

FY

2022

AGENCY QUARTERLY DIVERSITY AND EEO REPORT

<b>AGENCY NAME:</b> <u>DEPARTMENT OF BUILDINGS</u>			
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due October 29, 2021	<input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 31, 2022		
<input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 29, 2022	<input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 29, 2022		
<b>Prepared by:</b>			
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Name	Title	E-mail Address	Telephone No.
<b>Date Submitted:</b> 8/5/22			
<b>FOR DCAS USE ONLY:</b>		<b>Date Received:</b>	

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2022**

[NOTE: These forms are cumulative and intended to retain information for the entire FY 2022.

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 2022 DEEO 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 and EEO Training Summary” details in Part II - Training Summary [see the attached Excel file]. Under Section 10 (“Other Diversity/EEO Related”), 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 2022 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**  
**NARRATIVE SUMMARY**

**!**

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

Distributed to all agency employees?  Yes On : 8/1/2022  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 and equal employment opportunity through the following:

- Diversity & EEO Awards
- Diversity and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): \_\_\_\_\_

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

III. WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2021): 1634      Q2 (12/31/2021): 1607      Q3 (3/31/2022): 1537      Q4 (6/30/2022): 1566

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

Yes , On (7/1/21):                                       Yes , again on (Date): \_\_\_\_\_                                       No

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

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

3. 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: July 29<sup>th</sup> 2021; August 19<sup>th</sup>, 2021; September 15<sup>th</sup> 2021

Meetings are held quarterly with the GC Office and monthly with HREX or as needed.

Q2 Review Date: October 18<sup>th</sup> 2021; November 16<sup>th</sup>, 2021; December 16<sup>th</sup> 2021

Meetings are held quarterly with the GC Office and monthly with HREX or as needed.

Q3 Review date: January 31<sup>st</sup> 2022, February 17<sup>th</sup> 2022

Meetings are held quarterly with the GC Office and monthly with HREX or as needed.

Q4 Review date: Meetings are held quarterly with the GC Office and monthly with HREX or as needed. Meetings with the Agency Head are held on weekly basis or as needed.

- Human Resources**
- Agency Head**
- General Counsel**
- Other \_\_\_\_\_**
- Not conducted**

- Human Resources**
- Agency Head**
- General Counsel**
- Other \_\_\_\_\_**
- Not conducted**

- Human Resources**
- Agency Head**
- General Counsel**
- Other \_\_\_\_\_**
- Not conducted**

- Human Resources**
- Agency Head**
- General Counsel**
- Other \_\_\_\_\_**
- Not conducted**

**IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2022**

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2022 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

**A. WORKFORCE:**

Please list the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
EEO and HREX collaborate to promote equity, increase diversity, assure equal employment opportunity, and enhance the value of inclusion at DOB	<p>EEO and HREX staff continue to work collaboratively to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p> <p>The EEO Office and HREX meet bimonthly to discuss recruitment strategies designed to attract a diverse workforce and best practices in addressing underutilization in job groups and titles that are underrepresented and not tied to Civil Service requirements. Recruiting efforts were shifted to a virtual format</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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	<p>during Q3 of FY 2020 and will remain virtual for the foreseeable future.</p> <p>EEO and HREX confirmed all posting reflected the updated language for diversity in ehire.</p>				
Professional Development	<p>In the first quarter of FY 22, EEO and Buildings University coordinated with DCAS to pilot “Can We Talk, the Power of Words” for DOB supervisors and above. This training will examine the importance of day-to-day communication with frontline staff and the impact it has on the functions within the roles in the office. Pilot trainings will begin in Q2 of FY22 and will be ongoing throughout the Fiscal Year. The EEO Office met in Q4 to develop the training curriculum for FY23.</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
Social Justice Workgroup	<p>During Q4 of FY 20, the Department created a Social Justice Workgroup to begin fostering conversations and initiatives centered around race and equity in the workplace. In Q1, the workgroup met to develop the most effective techniques to present these topics to DOB and began planning a workshop on anti-racism. Training was completed for senior leadership in FY 21 and additional workshops will be held as needed during the Fiscal Year. The social justice workgroup will embark on</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

