

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

Fiscal Year 2023

Department of Buildings

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I. Commitment and Accountability Statement by the Agency Head

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

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

In the First Quarter of Fiscal Year 2023, I reissued my Policy Statement reinforcing the Agency's commitment to compliance with the City's EEO Policy and all applicable federal, state, and local laws.

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

Department of Buildings EEO Officer, **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.

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

The agency will report to DCAS on the steps undertaken to comply with Executive Order No. 16 of 2016 and Executive Order 21 of 2016 and the provisions of the various Executive Orders and laws (e.g., Local Law 92, Section 201g of the New York State Labor Law, Local Law 101, and Local Law 93) prohibiting employment discrimination in New York City. The agency disseminated and posted policies and required posters through all Borough Offices in accordance with all EEO related mandates.

This statement is the same as last year.

This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

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

- 1. Social Justice and Equity Work Group**
- 2. Blind Screening Pilot Implementation**
- 3. In Person ERG activities**
- 4. Continued Partnership for 55-a initiatives**
- 5. Diversity and Professional Developmental Trainings**

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 1,566

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 HREX

HREX sent biannual emails to all employees reminding them to update information in NYCAPS to ensure all information is accurate and complete. In accordance with Local Law 18, a proactive effort will be made to remind all employees to update all NYCAPS information on a quarterly basis to ensure accuracy throughout FY 23.

In FY 2023, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS.

The EEO Office and HR teams meet monthly or as needed to discuss best practices in addressing underutilization for job groups and titles that are underrepresented within the Department (specifically titles that are filled via Civil Service requirements). Throughout FY 21 and in FY 22, recruiting efforts have been in a virtual format. Virtual recruiting will remain in place and will be revisited as the Agency is able to begin hiring again. The agency will refocus on underutilization for job groups and underrepresented titles with its ability to hire throughout FY23. The Department will utilize the OMB allotment for new hires based on agency need and will take that into consideration while reviewing the underrepresented titles.

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

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other Monthly

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (___specify)

Quarterly Semi-Annually Annually Other _____

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

iv. EEO, Diversity, Inclusion, and Equity Initiatives for FY 2023

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

❖ Workforce:

- **Recruitment and Branding**
- **Professional Development Training**
- **Cultural Sensitivity Training**
- **DOB Talks Series**

❖ Workplace:

- **Adams’ 90 Day Commission**
- **Brooklyn Borough Office**
- **280 Renovation**

❖ Community:

- **Increased on-the-ground Community Outreach**

- **Bolstering translation of Department literature**
- **Buildings After Hours**
- **Partner with Day Laborer Organizations**
- **Customer Q&A Sessions**

❖ **Equity, Inclusion and Race Relations Initiatives:**

- **Blind Screening**
- **Employee Experience Initiative**
- **Equity NYC**

2. Planned Programs, Initiatives, Actions

A. Workforce

1. Branding

As part of a long-term initiative, the Department will begin working to improve its image both internally and externally. The focus will be on simplifying the Department's external image and vision and making it more relatable for external consumption. Phases in this initiative will also focus on internal branding amongst staff where the 2022 Employee Engagement Survey will be wrapped into the analysis for making improvements internally. Another phase will focus on recruitment, the reimaging of the Department will help bolster our recruitment initiatives especially in areas of underrepresentation.

2. Professional Development Training

Buildings University continues to work with DCAS with coordinating various professional development curriculum that focuses on Diversity and Inclusion as well as best practices for managers and supervisors in conflict resolution. In FY 23, in conjunction with DCAS, DOB will implement the following courses throughout the fiscal year to provide tools and best practices for addressing concerns in courses listed below. These courses were piloted over the last two fiscal years and will become permanent in the Department's Professional Development curriculum.

