> <li>• Investigator (18)</li> <li>• PAA Promotional</li> <li>• Procurement Analyst</li> <li>• Staff Analyst (3)</li> </ul> <p>The Department will continue utilizing civil service lists to fill positions throughout FY 2020.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers or anyone involved in the interview process to receive mandatory Structured Interviewing Training through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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	<p>salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Capital, which also reviews the documents submitted, including the interview logs. Human Capital will coordinate with the EEO Office and the General Counsel’s Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Capital will review the justification to determine whether the proposed responsibilities align with the employee’s civil service title and level. This review also includes a parity analysis of the unit’s reporting structure and compensation of</p>				
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	<p>employees within the unit and also includes a review a similar titles across the Agency. As appropriate, Human Capital coordinates with EEO and/or the General Counsel’s Office to address any potential disparate impact or civil service concerns.</p> <p>As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Capital in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were selected based on objective criteria and justified by business necessity. Human Capital will consult with EEO and the General Counsel’s office, and appropriate measures will be taken prior to such layoffs or terminations being finalized</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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**VI. TRAINING**

*Provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**VII. REASONABLE ACCOMMODATION**

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:  
<https://mspwa-dcslnx01.csc.nycnet/Login.aspx>

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System.  Yes  No

There were no new R/A requests in the current quarter.

**VIII. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS**

**A. EXECUTIVE ORDER 16: TRAINING ON TRANSGENDER DIVERSITY AND INCLUSION**

*Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**B. EXECUTIVE ORDER 21: PROHIBITION ON INQUIRY REGARDING JOB APPLICANT’S PAY HISTORY**

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews are required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

*Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.*

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:*

Human Capital and EEO continue to meet monthly to review recruiting strategies to address underutilization titles within the workforce.

*Risk 2: Cultural and Language Differences in the Workplace:*

Human Capital and EEO continue to promote diversity and inclusion as part of addressing cultural and language

differences to help promote a more inclusive workforce. EEO and Human Capital created a tentative calendar of events for FY 2020 to promote more inclusiveness amongst the workforce.

*Risk 3: Workplaces with Significant Power Disparities:*

EEO has put together a tentative list of training targeted for Managers and Supervisors as a means of increasing awareness and responsibility under the City’s EEO Policy. In Q1 of FY 2020, the agency will begin offering “Making the Most of a Multigenerational Workplace” and “Workplace Civility” to address workplaces with significant power disparities and create a culture of respect where all employees regardless of title are valued.

*Risk 4: Isolated Workplaces:*

EEO began borough walkthroughs in Fall 2018 and visited all Department of Buildings locations since then. This practice will continue in order to promote awareness and knowledge of EEO for all staff at all DOB locations.

*Risk 5: Decentralized Workplaces:*

EEO and Buildings University developed a training calendar for FY 2020 for mandatory trainings for all levels of staff, at all locations to promote awareness of the EEO Policy and all applicable mandates

## E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

- The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates as they occur.
- The agency ensures that complaints are closed within 90 days.

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into

your CICS account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

## F. LOCAL LAW 101: CLIMATE SURVEY

**Provide a short description of your efforts to analyze the results of climate survey in your agency.**

*Describe any follow-up measures taken to address the results of the climate survey:*

The EEO Office reviewed the results of the Climate survey with Human Capital and will be adopting the recommendations from DCAS listed below:

- Increase EEO awareness of EEO Policies, laws and processes to decrease the risk of employees experiencing any form of EEO discrimination.
  - Increase employee familiarity with the EEO compliant process at the start of their employment (i.e. onboarding) and throughout their tenure as this will reduce the risk of experiencing any form of discrimination and sexual harassment.

Review, streamline and standardize the EEO complaint process in accordance with DCAS Office of Equity and Inclusion best practices to ensure employees are/remain aware of this process at their current agency or when they transfer to another agency.

## IX. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.



**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR 1<sup>st</sup> QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

<b>Personnel Changes this Quarter:</b> <input type="checkbox"/> No Changes		<b>Number of Additions:</b>	<b>Number of Deletions:</b>
<b>Employee's Name</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Start/Termination date of EEO Function</b>	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
<b>NOTE: Please attach CV/Resume of new staff to this report</b>			
<b>For Current EEO Professionals:</b>			
<b>Title</b>			
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Proportion of Time Spent on EEO Duties</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<b>Attended EEO Professional On-Boarding at DCAS</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed Trainings:</b> EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

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	<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Training Source(s):</b>	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

**A. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (I) FY 2020 \***

<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Kareem Gabriel	EEO-DOB	EEO Officer/Director	100%	kgabriel@buildings.nyc.gov	212.393.2718
Elizabeth Lundi	Associate Labor Relations Analyst	<u>Deputy EEO Officer</u>	100%	elundi@buildings.nyc.gov	212.393.6632
Elizabeth Lundi		<u>ADA Coordinator</u>			
Elizabeth Lundi		<u>Disability Rights Coordinator</u>			
Kareem Gabriel		<u>Disability Services Facilitator</u>			
Kareem Gabriel		<u>55-a Coordinator</u>			
Allison Ginsburg		<u>Career Counselor</u>		aginsburg@buildings.nyc.gov	212.393.2167
Rachel Alba	EEO Investigator	<u>EEO Counselor/ Investigator</u>	100%	ralba@buildings.nyc.gov	<u>212.323.8075</u>
Debra Palmieri-Russo		<u>EEO Training Liaison</u>		DePalmieri@buildings.nyc.gov	212.393.2214

\* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above just indicate it on the chart.