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	<p>initiatives established in FY 21 throughout FY 22. In Q3, the focus will be on piloting the Blind Screening Initiative and reviewing internal HR policies with the intent of making recommendations at the end of the quarter. The EEO Office is currently reviewing recommendations from Senior Staff regarding the pilot and will provide an update in the FY 23 Q1</p>				
<p>Pathway to Licensure Program</p>	<p>The Pathway to Licensure Program, is targeted to staff engaged in pursuing professional licensure. The goal of the program is to provide unlicensed technical staff with the tools and resources needed to prepare for their License Exams. Program components include reimbursements for the cost of exams and study materials, virtual Organized Study Groups, and personalized review of transcripts.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>DOB Talks- Career in Public Service</p>	<p>In Q2 of FY 21, DOB launched “DOB Talks-Career in Public Service”. An interactive employee engagement series where senior level staff discuss their Public Service Career as it relates to career and professional development. As part of this initiative, Assistant Commissioners within the Department will spearhead our FY 22 catalog. This will begin in Q2 of FY 22 and will be ongoing throughout the fiscal year. Buildings University is currently</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



	identifying the Career Talks Panel for FY 23 which will be updated in Q1.				
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					
<p>Human Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes several recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. Current CEEDS data indicates underutilization among women and Black employees in the following job groups:</p> <ul style="list-style-type: none"> <li>• Management Specialists</li> <li>• Science Professionals</li> </ul> <p>The CEEDS data for Q4 report reflects insignificant changes in the underutilization in the above categories. Buildings' will continue to work to address underutilization identified in the quarterly workforce reports.</p>					

**B. WORKPLACE:**

Please list the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to create inclusive work environment which values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
DOB Employee Anniversary Program	<p>In Q2 of FY21, the agency launched the DOB Employee Anniversary Program. This program is an opportunity for our Agency to recognize employees on their longevity and tenure with DOB. This initiative is in response to the employee feedback collected in 2019. Employees whose DOB anniversary dates occur in July 2020 and beyond will receive a hard copy certificate and congratulatory email from HREX with a digital certificate of appreciation. DOB will honor employees for their 1-year, 5-year, 10-year anniversary and so on in 5-year increments. We truly believe</p> <p>in recognizing commitment and milestones from early on in a DOB employees' career.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

<p>Employee Engagement Survey</p>	<p>The Office of Human Resources and Employee Experiences deployed an Employee Engagement Survey in Q2 of FY21 to assist in implementing current objectives and future goals for creating a more supportive workplace</p> <p>The results from the survey were analyzed and presented to leadership for review. This will be ongoing throughout FY 21 and will be updated accordingly on future quarterly reports. In Q4, HREX has been communicating bureau specific reports to the respective bureau heads to ensure transparency with the information received from the survey. The implementation of the survey results are still being discussed amongst leadership and will be updated throughout FY22.</p> <p>The Employee Engagement survey is designed to:</p> <ul style="list-style-type: none"> <li>• Assess employees’ satisfaction with their respective positions, including whether they feel valued and respected.</li> <li>• Assess whether employees feel their strengths are being utilized</li> <li>• Assess employees’ understanding of what their jobs entail and what’s expected of them.</li> </ul>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
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	<ul style="list-style-type: none"> <li>• Assess whether employees understand how their role fits into the overall mission of the Agency.</li> <li>• Identify training and/or retraining needs.</li> <li>• Identify professional development needs.</li> <li>• Identify any perceived or actual barriers to employment and/or professional development.</li> <li>• Ascertain whether employees are aware of various available resources.</li> </ul>				
<p>Commissioner and Senior Staff.</p>	<p>In Q4, Commissioner Eric Ulrich was appointed Agency Head. During Q4, Commissioner Ulrich is making an immediate impact with reorganizing the portfolios within Senior Staff. Commissioner Ulrich has made a commitment to improving employee morale throughout the Agency as well as the improving customer service. Updates will be provided on the FY 23 Quarterly reports.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>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 briefly the activities, including the dates when the activities occurred.</p>					
<p><b>April 2022:</b></p> <p><b>May 2022: The agency celebrated and acknowledged AAPI awareness month with an Intranet Post.</b></p>					

**June 2022: The agency celebrated and acknowledged Pride Month, Caribbean Heritage Month and Juneteenth with Intranet features. Juneteenth was celebrated with portraits from the Williamsburg Highschool of Architecture and Design and videos of students explaining the importance of Juneteenth.**