- **Building an Inclusive Culture: Understanding Unconscious Bias**
- **Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations**
- **Can We Talk? The Power of Words**
- **From Microaggressions to Microaffirmations**

3. Cultural Sensitivity Training

The Department's commitment to customer service is in its core values. As our Inspectors and Plan Examiners and front facing representatives deal with members of the public on a daily basis, we are committed to ensuring that our staff is sensitive to the different cultures they may be interacting with on a daily basis. Buildings University is currently in the process of developing a curriculum to be implemented in phases for field staff, so they are aware of the cultural differences as they engage with different cultures throughout the five boroughs.

4. DOB Talks Series

The Department will continue its DOB Talk Series with members of Executive Staff and Leadership. Implemented in FY 20 during the pandemic as part of our initiative to engage the workforce while working remotely, this initiative has received and continues to receive positive feedback from Agency staff. The DOB Talk Series is currently in year three and with a new administration and changes and promotions to the Executive Leadership team, we have new participants to engage the workforce about their journey through city government and how they navigated through the ups and downs in their individual experiences. Each Quarter there will be a new panelist to participate and engage the workforce.

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

The Department is traditionally underutilized in the Management Specialist and Science Professionals job groups. These job groups represent our Inspector and Technical titles and are traditionally male dominated based on labor classification data. Over the last two years HR and EEO have strategized to help address the underutilization numbers in these specific groups by establishing Focus Groups within the Department by those underrepresented employees to gain better insight on how to better recruit and retain employees within these groups. Current employees within these groups receive information regarding applicable promotional civil service exams when they become available. HR sends targeted emails to impacted employees as well Agencywide email for any upcoming Civil Service exams.

Due to the hiring freeze for the majority of FY 20, 21 and 22, the agency was not able to see any real traction in comparing pre-Covid data throughout the fiscal years mentioned above. With the department having a little more flexibility with recruiting and hiring in FY 23, along with our potential rebranding, we plan on refocusing throughout FY23 to address underutilization in the job groups mentioned above.

B. Workplace

- **Adams' 90 Day Commission**

NYC Department of Buildings will be convening a 90-day Commission (Mayoral Initiative) to gather recommendations on our agency's services, programs, and processes. Volunteer members of the construction, real estate, labor, architectural, and engineering communities, public offices, and other interested stakeholders. Participants assigned to subcommittees focusing on specific topics of DOB operations or area of impact. DOB Senior Leadership, Coordinators, Subject Matter Experts, and IT logistical support to facilitate discussion and recommendations for improving the Department of Buildings Process.

- **Brooklyn Borough Office Move and 280 Renovations**

Scheduled to move in FY 21, the Brooklyn Borough Office will now make its official move to 345 Adams during in FY23. This move will expand our current workspace and help improve our customer service relations as their will be more accessibility with dealing with members of the public. Our Facilities team has coordinated with DCAS' Facility to ensure the new location follows all local laws with respect to lactation rooms and all other applicable laws regarding accessibility.

Currently, renovations are taking place on the 3rd and 5th floors at our Central location (280 Broadway). DOB Facilities and DCAS Facilities continue to coordinate regarding all accessibility provisions are met for both employees and members of the public, Renovations are scheduled to be completed in Q3 of FY23. The renovations are part of the Department's ongoing initiative to provide our employees with a better workspace and to improve employee morale.

- **Employee Resource Groups**

In FY23, the Department will return to in person Cultural recognition celebrations. Prior to Covid the in person cultural recognition celebrations were active but switched to a virtual format throughout the pandemic. With the City's workforce back in full capacity and Covid restrictions lifting it has better prepared the Department for in person recognition celebrations.

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

List below the names of existing ERGs:

- Hispanic Heritage ERG
- Italian American ERG
- Black History ERG

- Jewish American ERG
- Women’s History ERG
- LGBTQI ERG
- Irish American ERG

The Agency is in the process of formalizing a Youth Engagement Employee Resource Group. Once formalized updates will be provided in the Quarterly Reports.

