

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF BUILDINGS

- ☐ 1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th
☒ 3rd Quarter (January -March), due April 30th
☐ 4th Quarter (April -June), due July 30th

Prepared by:

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Name

Title

Telephone No.

Date Submitted: 4/28/2019

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

1. Please save this file as 'DOB Quarter X FY 2019 DEEO Quarterly Report' where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the "Diversity and EEO Training Summary" details in the attached Excel file. Under Section 10 ("Other"), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as 'DOB Quarter X FY 2019 DEEO Training Summary', where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? ☒ Yes, On (Date): 2/12/2019 ☐ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

☐ Diversity & EEO Awards

☒ Public Notices

☒ Diversity and EEO Appreciation Events

☐ Positive Comments in Performance Appraisals

☒ Other (please specify): Dr. Martin Luther King Jr. Day intranet feature - January 2019

Black History Month recognition - February 2019

Women's History Month recognition - March 2019

Irish-American Heritage Month recognition and breakfast - March 2019

III. WORKFORCE REVIEW AND ANALYSIS

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

☒ Yes, On (Date): _____ ☐ No

The agency informed employees that the revised self-ID form now includes new race categories.

☒ Yes, On (Date): _____ ☐ No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. ☒ Yes, On (Date): Human Capital–1/18/2019 and 3/1/2019.

General Counsel-3/1/2019 (Quarterly).

Agency Head- 1/16/2019.

The review was conducted together with: ☒ Human Resources

☒ General Counsel

☒ Agency Head

☐ Other _____

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2019

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2019 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

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| Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others): | Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels. | Status Update |
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| <p>EEO and Human Capital staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p> | <p>EEO and Human Capital have worked closely to ensure equitable selection practices, including the administration of promotional civil service lists. These offices meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Capital Staff. Monthly meetings are held between the two offices, wherein various matters are discussed such as the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p> | <div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p> |
| <p>The Department Career Counselor will continue to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p> | <p>In addressing inquiries and other EEO-related matters, the EEO Office has identified the need for training on supervisory skills and techniques. The Career Counselor and other Buildings University (BU) staff, in conjunction with DCAS, have developed a Professional Development Program that is available for employees of all levels. This program consists of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills, all of which are transferrable across</p> | <div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p> |

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| | <p>different professions. This program commenced in Q2 and will be ongoing through FY 20.</p> <p>The Career Counselor continues to work with staff to identify training opportunities for employee development. The Career Counselor also provides assistance and guidance in resume drafting and interview skills.</p> | |
| Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions. | <p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they've found to be effective.</p> <p>For employees who separate from the Agency (retire, resign, or transfer to another City agency), Human Capital staff conducts Exit Interviews to obtain feedback regarding the separated employee's experience at DOB, including whether they believe there is opportunity for advancement. This information is extremely useful to the Agency and the feedback is taken into account when exploring recruitment tools and employee development.</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |
| Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter. | | |
| Human Capital and EEO staff members review underutilization data and continue to coordinate to identify other avenues for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups: | | |

- Management Specialists
- Science Professionals

The CEEDS data shows a slight change in the underutilization statistics for Women and Minorities from Q2 to Q3. Decreases were noted in New Hires of 3 percent for minorities and 14 percent for women. Promotions showed a 9 percent decrease for minorities and a 17 percent decrease for women. There was minimal change in Separation data as there was a 1 percent increase in minorities and a 3 percent decrease for women. The EEO Office will be reviewing the changes with Human Capital to identify any gaps that needs to be addressed going into Q4.

