

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

FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: NYC DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)

☐ 1st Quarter (July -September), due November 6, 2024

☒ 2nd Quarter (October – December), due January 30, 2025

☐ 3rd Quarter (January -March), due April 30, 2025

☐ 4th Quarter (April -June), due July 30, 2025

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Telephone No.

Date Submitted: Deadline was extended to 2/7/25

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2025

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.

For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.

For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2025 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2025 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): _____ ☒ No

☐ By e-mail

☐ Posted on agency intranet and/or website

☐ Other _____

II. Recognition and Accomplishments

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

☒ Diversity, equity, inclusion and EEO Awards

☐ Diversity, equity, inclusion and EEO Appreciation Events

☐ Public Notices

☐ Positive Comments in Performance Appraisals

☐ Other (please specify): _____

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

This year, DDC EEO will once again award the **Annual EEO Training Compliance Award** to the **first three (3) division heads and divisions to reach 100% EEO training completion for all four EEO trainings**. We did this for the first time in 2024 and it was immensely successful as an incentive for compliance in the context of friendly competition among senior leaders. The award competition begins the first week in February of 2025. Winning divisions will receive notification between the 3rd and 4th quarters and information will be included in our quarterly report submissions. Winners receive an award certificate, highlights in our newsletter, honorable mention in the commissioner's weekly update emails, and unlimited bragging rights.

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2024): 1116 Q2 (12/31/2024): 1133 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

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

☐ Yes On (Date): 10/31/24 ☐ Yes (again) on (Date): 12/26/24 ☐ No

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☐ Agency's intranet site

☐ On-boarding of new employees

☒ Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

☒ Yes - on (Dates):

Q1 Review Date: 8/29/24 & 9/26/24 Q2 Review Date: 11/25/24 Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☒ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other Chief of Staff

☐ Not conducted

☒ Agency Head

☐ Human Resources

☐ General Counsel

☒ Other Chief of Staff

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

☐ Agency Head

☐ Human Resources

☐ General Counsel

☐ Other _____

☐ Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2025.

A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

- Our 2025 workforce goals are to address underutilization of Women, Blacks and Hispanics in management and technical EEO job groups.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

- During the second quarter, DDC partnered with DCAS to ensure that several upcoming examinations were ready for testing, by encouraging a diverse group of our employees to volunteer to participate in interviews with DCAS test and Measurement team, with the test development group. We regularly ensure that we send employees with varying educational, experiential, technical, professional, cultural, generational, and linguistic backgrounds to assist with test development in order to guarantee that the developers hear from an array of individuals. We believe that these efforts provide test takers with a better chance at succeeding on exams because they are developed with the input of individuals representing our entire city. This quarter, these efforts involved collaborative exam development for Administrative Project Manager Exam No. 5005 and 5007, and for Administrative Engineer Exams 5002 and 5502, as well as job analysis interviews for Construction Project Manager, Exam No. 5058, just to name just a few. We are very proud of these efforts, and we measure our success by our employee's willingness to participate in these initiatives, and the importance the employees place on their own involvement in the test development process, for exams that most of them have already taken and passed. We also measure our success by the frequency that DCAS calls on DDC, in particular, to supply staff for these initiatives which has significantly increased.

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Workforce Goal/Initiative #1 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

2. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

- Our goals also include increasing our overall employee retention through continued efforts to positively impact morale, longevity, and overall satisfaction.
Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?
- During the second quarter, our commissioner held a Commissioner's Forum on October 24th, where he provided agency-wide news, shared a programmatic update presented by the Deputy Commissioner of the Public Buildings division, and responded to employee questions during an open Q&A. In addition, Commissioner Foley disseminated his weekly emailed updates every Monday of this quarter. This practice, which was instituted by Commissioner Foley when he was appointed agency head, has become a part of the fabric of our agency and our internal communication as an agency. These weekly emails provide a place for regular updates to staff and provide opportunities for the agency to collectively celebrate the professional achievements of our employees, and the strides we've made in building for New York. These messages are not only uplifting and a morale booster, but they also serve as means to highlight individual divisions within our organization and the important work they do, and to notify every member of our staff, of upcoming events and agency priorities.
- An example of the latter is a section within the Commissioner's Weekly Update emails called "DDC on the Town." This section is a staff invitation, of sorts, and it invites interested employees to attend our upcoming Ribbon Cuttings and construction project walk-throughs. For this initiative, priority is given to DDCers who worked or are working on the projects which is an added benefit for morale and the overall site visit, itself.
- We evaluate the effectiveness of these measures through employee feedback such as the Q/A we received during the Commissioner's forum as well as how many employees sign up to participate in "DDC on the Town" site visits.