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. Community

1. **Increased on-the-ground Community Outreach:**

In FY23, DOB was funded for **5** new Community Engagement Liaison positions. The priority for these positions will be on-the-ground community outreach across the five Boroughs, with the goal of partnering with elected official offices and community organizations to increase our presence in the community and amplify messaging around Department programming and resources.

2. **Bolstering translation of Department literature:**

In an effort to increase access and transparency to the Department, DOB will work to continue to increase the number of languages our Department’s printed and online materials are provided in, with a focus on common languages spoken in New York City.

3. **Buildings After Hours:**

In FY23, DOB will continue to offer our weekly “Buildings After Hours” and extend hours at Borough Offices (4:00pm – 7:00pm) every Tuesday. *Buildings After Hours* makes it easier for homeowners, small business owners, tenants, and building managers to meet directly with DOB staff and get their questions answered. Buildings After Hours offers an opportunity to visit our Borough offices outside of our traditional hours (8:30am to 4:00pm).

4. Partner with Day Laborer Organizations:

DOB will continue to partner frequently with Day Laborer organizations throughout New York City to ensure that all workers are informed and up to date on safety requirements and understand services and resources available to them.

5. Customer Q&A Sessions:

In FY23, DOB will continue to offer our bi-weekly online Q&A sessions for property owners, registered design professionals, filing representatives, and other licensees/registrants. These sessions offer a space for attendees to ask job specific questions for filings in DOB NOW, Buildings Information System (BIS), or general questions they may have about the Department. Q&A sessions are Borough-focused on a rotational basis – anyone can join a session by registering on our Department website.

In FY 2023, the agency will:

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

V. Recruitment

A. Recruitment Efforts

Recruitment efforts for FY2022 focused on filling vacancies, primarily by the use of civil service lists or civil service list canvasses. This included several technical positions, as well administrative, clerical, and inspectorial positions.

In addition to filling vacancies using civil service list calls, we filled positions without lists through postings. As part of a Mayoral Directive, towards the end of FY 2022, we were required to post positions that also had civil lists. Thus, we conducted interviews of qualified candidates who applied to a posting along with candidates from the appropriate list. We are continuing this in FY 2023. This is an attempt to broaden the candidate pool.

Due to budget constraints, we did not do any significant paid advertising during FY 2022. Rather, postings for positions, specifically attorney positions, were posted at various law schools and on PSJD, a website which posts public service legal positions.

DOB continued to attend career fairs in order inform candidates of the upcoming exams to sign up for and the possibility of some positions that were available by posting.

As we move into FY 2023, we are seeking to advertise with Indeed, which will also allows us to source candidates. In addition, we are awaiting approval to use the company GI Jobs to post general advertisements twice a year and participate in their career fairs. Further, we are looking into posting positions on National Society of Black Engineers and Society of Women Engineers.

~~We also advertised our attorney positions with the Caribbean Bar Association and the South Asian Bar Association.~~

This is an important step we are taking as we attempt to bolster these areas (women engineers/tech area and minorities groups) of candidates which have been determined to be underrepresented.

In addition, we are also looking to hold focus groups with employees to identify new ways to reach candidates. Further, we hired a staff member who is working on various recruitment strategies and will be working with the Brand Consultant Allen Siegel.

B. Recruitment Sources

1. GI Jobs-veterans-this is a new source that we will use. Due to the underutilization report concerning recruitment of veterans it was determined that we should continue to access organizations specific to veterans seeking employment.
2. Society of Women Engineers-female engineers- Due to underutilization report, it brings a wider pool of female candidates in the engineering field from across the country.
3. National Society of Black Engineers-minority engineers- Due to underutilization report, advertising with this organization will bring our openings to a wider pool of minority candidates in the engineering field from across the country
- 4.PSJD-by using a clearinghouse for public service legal positions, we can attempt to attract attorneys from across the country and potentially underrepresented groups.
5. Caribbean Bar and South Asian Bar Associations.