C. COMMUNITY:

Please list the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. <ul style="list-style-type: none"> <li>• <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the variety of communities that are served.</b></li> </ul>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
MWBE Participation	In accordance with EO 59, the Department appointed a Chief Diversity Officer/Chief MWBE Officer to help foster a stronger relationship with our MWBE vendor. The Department currently has a strong MWBE connection with our procurement solicitation and will continue to use MWBE vendors for future solicitations in FY 21. The Department is fully aware of the importance of supporting MWBE vendors as we maneuver through this fiscal crisis from the pandemic. 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	<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	compliance. The Chief Diversity Officer and the Procurement unit continue to meet with City Hall’s MWBE Office on a monthly basis to go over and review any upcoming solicitations or bids.				
<b>MWBE Plan submitted in Q3</b>					
Community Outreach	The Department’s community outreach will be ongoing throughout the fiscal year. Updates will be provided in FY 23	<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	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**D. EQUITY and RACE RELATIONS INITIATIVES:**

<p>Please specify Equity and Race Relations Initiatives embarked on or continued from previous year(s) the quarter (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe briefly the activities, including the dates when the activities occurred.</p> <ul style="list-style-type: none"> <li>• <b>Social Justice work groups</b></li> <li>• <b>Leadership training</b></li> <li>• <b>HR Policy review</b></li> <li>• <b>Blind resume implementation</b> <ul style="list-style-type: none"> <li>➢ The EEO Office and HREX will be piloting the Blind Screening initiative for discretionary hires in Q2 and Q3 of FY22. The purpose of this initiative will be to help expand on the Department’s current Candidate Review and Selection Procedures. Where applicable, HR and EEO will provide resumes for hiring managers to review. These resumes will be scrubbed with all identifying information for the applicant and managers will have to select applicants based on applicable qualifications.</li> </ul> </li> </ul>
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**V. RECRUITMENT**

**A. RECRUITMENT EFFORTS**

Please list <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2022 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment Efforts	<p>In Q4, the Department had 79 new hires: 31 Inspectors, 19 Admin, 14 technical, 10 Clerical, 4 Management and 1 College Aide</p> <p>In Q4 Recruitment hosted <b>99</b> List calls, Civil Service canvases and HR Interview days to fill our Inspectorial, Technical Admin, IT, Investigative, Legal and Clerical positions.</p> <p>FY22 Q4, recruitment attended 4 Career Fairs which included Pace University, DOHMH LGBTQ+ and NYPD PAL Program.</p> <p>OMB continued to provide approvals for DOB to hire in several positions. In addition,</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>



	<p>OMB began extending the shelf-life end dates for approval into pre-pandemic norms. We filled vacancies using list calls and through postings. We called the Assistant Plan Examiner list for 1137 and were able to make offers to internal and external candidates. Further, we have conducted interviews from postings for provisional offers. We appointed inspectors from the 0115 exam and called the list and made offers to external candidates. We also moved forward with the Civil Engineer list to call candidates to be interviewed for several vacancies in Plan Exam, Concrete, Cranes and Derricks and Construction Safety. Associate Staff Analyst (TRN) and Staff Analyst Primary and ORE were also called to fill additional vacancies. We also returned to in-person interviews for inspector and began holding certain other list calls and interviews in-person</p>				
<p>Structured Interviewing Training</p>	<p>All employees who participate in the interview process are required to complete structured interviewing and unconscious bias training before they can participate in interviews. The facilitator provides training to Department employees quarterly.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

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

**B. INTERNSHIPS/FELLOWSHIPS**

The agency is providing the following internship opportunities in FY 2022:

[NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	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. DOB Scholars	27	H-15, AI-5, Asian-5, B- 6, W-5, 2 or m-4, DND-3	M 17 F 11 N-B ___ O ___ U ___
2. Youth Leadership Council	12	H-3, Asian 7, W-4, DND-2	M 7 F 5 N-B ___ O ___ U ___
3. CTE Interns	7	H-3, Asian 2, W, DND-3	M 6 F 1 N-B ___ O ___ U ___
4. Summer Graduate Interns	TBD	TBD	M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):	TBD	TBD	M ___ F ___ N-B ___ O ___ U ___

*Additional Comments:*

Summary of Q4:

**CUNY Internships (Fall)**

**Description:** Our agency has placed 11 interns in Investigative Engineering Services through the CUNY Internship Program. Paid through an MOU agreement with CUNY, with paychecks distributed by the Research Foundation. Student interns can work a maximum of 17 hours weekly while school is in session. Student interns can work 34 hours weekly during Winter Break and Summer Break.

**Status as of June 30, 2022:**

- 8 Interns are with the DOB from October 2021 to June 30, 2022
- 3 interns resigned in Q4
- Featured Project: Cyclomedia Project where interns virtually reviewed 19,477 buildings looking visually at defects. 126 buildings were referred to either Borough Inspections or FEU. In result, 81 violations and 4 Immediate Emergency Declarations for sidewalk sheds were issued.