B. WORKPLACE:

| Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys): | Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. | Status Update |
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| Staffing and Employee Engagement | <p>The Deputy EEO Officer commenced employment with the Department in Quarter 2. She has been instrumental in revising our forms and documents, updating our investigative procedures, instituting and conducting mandatory training for DOB staff on EEO related matters and implementing the remedial actions arising from our EEPC audit.</p> <p>Human Capital posted for a Labor Relations Manager in Q1. The selected candidate is pending</p> | <div> <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p> |

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| | <p>OMB approval, and once on-boarded, will be tasked with aiding the EEO Office as a counselor.</p> <p>In the beginning of Q1, the EEO Office in coordination with DCAS, implemented Sexual Harassment Prevention training for all employees. This was in accordance with the mandated training requirements of the Stop Sexual Harassment Act. At the end of Q3, the Department is at 97 percent compliance with the training mandate for the workforce. The Sexual Harassment Prevention CBT has been incorporated into the EEO portion of the Agency's new hire integrity training; all new hires are required to complete the training within 30 days of beginning their employment. This training has been added to the yearly mandatory training curriculum for all employees and will be ongoing until all employees of the workforce are trained.</p> <p>The EEO Office recently launched Executive Order 16 refresher training for all employees who completed the training in calendar year 2017. A total of 421 employees have completed the training and is ongoing until all required employees have completed the training.</p> <p>Reasonable Accommodation Training began in January 2019 for bureau supervisors. The purpose of the training is to serve as a refresher to supervisors on reasonable accommodation policies and their responsibilities as managers. To</p> | |
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| | <p>date, 127 supervisors have been trained. Training will be ongoing into Q4 until all required employees are trained.</p> <p>The EEO Office is currently working with Human Capital as part of expanding its diversity efforts. This led to the establishment of the Employees First Committee which focuses on Cultural Awareness and Health and Wellness initiatives/events to help foster a greater sense of community amongst employees. A monthly calendar of events has been planned in connection with the committee, and health and cultural topics are highlighted and posted on the Intranet.</p> <p>During Q3, the Department hosted a Chair Yoga, Soca fitness, and Zumba fitness classes once a week for 8 weeks, held a Weight Watchers presentation promoting healthy weight loss for DOB employees, and hosted a presentation entitled, “Blood Pressure: The Silent Killer”.</p> <p>For Dr. Martin Luther King, Jr. day the Department intranet featured Dr. King with a page dedicated to his life and legacy.</p> <p>For Black History Month, the Department sent weekly email blasts featured the biographies of prominent black engineers throughout history.</p> <p>For Women’s History Month, the Department had employees submit prominent women throughout history to be featured in “She Is” spotlights that</p> | |
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| | <p>were emailed to employees a few times per week.</p> <p>The department hosted a traditional Irish breakfast in honor of Irish-American Heritage Month. In addition to serving a full Irish breakfast catered by a local business, we featured a presentation of the colors by the FDNY Ceremonial Unit color guard, and remarks by Kevin F. Mannion, Community Outreach Specialist for the FBI New York Field Office.</p> | |
| Employee Engagement Survey | <p>Human Capital, including the Director, has been working with Baruch College to develop an electronic survey to roll out to employees. This process is ongoing and the first phase has concluded for our inspectorial staff. The results from the first phase were analyzed by the Department, and an action plan is being developed based in conjunction with leadership. The development of the action plan is in the beginning stages and discussions for next steps are ongoing into FY 19.</p> <p>The Agency hopes to be in a position to roll out the second phase of the survey to our administrative staff upon completion of the action plan with the current survey.</p> <p>The Employee Engagement survey is intended to:</p> <ul style="list-style-type: none"> - Assess employees' satisfaction with their respective positions, including whether they feel valued and respected - Assess whether employees feel their | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | <p>strengths are being utilized</p> <ul style="list-style-type: none"> - Assess employees' understanding of what their jobs entail and what's expected of them - Assess whether employees understand how their role fits into the overall mission of the Agency - Identify training and/or retraining needs - Identify professional development needs - Identify any perceived or actual barriers to employment and/or professional development - Ascertain whether employees are aware of various available resources | |
| Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred. | | |
| <p>The Agency continues to utilize its monthly newsletter, <i>myBuildings</i>, to highlight the accomplishments of both units and individuals, and to keep employees abreast of various Agency initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. Managers/Supervisors are encouraged to recognize their staff's accomplishments, which help to highlight the diversity that exists in our staff and promote an atmosphere of inclusion. The Agency plans on utilizing the monthly newsletter to spotlight health and wellness initiatives throughout the calendar year. The features are placed on our intranet and are also disseminated via email agency wide from our Employees First email address.</p> | | |