C. Internships/Fellowships

The Department of Buildings has offered internships through college partnerships, high school partnerships and seasonally through the agency. In FY22, the Department of Buildings hosted interns through a CUNY Research Foundation Partnership, Public Service Corps, Energy Tech CTE High School, Environmental Defense Fund Climate Corps, and seasonally through our agency's payroll.

In FY23, the agency looks to focus on developing out its CUNY RF partnership, adding more College Aide lines with consideration of STEM exemption, and high school internship lines after completing DOB education enrichment programming. Additionally, based on the agency's needs to hire attorneys, The Youth and Industry Engagement Team will connect with local law schools to build an externship pipeline.

With added capacity to the agency's Youth and Industry Engagement Team, the 3 foundational professional development workshops for interns that were piloted this summer for Summer Interns will be further refined and provided to our CUNY DOB Interns and agency's College Aides. A workshop about the workplace and identity will be created and piloted in FY23.

In FY22, the first change implemented for recruitment purposes was creating a landing page to capture prospective interest from students regarding educational and internship opportunities. Interested students were able to provide their contact information to be notified of upcoming program application periods. In FY22 and FY23, new recruitment tools, such as flyers and brochures, were made to prepare for in person recruitment events beginning in September 2022.

In FY23, the implementation of recruitment for internships and our additional educational opportunities will be conducted differently. In FY23, the DOB's Youth and Industry Engagement Team will work on building more partnerships with local private colleges and high schools along with developing new systems and operations to both enhance and improve the internship/ fellowship experience. In FY23, the Youth and Industry Engagement Team has compiled a list of 50 plus NYC public high schools, not just specialized STEM high schools, to share after school educational opportunities provided by the DOB. We are also looking to build a stronger relationship with DOE Central.

Through newly developed curriculum, we hope to identify and retain talent for further internship opportunities made specifically for high school students in the Spring and Summer of FY23. Additionally, based on the agency's needs to hire attorneys, The Youth and Industry Engagement Team will connect with local law schools to build an externship pipeline.

For internship opportunities, our agency has received external promotional support from DCAS, Mayor's Office of Youth Employment and DYCD. In FY23, our agency has created new flyers, brochures, and have created social media campaigns with the internal Communications Dept. Each week on Instagram, a post about an intern or fellow is displayed sharing their experience working at the DOB; this content is also a recruitment tool and has proven to be popular.

In FY22, The Youth and Industry Engagement Team began conducting evaluations which helps document and gauge interest of interns who want to move forward within the agency. The agency also provides workshops to show interns how to apply to full time positions and the importance of taking civil service exams as that too can amount to a full-time position. Supervisors of interns who are graduating put in PAR requests. In FY23, thus far, we have one recorded instance of an intern being hired as a full-time employee.

In FY23, the Youth and Industry Engagement Team piloted 3 new career-based service workshops related to resumes and cover letters, interview, and networking, and applying to NYC government jobs and signing up for civil service exams. These workshops were developed from the results of FY22 post workshops surveys, research provided by the Youth and Industry Engagement Team, and working with a former employee of DCAS specifically for the job and civil service workshop.

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. CUNY Fall Interns	12	N/A	M __ F__ Non-Binary __ Other __ Unknown __
2. EDF Climate Fellows	2	DND	M <u>1</u> F <u>1</u> Non-Binary __ Other __ Unknown __
3. Energy Tech HS Interns	7	3H, 2A, 1 B, 1W	M <u>6</u> F <u>1</u> Non-Binary __ Other __ Unknown __
4. CUNY Spring Interns	66	TBD	M __ F__ Non-Binary __ Other __ Unknown __
5. DOB Summer Interns	34	TBD	M __ F__ Non-Binary __ Other __ Unknown __

D. 55-a Program

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

- Presently, the agency employs **14** 55-a participants.

- There are **2** participants who have been in the program less than 2 years.
- In the last fiscal year, a total of **2** [number] new applications for the program were received and **6** participants left the program due to being appointed from a civil service list (2), transferring to another agency (2), resigning (1) and death (1).