**CUNY Internships (Spring)**

**Description:** Our agency has placed interns in 29 DOB units through the CUNY Internship Program. Paid through an MOU agreement with CUNY, with paychecks distributed by the Research Foundation. Student interns can work a maximum of 17 hours weekly while school is in session. Student interns can work 34 hours weekly during Winter Break and Summer Break.

**Status as of June 30, 2022:**

- 68 Interns worked in positions up until end of Q4 (After June 30<sup>th</sup>: 49 interns)
- Released monthly evaluation to assess experience of both student interns and supervisors.
  - **Highlights from Student Intern Evals:** Overall, interns have responded saying they are learning to overcome the challenges personally and in the workspace. They are also learning more about the agency and better understanding their career paths/choices.
  - **Highlights from Supervisor Evals:** Most Supervisors report positive qualities about the intern. They are enthusiastic, a pleasure to work with, want to learn, fast learners, helpful, bright, reliable, passionate, intelligent, organized. Supervisors speak very highly of their interns. There have been no explicitly negative comments made about an intern.

**DOB Scholars**

**Description:** Fourth DOB Scholars cohort projected began February 2<sup>nd</sup> (Q3) on and ended on April 6<sup>th</sup> (in Q4). The DOB works with CUNY undergraduates and graduate students with an 11-week curriculum with topics of: Public Safety, Enforcement, Building Code Development, Inspections, Structural Engineering, Cranes and Derricks, Energy and Sustainability, and career readiness topics such as resume & cover letter development, interviewing & career journey advice, navigating and understanding job descriptions and qualifications on [nyc.gov/jobs](http://nyc.gov/jobs).

**Status as of June 30, 2022:**

- 27 DOB Scholars were participating in this programming
- All post survey responses show that presentation were rated with 4 stars or more out of 5 (5 being the best rating).
- The Youth and Industry Engagement Team created post session surveys to assess the experiences of the DOB Scholar participants, developed workshop for resume development and nyc.gov job searching, coordinated a panel discussion of former DOB Scholars who are current DOB employees for the students to participate in, and developed final evaluation survey for end of program for feedback and improvement of future programming.

**Youth Leadership Councils**

**Description:** Third YLC cohort comprised of high school students from Career and Technical High schools started on 2/8 (Q3) and ends on 5/5 (Q4) and meets for 10 sessions. 7 of the sessions are lecture based where students learn from subject matter experts on topics of Sustainability, Construction Safety, Sustainability Enforcement, and Investigative Engineering Services. The final three sessions are dedicated to group projects where students will work together to build presentations to share with DOB Industry stakeholders. Final Presentations will take place virtually on 5/3 and 5/5.

**Status as of June 30, 2022:**

- 21 Youth Leadership Council Members were participating in this programming
- Post session surveys were designed for this programming
- Overall, words from post surveys most used to describe the YLC session by YLC members are “intriguing, engaging, and informative”
- In Q3, most students completed or were scheduled to receive an individualized resume consultation with Youth and Industry Engagement Staff

New prompts and project management tools were distributed to the YLC members to coordinate and prepare them for their final presentations

**CTE Energy Tech Interns**

**Description:**

Beginning in Q3 of FY22, Partnership with Energy Tech High School to place 7 students pursuing an associate degrees in areas like engineering and architecture.

Students are paid by DOE and can work for 100 hours maximum by June 2022.

**Status as of June 30, 2022:**

- 5 participating units include: Office of Sustainability, HUB, Electrical Plan Exam and Construction Safety Engineering

- Completion rate of 100 hours was 3 of the 7 students

**Summer Interns**

**Description:** DOB Lines (35 lines) and SYEP (14) lines began in Q1 of FY23

**Status as of June 30, 2022:**

Onboarding of the 35 interns began on June 1, 2022. By June 30<sup>th</sup>, our agency has 33 positions filled.

- Professional Development Workshops were developed to be piloted in q1 of FY23. Topics include: Resumes and Cover letters, Interviews and Networking Tips, and Navigation jobs in NYC gov and understanding Civil Service Titles.
  - Workshops developed and piloted this summer with plans on having these workshops in Fall and Spring.
  - Post workshop surveys for Resume and Coverletter Included:
- An Intern Mixer, a social gathering and networking event occurred on June 29<sup>th</sup>. We had over 55 interns from DOB attend (combination of new summer interns and DOB CUNY Interns. Another intern mixer will occur in Q1 of FY23 on August 3<sup>rd</sup>. This will include the

**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 (9/30/2021): 18      Q2 (12/31/2021): 17      Q3 (3/31/2022): 16      Q4 (6/30/2022): 18

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

During the 1st Quarter 0 participants left the program.