C. COMMUNITY:

| <p>Please list the Community Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p> | <p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <p>○ Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</p> | <p>Status Update</p> |
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| <p>Implementation of DOB NOW</p> | <p>The agency continues to roll out components of DOB Now, which is the Department's new comprehensive system for providing more efficient inspections, and for making online plan review and submission the default practice, as outlined in our <i>Building One City</i> plan. The goal is to make it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and apply for renewals.</p> <p>DOB NOW's four main components:</p> <ul style="list-style-type: none"> • <u>DOB NOW: Inspections</u> is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections. • <u>DOB NOW: Build</u> gives online access to job filings, permits, and Letters of Completion. • <u>DOB NOW: Safety</u> gives online access | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | <p>to compliance filings, such as for façades, elevators, or boilers.</p> <ul style="list-style-type: none"> • DOB NOW: <u>Licensing</u> allows online exam filing, issuance, and renewal for Licensees. <p>This is a long-term project with the modules for various job filings being launched in phases throughout the Fiscal Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and MOPD with regards to Website Accessibility and making the Department's webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department's website that were identified as needing to be updated with regards to website accessibility. The EEO Office and DOB NOW project managers are reviewing DOB NOW content to ensure accessibility, as various modules and enhancements are updated. Website accessibility updates and DOB NOW monitoring will be ongoing into FY 19.</p> | |
| Customer Service Satisfaction | <p>In Q3, the Customer Service unit implemented training for all employees located in the Atrium which opened in September 2018. A total of 75 employees were trained in Q3 including managers.</p> <p>The Customer Service unit has tentatively planned customer service training for all Inspectorial Staff scheduled to begin Q4. Dates have been identified and meeting spaces are</p> | <p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed </p> <p>Other - please describe</p> |

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| | | being finalized. This training will be ongoing into FY 20. | |
| V. R R E C R E C | Procurement Process | As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The Department has also been evaluating electronic compliance tracking systems to improve goal-setting and enhance compliance. | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |
| VI. | | | |

| Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training): | Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan. | Status Update |
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| Recruitment Efforts | <p>Human Capital and Media Relations continue to post Inspector vacancies on various social media platforms and employment search engines as part of the recruitment process for the Construction Safety initiative. The Department utilizes the following resources listed below as part of its recruiting efforts in Q3:</p> <ul style="list-style-type: none"> • AMNY • Metro | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

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| | <ul style="list-style-type: none"> • El Diario • Amsterdam News • The Chief • Philadelphia Inquirer/Philadelphia Daily News • Metro Philly • Newark Star Ledger • Stamford Advocate/Fairfield Citizen • Lawjobs.com • NYC Bar Association • American Bar Association • NYS Bar Association • New York Law Journal <p>All vacancies are posted on ESS as well as the Department's website.</p> | |
| Structured Interviewing Training and Unconscious Bias | <p>All employees who serve on a hiring panel are required to complete structured interviewing and unconscious bias training before they are allowed to participate in interviews. The facilitator provides training to Department employees quarterly.</p> | <div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p> |

B. INTERNSHIPS/FELLOWSHIPS

| The agency is providing the following internship opportunities in FY 2019: | | | |
|--|-------|---------------------|-------------|
| Type of | Total | Race/Ethnicity [#s] | Gender [#s] |

| Internship\Fellowship | | | |
|--|----|---|-------------------------|
| 1. Urban Fellows | | TBD | Male: ____ Female: ____ |
| 2. Public Service Corps | | TBD | Male: ____ Female: ____ |
| 3. Summer College Interns | | TBD | Male: ____ Female: ____ |
| 4. Summer Graduate Interns | | TBD | Male: ____ Female: ____ |
| 5. Other (specify): | 12 | CCNY's Computer Science Co-op Program/CTE Industry Scholars | Male: 9 Female: 3 |
| <i>Additional Comments:</i> Internship programs are currently being coordinated with Human Capital and unit managers and will be updated throughout the Fiscal Year. The Department plans on working with CUNY schools (through our DOB Scholars Program) where there are 22 internship placements that will be available throughout the Department. | | | |

C. 55-A PROGRAM

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

Currently, there are seventeen 55-a participants. During this Quarter, a total of three new applications were received for the program and 1 participant left the program.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through e-mail, training sessions, agency website and agency newsletter. ☒ Yes ☐ No
2. Include the 55-a initiative as part of the recruiting efforts.
3. Ensure that all competitive vacancy postings have the required 55-a language.