The Department will continue to utilize the 55-a Program as part of its recruiting efforts 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 22, we shared job vacancy postings with MOPD, and this process will continue in FY 23. Newly hired employees are provided information regarding the 55-a program during new hire orientation. Current employees can contact the 55-a Coordinator regarding information about the program.

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

VI. Selection (Hiring and Promotion)

A. Career Counselors

Human Resources (HREX) 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. The agency offers information through weekly new hire orientation, which are live and in-person and through monthly email notifications about Civil Service 101 to all staff.
- Provide agency staff with pertinent civil service exams notices.

Buildings University facilitates all communications Agency-wide pertaining to career development.

B. New Hires and Promotions

All vacancies are posted on ESS except for vacancies to positions in the Exempt 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 also posts 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.

C. EEO Role in Hiring and Selection Process

The EEO Office meets with Human Capital monthly to review all recruitment activity for the upcoming month and to discuss trends and best practices in addressing underutilization. The two offices are currently reviewing utilizing the candidate evaluation forms and eHire Applicant Log report in NYCAPS to 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.

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.

- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age?

- 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 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	1,566	July 1 st 2022 to Dec 30 th 2022
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)		
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	1,566	Jan 23 to August 31 st 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)		
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	600	Feb 23 to March 23
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees		
7. Disability Awareness and Etiquette	TBD	TBD	This is still being accessed by the Department
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Employees involved in the interviewing process	50 to 100	Training is provided once per quarter throughout FY23
9. Reasonable Accommodation	Supervisory Level	50 to 100	Training is provided as needed throughout FY23 (Quarterly Basis)

VIII. Reasonable Accommodation

Employees (including temporary workers, interns, job applicants and consultants) may seek a reasonable accommodation for a disability, pregnancy, childbirth, and related medical conditions, and/or religious observance. Employees may also seek an accommodation if they are victims of domestic violence, sex offenses and/or stalking. Information regarding an employee's right to seek a reasonable accommodation as well information regarding the reasonable accommodation process is provided as part of the New Hire and CBT training employees receive. In addition, information regarding the reasonable accommodation process is available on the Department's Intranet. Targeted training regarding the reasonable accommodation process will be ongoing throughout FY23 for managers and supervisors in respective bureaus.

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

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

If an accommodation is denied, the employee is advised of the appeal process on the denial correspondence. The Department appeals officer is Chief of Staff Nadya Stevens. Employees are provided with COS Stevens' contact information and are informed of the timeframe in which they can appeal the decision. (15 business days). All appeals are reviewed independently of the EEO Office.

In FY 19, the EEO Office developed a Reasonable Accommodation training for all supervisory staff within the Department. This training has been added to the training curriculum for all new supervisors and the EEO Office will deliver the training on a quarterly basis into FY 23.

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Nadya Stevens (Chief of Staff)
- The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.

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

- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

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

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

D. Executive Order 16: Training on Transgender Diversity and Inclusion

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

- The agency plans to train all new employees within 30 days of start date.
- All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.

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

E. Local Law 101 (2018): Climate Survey

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☒ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

- 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 specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to CEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

ERIC A. ULRICH

Print Name of Agency Head



Signature of Agency Head

10/31/22

Date

Appendix A: Contact Information for Agency EEO Personnel

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
2.	Agency Deputy EEO Officer	Lisa Atkinson	latkinson@buildings.nyc.gov	(212) 393-2790
3.	Agency (Chief) Diversity & Inclusion Officer	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
5.	ADA Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	(212) 393-2790
6.	Disability Rights Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	(212) 393-2790
7.	Disability Services Facilitator	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
8.	55-a Coordinator	Kareem Gabriel	kgabriel@buildings.nyc.gov	212.393.2718
9.	EEO Investigator(s)	Cindy Contreras	cicontreras@buildings.nyc.gov	(212) 393-2254
10.	Career Counselor(s)	Allison Ginsburg	aginsburg@buildings.nyc.gov	(212) 393-2167
11.	EEO Training Liaison(s)	Debra Palmieri-Russo	depalmieri@buildings.nyc.gov	(212) 393-2214
12.	EEO Counselor(s)	Rachel Alba	ralba@buildings.nyc.gov	(212) 323-8075