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

During the 2nd Quarter 1 participants left the program due to retirement.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 1 participants left the program due to being picked up as a probable permanent.

During the 4th Quarter, a total of 3 [number] new applications for the program were received.

During the 4th Quarter 0 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

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

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



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

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

Please list additional <b>Selection Strategies and Initiatives</b> which you set/declared in your FY 2022 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 <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.
Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities	Buildings University Career Counselors will continue to explore professional development training opportunities for the Departments workforce throughout the fiscal year.
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	<p>All vacancies are posted on ESS as well as the Department’s website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the Mayor’s Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>



Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)

The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers, or anyone involved in the interview process to receive mandatory Structured Interviewing Training through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a salary.

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 Resources, which also reviews the documents submitted, including the interview logs. Human Resources will coordinate with the EEO Office and the General Counsel's Office, as necessary, based upon its review of the documentation submitted.

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 Resources will review the justification to determine whether the proposed responsibilities align with the employee's civil service title and level. This review also includes a parity analysis of the unit's reporting structure and compensation of employees within the unit and includes a review of similar titles across the Agency. As appropriate, Human Resources coordinates with EEO and/or the General Counsel's Office to address any potential disparate impact or civil service concerns.

As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.

	<p>In July 2020, Deputy EEO Officer Elizabeth Lundi served as a panelist for interviews for the Executive Director and General Counsel position for the Loft Board.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>During Q1, agencies were in the process of preparing plans to reduce headcounts in response to fiscal burdens imposed on the City by the COVID-19 pandemic. The EEO Office worked with HREX, the Office of the General Counsel and other senior leadership to ensure layoff decisions were equitable. This process will be in place for any potential layoffs.</p>				
<p>During this Quarter the Agency activities included:</p>		<p><b>Q1</b></p>	<p><b>Q2</b></p>	<p><b>Q3</b></p>	<p><b>Q4</b></p>
	<p># of Vacancies</p>	<p>370</p>	<p>#486</p>	<p>#521</p>	<p>#450</p>
	<p># of New Hires</p>	<p>19</p>	<p>#49</p>	<p>#62</p>	<p>#79</p>
	<p># of New Promotions</p>	<p>12</p>	<p>#39</p>	<p>#28</p>	<p>#51</p>

**VII. TRAINING**

*Please provide your training information in Part II of the report "DIVERSITY AND 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://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

**IX. 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 Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**B. EXECUTIVE ORDER 59: CHIEF DIVERSITY OFFICER /CHIEF MWBE OFFICER**

The agency appointed new Chief Diversity Officer/ Chief MWBE Officer [different from the one listed in FY 2022 Annual Plan].

Provide the name and title of the new Chief MWBE Officer: Kareem Gabriel

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

*Please provide Sexual Harassment Prevention Training Information in Part II of the report “DIVERSITY AND EEO TRAINING SUMMARY” (in MS Excel).*

**D. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING**

<input type="checkbox"/> The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur. <b>Q1</b> <input checked="" type="checkbox"/> <b>Q2</b> <input checked="" type="checkbox"/> <b>Q3</b> <input checked="" type="checkbox"/> <b>Q4</b> <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> The agency has entered <b>all types of complaints</b> in the DCAS Citywide Complaint Tracking System and updates the information as they occur.
<input checked="" type="checkbox"/> The agency ensures that complaints are closed within 90 days.
<b>Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <a href="https://mspwwa-dcslnx01.csc.nycnet/Login.aspx">https://mspwwa-dcslnx01.csc.nycnet/Login.aspx</a></b>

**E. LOCAL LAW 101: CLIMATE SURVEY**

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

<p><i>Describe any follow-up measures taken to address the results of the 2018 Climate Survey:</i></p> <p>The EEO Office reviewed the results of the 2020 climate survey with Human Resources and will be adopting the recommendations from DCAS listed below:</p> <hr/> <ul style="list-style-type: none"> <li>• Compare agency-specific results against the citywide results to determine gaps.</li> <li>• Invest in targeted initiatives, presentations, and training to increase the visibility of the agency EEO Office and its resources to the workforce. Customize EEO Office’s programs by understanding the subcultures of satellite worksites. ○ Review employees’</li> </ul>
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response to the question “Do you know who the EEO Officer is at your agency?” to gauge employees’ awareness of the EEO Officer.