VII. SELECTION (HIRING AND PROMOTION)

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

| Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (<i>include use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data</i>) | Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan. | Status Update |
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| Advising employees of opportunities for promotion and career development | In the second quarter of FY 19, Buildings University coordinated a professional development program with DCAS that was made available to all staff. The program comprised of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills. This first phase of this program began in Q2 and the second phase will begin in Q3 and will be ongoing through FY 20 | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |
| Reviewing the methods by which candidates are selected for new hiring and promotion | <p>All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the Mayor's Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the</p> | <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe |

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| | <p>Personnel Action Request (PAR) form.</p> <p>The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers or anyone involved in the interview process to receive mandatory Structured Interviewing Training by Buildings University or through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Capital, which also reviews the documents submitted, including the interview logs. Human Capital will coordinate with the EEO Office and the General Counsel's Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Capital will review the justification to determine whether the proposed responsibilities align with the employee's</p> | |
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| | civil service title and level. This review also includes a parity analysis of the unit's reporting structure and compensation of employees within the unit and also includes a review a similar titles across the Agency. As appropriate, Human Capital coordinates with EEO and/or the General Counsel's Office to address any potential disparate impact or civil service concerns. | |
| Increasing the positions filled through civil service lists | <p>In Q3, the Department had 13 list calls for the titles listed below which yielded 11 conditional offers:</p> <ul style="list-style-type: none"> • Clerical Associate (4) • Investigator (2) • Administrative Manager • Administrative Staff Analyst • Administrative Engineer (4) • Computer Software <p>The Department will continue utilizing civil service lists to fill vacancies in Q4. List calls for Clerical Associate and PAA (Promotional) are tentatively scheduled.</p> | <div> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other - please describe</p> |
| Analyzing the impact of layoffs or terminations on racial, gender and age groups | In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Capital in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were selected based on objective criteria and justified by business necessity. Human Capital will consult with EEO and the General Counsel's office, and appropriate measures will be taken prior to such layoffs or terminations being finalized. | <div> <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred </div> <div> <input type="checkbox"/> Not started <input type="checkbox"/> Delayed </div> <div> <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed </div> <p>Other – Not Applicable</p> |

VIII. TRAINING

Please provide your training information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

IX. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

<https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

X. COMPLIANCE AND IMPLEMENTATION OF REQUIREMENTS UNDER EXECUTIVE ORDERS AND LOCAL LAWS

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

Please provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

Please provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” attached.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

Risk 1: Homogenous Workplace: Human Capital and EEO continue to meet monthly to review recruiting strategies to address underutilization titles within the workforce.

Risk 2: Cultural and Language Differences in the Workplace: Human Capital and EEO continue to promote diversity and inclusion as part of addressing cultural and language differences to help promote a more inclusive workforce. EEO and Human Capital created a tentative calendar of events for FY 19 to promote more inclusiveness amongst the workforce.

Risk 3: Workplaces with Significant Power Disparities: EEO has put together a tentative list of training targeted for Managers and Supervisors for Q3 as a means of increasing awareness and responsibility under the City's EEO Policy.

Risk 4: Isolated Workplaces: EEO has a tentative schedule to visit all Department of Buildings locations throughout the Q3 and Q4 as part of promoting and awareness and knowledge to all staff that is not located at the central office.

Risk 5: Decentralized Workplaces: EEO and Buildings University developed a training calendar for FY 19 into FY 20 for mandatory trainings for all levels of staff at all locations to promote awareness of the EEO Policy and all applicable mandates.

