

**[Department of Design and Construction] 3rd Qtr. FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report**

**FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report**

<b>Agency Name:</b> <u>NYC DEPARTMENT OF DESIGN AND CONSTRUCTION</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due November 10, 2022	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October – December), due January 30, 2023		
<input checked="" type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due May 1, 2023	<input type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 31, 2023		
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<b><i>FOR DCAS USE ONLY:</i></b>		<b><i>Date Received:</i></b>	

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## Instructions for Filling out Quarterly Reports FY 2023

**[Note: These forms are cumulative and intended to retain information for the entire FY 2023.**

**For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]**

1. Please save this file as **“XXXX Quarter X FY 2023 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 2023 DEI-EEO 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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## Part I: Narrative Summary

### I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees?  Yes, On (Date): January 25, 2023  No  
 By e-mail  
 Posted on agency intranet  
 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): \_\_\_\_\_

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## III. Workforce Review and Analysis

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

Q1 (9/30/2022): 1168 Q2 (12/31/2022): 1043 Q3 (3/31/2023): 1048 Q4 (6/30/2023): \_\_\_\_\_

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

Yes On (Date): **10/28/2022**  Yes again on (Date): **12/13/2022**  No-None sent during the 3<sup>rd</sup> Quarter

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

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

Yes On (Dates):

Q1 Review Date: Q2: Review Date: 10/25/22 Q3: Review date: 1/4/23 Q4: Review date: \_\_\_\_\_

#### The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other Agency Chief of Staff

Other Agency Chief of Staff

Other

Other

Not conducted

Not conducted

Not conducted

Not conducted

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## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

### A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. Our goal is to leverage CEEDS workforce data to recruit, develop and retain a diverse and inclusive workforce which reflects our city's communities. DDC will continue prioritize this by focusing on addressing underutilization.

❖ **Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?**

During this quarter, DDC's EEO Officer performed an internal assessment of the number of women in technical titles, within our agency, using CEEDs and CHRMS data, in order to assess strides and outline goals as it relates to underutilization. She reported the following to our commissioner:

As of January 4, 2023,

- Women made up 27% of employees in Technical Titles.
- Women employees made up 38% of the DDC workforce.
- Women made up 31% of DDC Managers

One of the EEO goals for next year will be to improve these percentages, especially as it relates to women in our technical titles. We will review these numbers again before the end of the fiscal year. These periodic internal assessments and reviews are effective in that they allow us not only to identify benchmarks, but also to incrementally measure success and strides, as well as areas that need more attention.

<b>Q1 Update:</b>	<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
<b>Q2 Update:</b>	<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
<b>Q3 Update:</b>	<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
<b>Q4 Update:</b>	<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. Our goal is to conduct regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI).

❖ Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?

This quarter, our in-person discussion regarding the CEEDS workforce data was deferred due to some organizational changes in the EEO Division however, the above-mentioned data was shared in the EEO and DEO Monthly executive summary. Our discussions and planning will resume next quarter.

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

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

**Underutilization of Women and Minorities in DDC Workforce**

JobGroup	Female	Black	Hispanic	Asian
<a href="#">MANAGERS</a>	-24			
<a href="#">MANAGEMENT SPECIALISTS</a>		-34		
Grand Total	-24	-34	0	0

❖ DDC experienced underutilization of Women and Blacks in 2 job groups again this quarter. Women are underutilized in the Managers Job group, and Blacks remain were underutilized in the Management Specialist Job group.

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## Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Our goal is to continue reacclimating staff back to our office environment. Although DDC reconstituted back in September of 2021, we continue to meet virtually, and we have limited in-door gatherings and meetings for staff up until recently. We want to encourage safe engagement within the office and to begin addressing discomfort and distance brought on by COVID-19. We will do this through ongoing staff support, proactive safety measures, information sharing campaigns; refresher work-place training, expanded infrastructure to address conflict resolution; staff development, employee engagement, and team building opportunities throughout this year.