- Collaborate with agency’s Human Resources, including Employee Engagement, General Counsel’s Office, and Diversity and Inclusion Office to maintain agency-wide presence and draw positive awareness of the EEO Office. Evaluate the number and activities of EEO Counselors.

- Ensure the EEO Office uses inclusive and multi-channel communication strategies, including new hires onboarding, intranet, posters, bulletin boards, text messages, agency newsletter, Town Hall meetings, employee handbook, and/or social media.

- Build transparency to enhance employee knowledge and familiarity with the EEO complaint process after filing a complaint. ○ Circulate the DCAS Complaint Process at a Glance infographic widely to employees on multiple platforms, including the intranet, employee handbook, bulletin board, agency newsletter, Town Halls, etc.

- Provide consistent and frequent communications to involved parties during the investigation process.

- Continue to streamline and standardize the EEO complaint process in accordance with EEO Complaint Guidelines and DCAS Citywide Equity and Inclusion best practices to ensure employees are/remain aware of this process.

- Review the types of discrimination that employees reported having experienced and/or witnessed at the agency. Compare this list with agency’s official complaints records to identify discrepancy, trends, and opportunities for development.<sup>2</sup>

Design targeted initiatives to increase managers and supervisors’ understanding of the EEO Policy, the complaint process, their role to report EEO violations and their responsibility to protect employees’ rights in the workplace. ○ Ensure the workforce is current and compliant with mandatory EEO and D&I trainings.

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*Describe your analysis of the results of the 2020 Climate Survey (when provided by DCAS):*

The EEO Office is currently reviewing the Climate Survey recommendations with the Department’s and will begin implementing in FY 23

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**X. AUDITS AND CORRECTIVE MEASURES**

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: EEPC\_\_\_\_\_.
  - Attach the audit recommendations by NYC EEPC or the other auditing agency.
  - The agency has submitted or will submit to OCEI 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.**

[AGENCY NAME] EEO PERSONNEL DETAILS  
EEO PERSONNEL FOR QUARTER 4, FISCAL YEAR 2022

A. 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		<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							
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		<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:		Start Date or Termination Date:
For New EEO Professionals:							
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)		<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 %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & 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 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 %):		<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):





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**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	1. Kareem Gabriel/EEO Officer	2. Lisa Atkinson/Deputy EEO Officer	3.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<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
2. EEO Awareness	<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
3. Diversity & Inclusion	<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
4. Sexual Harassment Prevention	<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
5. IgbTq: The Power of Inclusion	<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
6. Unconscious Bias	<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
7. Disability Etiquette	<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
<b>Completed OCEI Trainings:</b>			
A. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
B. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
C. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name & EEO Role	4.	5.	6.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO/D&I	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Diversity & Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. 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
5. IgbTq: The Power of Inclusion	<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. 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
7. Disability Etiquette	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Completed OCEI Trainings:</b>			
A. 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
B. 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
C. 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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**B. CONTACT INFORMATION (Please list ALL current EEO professionals)**

**DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER3 FY 2022 \***

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>EEO Officer/Director</u>	Kareem Gabriel	<u>DOB EEO</u>	<u>100</u>	<u>kgabriel@buildings.nyc.gov</u>	<u>212.393.2718</u>
<u>Deputy EEO Officer OR Co-EEO Officer</u>	<u>Lisa Atkinson</u>	<u>Associate Labor Relations Analyst</u>	<u>100</u>	<u>latkinson@buildings.nyc.gov</u>	<u>212.393.2970</u>
<u>Chief Diversity &amp; Inclusion Officer</u>					
<u>Diversity &amp; Inclusion Officer</u>	<u>Kareem Gabriel</u>				
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Kareem Gabriel</u>				
ADA Coordinator	<u>Lisa Atkinson</u>				
Disability Rights Coordinator	<u>Lisa Atkinson</u>				
Disability Services Facilitator	<u>Kareem Gabriel</u>				

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55-a Coordinator	<u>Kareem Gabriel</u>				
Career Counselor	<u>Allison Ginsburg</u>				
EEO Counselor	<u>Rachel Alba</u>				
EEO Investigator	<u>Cindy Contreras</u>		<u>100</u>		
EEO Training Liaison	<b><u>Debra Palmieri Russo</u></b>				
<b><u>EEO College Aide</u></b>	<b><u>Vacant</u></b>				
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.