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Workforce Goal/Initiative #2 Update:

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

3. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

- This quarter, DDC EEO reviewed interview questions and audited the hiring and selection process for vacancies in underutilized job groups to assess for barriers to opportunity for women and employees of color. We experienced underutilization of Women and Minorities within our workforce in the Managers and the Managers Specialists EEO Job Groups. Unlike last quarter, we did not experience underutilization in our technicians job group in this quarter.

Underutilization of Women and Minorities in DDC Workforce				
JobGroup	Female	Black	Hispanic	Asian
MANAGERS	-25			
MANAGEMENT SPECIALISTS		-38		
Grand Total	-25	-38	0	0

B. Workplace:

Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

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

- Our 2025 goals include relaunching an internal employee mentoring program, enhancing cultural competencies, and engagement initiatives and increasing the number of employees involved in our agency Employee Resource Groups (ERGs)

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Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- This quarter, our Agency Engagement team developed and shared a Standard Operating Procedure (SOP) that describes the planning process for cultural luncheons organized by the Cultural Committee in collaboration with the NYCDDC's Agency Performance & Engagement (AP&E) Unit. This procedure outlines the necessary steps, from the initial request to post-event responsibilities, ensuring efficient organization and successful execution of cultural events. The purpose of this SOP is to inform cultural committees of the requirements, actionable items, and deadlines needed to host a successful cultural luncheon. This guidance helps streamline planning and ensure consistency across events.
- In addition, DDC launched a new employee group for those employees interested in cooking, called the Blueprint Bistro.
- Some of DDC's other retention efforts included advising new and current staff on the health benefit transfer periods in October, promoting financial wellness seminars by Deferred Comp In November and encouraging employee attendance at Information sessions hosted by NYCERS in December.

Workplace Goal/Initiative #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

- Leveraging surveys and our Business Improvement Committee to gather staff feedback on agency culture and employee interests and needs.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- Based on specific employee feedback, DDC also relaunched its annual bake sale, which raises proceeds for college scholarships for the children of DDC staff members. This is a tradition and an internal program that dates back to our agency's inception and was created by DDC's first EEO Officer, Ms. Gloria Parker. We were able to evaluate the effectiveness by our employee's response to the efforts, included attendance and overall appreciation for the expansion and the relaunch of these programs.

Workplace Goal/Initiative #2 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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

- Another one of our 2025 workplace goals includes promoting staff development, and workplace accountability.

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

- This quarter our Recruitment and Retention team continued promoting Career Counseling and Civil Service 101 information presentations to all staff. Specifically, In November and December 2024, we notified agency employees about a Civil Service 101 Virtual Session sponsored by DCAS for employees and encouraged staff to become more knowledgeable about the civil service process. These efforts were geared towards employees who are qualified to take the exams open for filing, employees serving provisionally in a title, those who are eligible to take any of the promotional exams as well as for any employees who wanted to know more, in general, about the civil service process. This information was shared, agency wide on November 6, 2024, and December 3, 2024.
- These information campaigns are instrumental in creating awareness about the importance of permanent civil service status and help to decrease the number of provisional employees on staff. We evaluate the effectiveness of these campaigns by the decrease in our provisional headcount, as well as the number of new employees that pursue civil service exams.

Workplace Goal/Initiative #3 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.



C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

We will continue our efforts to increase outreach to M/WBE and small businesses in order to encourage and educate them about the process of doing business with DDC, with a goal of connecting these businesses to contract opportunities.

- Encourage participation in pre-bid/pre-proposal conferences and in the procurement process.
- Help educate New Yorkers about the Work that DDC does, through community outreach.
- Enhance overall language access in our outreach and communication efforts.