❖ **Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. What steps were taken to evaluate effectiveness of these actions?**

During the third quarter, DDC continued its managerial forum series with our fifth and sixth presentations by the Operations and the Technology & Innovation divisions. These forums continue to provide managers with updates on essential policies, practices and guidelines and the forums include presentations by Senior leaders and division heads throughout the agency. In order to assess the effectiveness of each forum presentation, feedback is requested from participants. In addition, at the end of the series, the agency will survey participants on the efficacy of the entire agency series.

<b>Q1 Update:</b>	<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
<b>Q2 Update:</b>	<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
<b>Q3 Update:</b>	<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
<b>Q4 Update:</b>	<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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- ❖ Please specify any other EEO-related activities designed to improve/enhance the workplace during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe the activities, including the dates when the activities occurred. During the third quarter of FY 23, DDC EEO hosted, sponsored, or facilitated the following activities and/ or events designed to improve/enhance our workplace: DDC’s First Annual Chess Tournament Finals, hosted by DDC’s Office of EEO and our Chess club ERNG were held on Thursday, January 19<sup>th</sup> and the event was livestreamed! DDC’s Runners ERNG held their inaugural information session and interest meeting on February 9<sup>th</sup> to discuss how to qualify for the NY Road Runner marathons in 2024. In addition, Workwell NYC and DDC’s Office of EEO offered free Pfizer booster shots to DDC employees at a worksite COVID-19 booster clinic, which was an effective way to help prevent the spread of COVID-19. Lastly, for years DDCers have utilized the corridors of 30-30 Thomson as informal walking tracks. To celebrate these walkers and encourage more colleagues to join them, DDC installed signage along the routes, near **the 5th Floor Circuit and the 3rd Floor Circuit**, which indicate milestones and provide a bit of encouragement to keep walking. **\*\*This is the last quarter that DDC’s Cultural, Engagement and ERNG initiatives will be coordinated by the EEO division, they will now be run out of the Commissioner’s office, under Bridgette Klebaur.**



## Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Our Community Goals are an extension of our internal agency goals. We want to educate New Yorkers about the important and interesting work that we do as an agency. We are also committed to educating more NYC MWBE’s on how to successfully do business with DDC.

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- ❖ Please describe the steps that your agency has taken to meet this goal. 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. What steps were taken to evaluate effectiveness of these actions?

Our MWBE/ Diversity and Industry Relations division continues to prioritize citywide outreach to those that seek to do business with the City of New York. We are continuing our role in helping with economic development and recovery through outreach to all communities. Effectiveness continues to be evaluated by our MWBE numbers.

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

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

MWBE Events: DDC hosted the following community-focused events during the 2<sup>nd</sup> quarter.

External Events	
New York Build 2023	3/8/2023
NYC M/WBE Borough Forum – Washington Heights	3/17/2023
DOC 2023 M/WBE Networking Event	3/29/2023

### B. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1 Our EEO Officer has set the goal to offer bystander training to agency management during this fiscal year, after which we will endeavor to train our entire staff. We would also like to expand the equity and race conversation internally by leveraging our agency’s new ERNG’s to facilitate inclusive dialogue and by using our equity data to drive our plans for the coming year.

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

- ❖ DDC EEO will be partnering with the Mayor’s Office to End Domestic and Gender Based Violence to bring Bystander Intervention training, to DDC managers and supervisors first, and then to staff in the first few months of the 2023 new year. This was delayed but we still ope to begin this training during FY 2023

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

- ❖ Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.

- ❖ DDC’s Office of EEO, continued to support and work closely with our Black Employee ERNG, DDC LantinX- Now LantinE, DDC AAPI Employee Resource and Networking groups on race relations programing during the third quarter. This quarter, DDC’s Black Employee Resource Networking Group held its introductory meeting where members shared exciting activities and events planned for 2023. DDC’s Women Employee Resource Networking Group (ERNG), Women Empowering Women held its inaugural meeting where interested employees became members and began sharing some exciting goals, initiatives, and events for 2023 and beyond! **\*\*This is the last quarter that DDC’s Cultural, Engagement and ERNG initiatives will be coordinated by the EEO division, they will now be run out of the Commissioner’s office, under Bridgette Klebaur.**