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies:

- The EEO Office will circulate biannual agency wide emails including EEO resources, including any applicable updates to the EEO Policy and ongoing initiatives.
- Poster Boards throughout the Borough Offices and Central Offices will be updated to reflect the most current federal, state and city provisions applicable to the city's EEO Policy. Poster boards have been updated every 2 years since 2018.
- The EEO Office will continue to implement mandatory EEO training for all staff throughout the fiscal year. The trainings will be computer based for much of the Department but targeted in person trainings will be directed to managers and supervisors.

➤ Intended reach

- All staff including temporary, consultants and field staff will receive applicable information through an agencywide email.
- All staff have access to computers, field staff are assigned tough books.

➤ Who will be responsible for implementing the action?

- EEO Office

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

➤ Planned actions, initiatives, programs, or policies:

- Since its return to Office in September 2021, the EEO Office has continued its Quarterly in person visits to the Department's Borough Offices. This initiative was in place pre Covid as a best practice to be more visible to the workforce not at our central location. The EEO Office is also present at in person meetings for field staff at the request of the Division Managers to give non office staff an opportunity to engage the EEO Office.

➤ Intended reach

- This will be applicable to all staff including temporary workers, consultants, and field staff.
- All staff have access to computers, field staff are assigned tough books

➤ Who will be responsible for implementing the action?

- EEO Office
- 3. Target area and objective: Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**
- **Planned actions, initiatives, programs, or policies:**
 - All new hires receive a digital copy and a paper copy within 30 days of hire. New Hires are also given a copy of the EEO Complaint process and the complaint stage from beginning to end. Contact information from the EEO Office is also available for employees to engage with the EEO Office as needed.
 - The information provided to new hires is also available on the Department's Intranet page and is available to all staff, contact information from the EEO Office is also available for employees to engage with the EEO Office as needed.
 - **Intended reach**
 - This will be applicable to all staff including temporary workers, consultants, and field staff.
 - All staff have access to computers, field staff are assigned tough books.
 - **Who will be responsible for implementing the action?**
 - EEO Office
- 4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
- **Planned actions, initiatives, programs, or policies:**
 - The Department's EEO Policy will be issued at the beginning of the fiscal year and at the beginning of calendar to help reinforce and increase employees' understanding of their rights under the City's EEO Policy
 - Mandatory Compliance training for Sexual Harassment Prevention and Everybody Matters. Training will be computer based and in person if needed.
 - **Intended reach**
 - This will be applicable to all staff including temporary workers, consultants, and field staff
 - All staff have access to computers, field staff are assigned tough books
 - **Who will be responsible for implementing the action?**
 - EEO Office

5. Target area and objective: Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

➤ **Planned actions, initiatives, programs, or policies:**

- Targeted training for managers and supervisors advising them of their obligations to help reinforce the EEO Policy and to reach out the EEO Office if they become aware of a potential EEO inquiry.

➤ **Intended reach**

- Managers and Supervisors within their respective divisions will receive targeted in person trainings and emails
- All staff have access to computers, field staff are assigned tough books

➤ **Who will be responsible for implementing the action?**

- EEO Office

6. Target area and objective: Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

➤ **Planned actions, initiatives, programs, or policies:**

- Targeted training for managers and supervisors advising them of their obligations to help reinforce the EEO Policy and to reach out the EEO Office if they become aware of a potential EEO inquiry.

➤ **Intended reach**

- Managers and Supervisors within their respective divisions will receive targeted in person trainings and emails
- All staff have access to computers, field staff are assigned tough books

➤ **Who will be responsible for implementing the action?**

- EEO Office