1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]

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Our Community, Equity, Inclusion, and Race Relations goals include our continued efforts to increase outreach to M/WBE and small businesses and connecting these businesses to contract opportunities. This quarter we attended and hosted the following events with industry partners evaluated the effectiveness through feedback from industry partners and those looking for opportunities.

INTERNAL EVENTS	
Event Date	Title of Event
Wednesday, October 16, 2024	DDC Industry Open House
Monday, November 18, 2024	Quarterly M/WBE External Advisory Board Meeting
Wednesday, December 4, 2024	DDC Construction Career & Training Resource Fair
Tuesday, December 10, 2024	DDC Industry Leaders Roundtable
Tuesday, December 17, 2024	Equitable Opportunities Follow-up Meeting with nycoba NOMA
Tuesday, December 17, 2024	Meeting with CM Julie Won and Team

EXTERNAL EVENTS	
Event Date	Title of Event
Monday, November 4, 2024	2024 Annual Citywide M/WBE Procurement Fair
Saturday, November 23, 2024	SCRC Shirley Chisholm's 100th Birthday Celebration and community engagement event

Please describe the steps that your agency has taken to meet this goal/initiative. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

This quarter we continued our efforts to strengthen industry partnerships and increase understanding of contracting roadmap. We evaluate the effectiveness of our actions through Internal Audits of our MWBE efforts to ensure compliance and best practices. These audits are conducted by our ODIR division to we evaluate our effectiveness using our MWBE goal setting benchmarks.

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

Q1 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q2 Update: ☐ Planned ☐ Not started ☒ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q3 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed
Q4 Update: ☐ Planned ☐ Not started ☐ Ongoing ☐ Delayed ☐ Deferred ☐ Completed

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2. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

Community Activities:



In October, DDC was in Brooklyn to celebrate the start of construction on the Hunterfly Road Houses at the Weeksville Heritage Center. These 19th-century residences are an important part of history of the independent free Black community of Weeksville, and DDC is managing the restoration of these structures. Our work will include exterior work, restoration of interiors, upgrading security systems and lighting, creating a climate-controlled space for the institution's archive, and more. DDC shared information about the history and importance of the Weeksville Heritage Center with staff via an agency wide Email.

In November, DDC's Own Jade Baily, who is the Director of DDC's Design Built Unit, received The Sloan Award honor for individual civil servants, which symbolizes deep appreciation for the hundreds of thousands of people who keep their communities and this complex city running. Jade Bailey was honored as an outstanding individual and dedicated DDC team member, and her citywide recognition is a reminder that our work for NYC matters.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

As part of our ongoing recruitment efforts, DDC will review underutilization in job groups to inform recruitment efforts, assess agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included, Identify resources to enhance efforts aimed at increasing the effectiveness of diversity recruitment, and ensure that agency personnel involved in both the discretionary and the civil service hiring process have received structured Interviewing training, assess recruitment efforts, and ensure ongoing collaboration between our EEO Division and the Recruitment and personnel units within HR. In addition, we will continue to participate and host Job fairs and hiring pools.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

DDC Hosted Internal Hiring Fair October 2024 Internal Hiring Fair. We evaluated our effectiveness, by tracking the number of applicants that expressed interest and by how many candidates we are able to hire.

Recruitment Initiatives/Strategies #1 Update:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

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

From October - November 26, 2024, the R&R team collaborated with the Personnel unit to conduct over 200 individual meetings with provisional employees to inform them about upcoming exams and the agency's effort to help them gain permanency. The R&R team also processed over twenty DP-72 actions during this quarter.

B. Recruitment Efforts for Civil Service Exams

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

Hiring pools

October 2024

Admin Engineer - 10/8/2024

Civil Engineer – 10/02/24

Construction Project Manager – 10/02/24

November 2024

Staff Analyst – BGT or EXL – 11/06/24

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Assistant Electrical Engineer - 11/13/24

Administrative City Planner (TSP) - 11/14/24

December 2024

Administrative Engineer - 12/4/24

Administrative Project Manager – 12/16/24

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

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

C. Recruitment Sources

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

Agency hiring pools

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. [**Note:** Please update this information every quarter.]