WOMEN  
EMPOWERING  
WOMEN



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## V. Recruitment

### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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. Our recruitment initiatives and strategies set in in our 2023 Plan, include (1) regularly assessing agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included (2) Reviewing and approving interview questions and auditing discretionary interview panels, (3) and Agency participation in virtual Job fair opportunities from Colleges/Universities. and where possible, host and agency-hosted hiring pools and job fairs during this fiscal year. This quarter, DDC's personnel participated in several hiring pools

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

❖ We measure the effectiveness of our recruitment efforts by monitoring the number of conditional offers that were extended and the number of employees actually onboarded from these events and hiring sources. For instance, during DDC's Hiring Fair on 1/24/23, personnel extended 12 contingent offers and we have onboarded 7 of those individuals and 3 candidates are in various stages of onboarding. That's an 83% hiring rate compared to the 64% yield from our last job fair in December of last year.

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 checked="" 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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❖ **Please specify 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.**

This quarter, DDC Attended Career Fair at Manhattan College, 3/25/2023 – DCAS Hiring Hall @ Queensboro Hall  
 The career fairs and /or hiring pools during this quarter were as follows: – 1/10/2023 – Project Manager Hiring Pool, 1/19/2023 – Procurement Analyst Hiring Pool, 1/24/2023 – DDC Career Fair, 1/25/2023 – Administrative Project Manager Hiring Pool, 2/1/2023 – Staff Analyst Hiring Pool, 2/21/2023 –, 2/23/2023 – Claims Specialist Hiring Pool, 2/27/2023 – Assistant Civil Engineer Hiring Pool, 3/2/2023 – Principal Administrative Associate Hiring Pool, 3/9/2023 – DDC Career Fair, 3/23/2023 – Space Analyst Hiring Pool. In addition, during this quarter DDC disseminated five (5) emails regarding the Civil Service process agencywide to ensure that our staff are aware of

### Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note: Please update this information every quarter.]**

**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 Total:1

Race/Ethnicity\* [#s]: **Black 1** Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

Gender\* [#s]: M \_\_\_ **F 1** N-B \_\_\_ O \_\_\_ U \_\_\_

2. Public Service Corps Total: 0

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 Total: **29 (To be selected)**

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 Total: **13 (To be selected)**

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_\_\_ Two or more Races\_\_\_

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

5. Other (specify) 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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## C. 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 (9/30/2022): 4 Q2 (12/31/2022): 4 Q3 (3/31/2023)4 Q4 (6/30/2023): \_\_\_\_\_

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

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

During the 2nd Quarter, a total of 0 new applications for the program

During the 2nd Quarter \_\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 3rd Quarter, a total of 0 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

through an agency newsletter:  Yes  No

Other: \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

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### V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The Assistant commissioner of Personnel, Sue Wuest, is DDC's Career counselor. This quarter she conducted 6 career counseling sessions with staff regarding Civil service lists and addressed requests for interdivisional and agency lateral transfers. Overall, the consistent decrease in the number of agency provisionals underscores the effectiveness of our efforts.

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.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

This is an ongoing effort spearheaded by our Agency EEO Officer, Dalela Harrison and our Senior EEO Investigator Malina Jaume,. We look at Recruitment forms and packets and assess whether the hiring panel, as well as the applicant pool was diverse but also that it meets our internal scrutiny based on underutilization and structured interviewing protocols. DDCEEO will look at the number of hiring packets shared each quarter, that are fully compliant, to assess the effectiveness of our efforts. We will also compare the demographics of those hired in underutilized job groups with the expected demographics in CEEDS to assess strides.

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). DDC EEO audits interviews for discretionary hiring to ensure that the process remains equitable and consistent with our longstanding structured Interviewing practices. Although we did not audit interviews during this quarter, our EEO officer approved interview questions and selection criteria for several positions

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. **No activities this quarter**

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5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions	# of Separations
Q1	# 297	# 44	# 8	
Q2	# <u>272</u>	# <u>12</u>	# <u>65</u>	<u>45</u>
Q3	# 273	# 57	# 70	54
Q4	# _____	# _____	# _____	

### VI. Training

*Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

### VII. 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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



## [Department of Design and Construction] 3rd Qtr. FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

### A. Local Law 92: Annual Sexual Harassment Prevention training

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and 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