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

Report all complaints and reasonable accommodation requests through DCAS/CDEEO Complaint Tracking System by logging into your CICS account at: <https://mspwva-dcslnx01.csc.nycnet/Login.aspx>

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

F. LOCAL LAW 101: CLIMATE SURVEY

Please provide a short description of your efforts to analyze the results of climate survey in your agency.

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

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

- Increase EEO awareness of EEO Policies, laws and processes to decrease the risk of employees experiencing any form of EEO discrimination.
 - Increase employee familiarity with the EEO compliant process at the start of their employment (i.e. onboarding) and throughout their tenure as this will reduce the risk of experiencing any form of discrimination and sexual harassment.
- Review, streamline and standardize the EEO complaint process in accordance with DCAS Office of Equity and Inclusion best practices to ensure employees are/remain aware of this process at their current agency or when they transfer to another agency.

XI. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

☒ The agency is NOT involved in an audit conducted by NYC EEPD or another governmental agency specific to our EEO practices.

☐ The agency was involved in an audit by the NYC EEPD.

☐ Attach or list below audit recommendations.

☐ The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2019

APPENDIX: [DEPARTMENT OF BUILDINGS] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 3rd QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

| | | | | | | | |
|---|--|--|--|---|--|--|--|
| Personnel Changes this Quarter: | | <input checked="" type="checkbox"/> No Changes | | Number of Additions: | | Number of Deletions: | |
| Employee's Name | | | | | | | |
| 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 | |
| Start/Termination date of EEO Function | Start Date: OR Termination Date: | | | | | Start Date: OR Termination Date: | |
| NOTE: Please attach CV/Resume of new staff to this report | | | | | | | |
| For Current EEO Professionals: | | | | | | | |
| Title | | | | | | | |
| 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 checked="" 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) | |
| Proportion of Time Spent on EEO Duties | <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 %): | |

| | | | |
|---|--|--|--|
| Attended EEO Professional On-Boarding at DCAS | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Training Source(s): | <input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other | <input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other |

B. CONTACT INFORMATION (Please list ALL current EEO professionals)

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (X) FY 2019 *

| <u>Name</u> | <u>Civil Service Title</u> | <u>EEO/Diversity Role</u> | <u>% of Time Devoted to EEO & Diversity Functions</u> | <u>Office E-mail Address</u> | <u>Telephone #</u> |
|-------------------------|--|--|---|------------------------------|------------------------------------|
| <u>Kareem Gabriel</u> | <u>EEO-DOB</u> | <u>EEO Officer/Director</u> | <u>100%</u> | <u>212.3932718</u> | <u>kgabriel@buildings.nyc.gov</u> |
| <u>Elizabeth Lundi</u> | <u>Associate Labor Relations Analyst</u> | <u>Deputy EEO Officer</u> | <u>100%</u> | <u>212.393.6632</u> | <u>elundi@buildings.nyc.gov</u> |
| <u>Elizabeth Lundi</u> | | <u>ADA Coordinator</u> | | | |
| <u>Elizabeth Lundi</u> | | <u>Disability Rights Coordinator</u> | | | |
| <u>Kareem Gabriel</u> | | <u>Disability Services Facilitator</u> | | | |
| <u>Kareem Gabriel</u> | | <u>55-a Coordinator</u> | | | |
| <u>Allison Ginsburg</u> | | <u>Career Counselor</u> | | <u>212.393.2167</u> | <u>aginsburg@buildings.nyc.gov</u> |
| | | <u>EEO Counselor</u> | | | |

| | | | | | |
|-----------------------------|---------------------|--|-------------|---------------------|-------------------------------------|
| | | <u>EEO Investigator</u> | | | |
| <u>Rachel Alba</u> | <u>Investigator</u> | <u>EEO Counselor/ Investigator</u> | <u>100%</u> | <u>212.323.8075</u> | <u>ralba@buildings.nyc.gov</u> |
| | | <u>Investigator/Trainer</u> | | | |
| <u>Debra Palmieri-Russo</u> | | <u>Training Liaison</u> | | <u>212.393.2214</u> | <u>DePalmieri@buildings.nyc.gov</u> |
| | | | | | |
| | | | | | |

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