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Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows:

Q1 Total: 0 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps:

Q1 Total: 0 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns:

Q1 Total: 0 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns:

Q1 Total: 0 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

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5. Other (specify):

Q1 Total: 0 Q2 Total: 0 Q3 Total: _____ Q4 Total: _____

Race/Ethnicity* [#s]: Black____ Hispanic____ Asian/Pacific Islander____ Native American____ White____ Two or more Races____

Gender* [#s]: M____ F____ N-B____ O____ U____

Additional comments:

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55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2024): 5 Q2 (12/31/2024): 5 Q3 (3/31/2025): _____ Q4 (6/30/2025): _____

During the 1st Quarter, a total of 0 [number] new applications for the program were received.

During the 1st Quarter 0 participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 0 [number] new applications for the program were received.

During the 2nd Quarter 0 participants left the program due to [state reasons] _____.

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

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

During the 4th Quarter, a total of _____ [number] new applications for the program were received.

During the 4th Quarter _____ participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: ☒ Yes ☐ No

in training sessions: ☒ Yes ☐ No

on the agency website: ☒ Yes ☐ No

in agency newsletter: ☒ Yes ☐ No

Other: _____

2. _____
3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2025 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities. Numerous career counseling sessions took place this quarter.
2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.
 - i. DDC EEO reviewed vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination.
3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).
 - i. DDC EEO regularly reviews and edits interview questions, assess rating criteria for interviews and examine recruitment forms and packets to ensure the hiring panel, as well as the applicant pools are diverse.
4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.
5. Other: **32 Separations this quarter.**

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During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>110</u>	# <u>60</u>	# <u>47 (39 pending 8 approved)</u>
Q2	# <u>110</u>	# <u>48</u>	# <u>25 (10 approved/ 15 pending)</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

VII. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

- ☒ The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

- ☒ The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1: ☒ Yes ☐ No

Q2: ☒ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

- ☒ The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwa-ctwapx02.csc.nycnet/Login.aspx>

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

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- ☒ The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- ☐ The agency is involved in an audit; please specify who is conducting the audit: _____.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For 2nd Quarter, FY 2025

Personnel Changes:

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

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For New EEO Professionals:			
Name & Title	1.	2.	3.
EEO Function	<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)
Percent of Time Devoted to EEO	<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 %):
Name & Title	4.	5.	6.
EEO Function	<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)
Percent of Time Devoted to EEO	<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 %):

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

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Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

EEO Training completed within the last two years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):

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

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS:

Diversity and EEO Staffing as of 2nd Quarter FY 2025*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
Deputy EEO Officer OR Co-EEO Officer	--				
Chief Diversity & Inclusion Officer					
Diversity & Inclusion Officer	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	100%	Harrisoda@ddc.nyc.gov	7183911776
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Maggie Austin	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M7	100%	austinma@ddc.nyc.gov	7183912010
ADA Coordinator	Vilma Seemungal	CLERICAL ASSOCIATE IV	50%	seemungvi@ddc.nyc.gov	7183911393

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Disability Rights Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	50%	Harrisoda@ddc.nyc.gov	7183911776
Disability Services Facilitator	Jason Wood	ADMINISTRATIVE PROJECT MANAGER-M2	50%	WoodJa@DDC.NYC.GOV	718-391-1806
55-a Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	10%	Harrisoda@ddc.nyc.gov	7183911776
Career Counselor	Sue Wuest	ADMINISTRATIVE STAFF ANALYST - M3	25%	wuests@ddc.nyc.gov	718-391-1603
EEO Counselor	Vilma Seemungal	CLERICAL ASSOCIATE IV	100%	seemungvi@ddc.nyc.gov	718-391-1393
EEO Investigator	Lemuel Colon	COMMUNITY COORDINATOR	100%	ColonLe@DDC.NYC.GOV	718-391-1833
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Jessica Rodriguez	COMMUNITY COORDINATOR	50%	rodriguje@ddc.nyc.gov	718-391-1090

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<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & DEI</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Other (specify)					
Other (specify)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.