Q2

Q3

Q4

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

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://mspwwa-dcslnx01.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 “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).*

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## D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Based on the most recent Climate Survey DDC is focused on ensuring that new staff are aware of how to get in contact with EEO and which matters fall under the EEO umbrella, as well as ensuring that new employees receive their goals and objectives (Tasks and Standards) in a timely fashion

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

**1. Increase employees' familiarity with the EEO Policy.**

❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

The EEO policy is available on our agency intranet, provided during new hire orientation and was provided during the Office of EEO's managerial forum in November of 2022. EEO will inquire with New Hires within the first few months to assess if they have referenced the policy and we will also ask employees that contact EEO, if they have had a chance to review the policies, to evaluate if our efforts are increasing familiarity.

**Improve the EEO Office's visibility to the workforce.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

We will be planning another EEO forum towards the end of 2023.

**2. 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.**

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- ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO will continue to educate new and existing staff regarding where and how to file a formal complaint, and what happens after a complaint is filed. This was done this quarter during our various New Employee Orientations, in February and March 2023. The NEOP feedback suggested that these discussions were effective.

- 3. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO will continue to educate new and existing staff regarding protected rights and prohibition of discrimination, including sexual harassment, in the workplace. Through live and e training, speaking tours and forums , as well as one-on-one conversations and counseling sessions.

- 4. 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.**

- ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO hosted various one-on-one sessions where managers and supervisors were provided with talking points and strategies for deescalation employee concerns during this quarter. Resolved disputes and an increase in proactive managerial referrals suggests that our efforts are effective.

- 5. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

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- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?
- 6. Other:
- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

### 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: EEPC is currently conducting an underutilization audit that began in January 2023. We are currently still in the preliminary findings phase

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

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**Appendix A: EEO Personnel Details**

**EEO Personnel 2nd QTR For Quarter, FY 2023**

**Personnel Changes**

<b>Personnel Changes this Quarter:</b> <input checked="" type="checkbox"/> <b>No Changes</b>		<b>Number of Additions: 0</b>	<b>Number of Deletions: 1</b>
<b>Employee's Name &amp; Title</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date: 12/9/22	Start Date or Termination Date:	Start Date or Termination Date:
<hr/>			
<b>Employee's Name &amp; Title</b>			
<b>Nature of change</b>	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
<b>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
<hr/>			
<b>Name &amp; Title</b>			
<b>EEO Function</b>	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
<b>Percent of Time Devoted to EEO</b>	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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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, EEO Officer	2. Malina Jaume, Sr. Investigator	3. Vilma Seemungal, Counselor
<b>Completed EEO Trainings:</b>			
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 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" 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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

## [Department of Design and Construction] 3rd Qtr. FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

**EEO Personnel Training Continued:**

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

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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:

**Diversity and EEO Staffing as of 4 Quarter FY 2023\***

	<b>Title/Function</b>	<b>Name</b>	<b>Email</b>	<b>Telephone</b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>
1.	<b>Agency EEO Officer</b>	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776	100%
2.	<b>Agency Deputy EEO Officer</b> [if appointed]	— —	-	-	-
3.	<b>Agency (Chief) Diversity &amp; Inclusion Officer</b> [if appointed]	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776	100%
4.	<b>MWBE Officer per E.O. 59</b>	Maggie Austin	AustinMa@ddc.nyc.gov	7183912010	50%
5.	<b>ADA Coordinator</b>	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	50%
6.	<b>Disability Rights Coordinator</b>	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776	50%
7.	<b>Disability Services Facilitator</b>	Dalela Harrison Jason Wood	harrisoda@ddc.nyc.gov	7183911776	100%



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8.	<b>55-a Coordinator</b>	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776	10%
9.	<b>EEO Investigator(s)</b>	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	30%
10.	<b>Career Counselor(s)</b>	Sue Wuest	wuests@ddc.nyc.gov	7183911603	25%
11.	<b>EEO Training Liaison(s)</b>	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	20%
12.	<b>EEO Counselor(s)</b>	Vilma Seemungal	seemungvi@ddc.nyc.gov	7183911393	100%

\* 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.