

DDC FY 2024 Q4 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NYC DEPARTMENT OF DESIGN AND CONSTRUCTION (DDC)</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input checked="" type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by:			
Dalela Harrison	Associate Commissioner	Harrisoda@ddc.nyc.gov	718-391-1776
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>7/30/2024</u>			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

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Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): _____ No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

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

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

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

DDC's EEO Officer Acknowledges Divisions and Division heads with 100% EEO training compliance each year.



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III. Workforce Review and Analysis

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

Q1 (9/30/2023): 1083 Q2 (12/31/2023): 1085 Q3 (3/31/2024): 1100 Q4 (6/30/2024): 1186

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

Yes On (Date): Yes again on (Date): _____ No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

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

Yes - on (Dates): Q1 Review Date: 8/4/23 and 9/7/23 Q2 Review Date: 10/6/23 and 11/3/23

Q3 Review date: No dates this quarter Q4 Review date: 5/30/24 and 6/25/24

The review was conducted with:

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input checked="" type="checkbox"/> Agency Head |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other <u>Chief of Staff</u> | <input checked="" type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other: <u>Chief of Staff</u> |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input checked="" type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

- 1. Our workforce goals include enhancing strategic recruitment efforts for jobs within our manger and management specialist EEO job groups, to address ongoing underutilization of women and employees of color, within those positions. Our EEO Officer also has a goal to increase internal awareness regarding the City’s 55-A program and to increase the number of agency participants from five, to at least ten, in the next few years.**

During this quarter, EEO audited hiring in our underutilized job groups to assess any barriers to diverse recruitment and/ or obtaining robust applicant pools. We are able to measure the effectiveness of these efforts, by tracking hires within the underutilized groups to see if we are trending up. This is an on-going effort. Next Steps: Work with the Recruitment team, within HR, to expand our agencies strategic recruitment efforts.

Workforce Goal #1 Updates:

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

- 2. The planned Initiatives and actions related to our workforce goals include working with DCAS’ classification unit to assess and review the competencies, skills and abilities required, in job vacancy and exam notices to identify potential barriers to opportunities based on current MQRS. Copy Workforce goal from FY 2024 DEI-EEO plan.**

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This quarter, DDC was asked to participate in the Job Analysis process for Administrative Engineer through the participation in a two-day technical conference in June 2024. Glorybee Taveras, who is one of DDC’s accomplished Administrative Engineers who is also an African American woman with many years of city service, represented DDC in this endeavor. In addition, provided input and feedback regarding the DRAFT Notice of examination for Architect Exam number 5009 and 5511. Our participation and ongoing collaboration with DCAS allows us to confirm that the exams include competencies, skills and abilities required are updated, job-related, and required by our business and technical needs. We will continue to work with DCAS in these efforts and we are able to measure the effectiveness of our efforts by the feedback and exam results from test takers and employees.

Workforce Goal #2 Updates:

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

3. In addition, DDC EEO is planning to facilitate a EEO self-id campaign this year to improve the accuracy of our agency’s race and ethnicity data and reduce the number of employees with unknown demographic data.

This particular action was delayed again; however, we will be beginning this effort during the 1st quarter of 2025.

Workforce Goal #2 Updates:

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

4. Efforts to reduce Workforce underutilization:

This quarter, we experienced underutilization in the Manager and Management Specialist job groups, again this quarter, however we had no underutilization in the technician job group, like we had in previous quarters. DDC EEO continues to monitor hiring, audit interview questions and assess hiring criteria for vacancies in these job groups, in addition to looking for diverse recruitment opportunities to address specific underutilization.

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B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Our workplace goals include equipping our field and outreach staff with resources and tools to de-escalate and manage street harassment and other conflicts, they often face, in the course of performing their jobs, while engaging with the public.

This fiscal year, we will be distributing an explanation regarding the significance of preferred pronouns.

DDC EEO hosted Bystander Intervention Training during this fiscal year. The purpose of the training was to create awareness of various types of harassment and to provide different steps people can take, in the moment, and following an incident of harassment, either as a target or as a bystander, as well as resources available to support someone who has been harassed. We measured effectiveness by the evaluation results.

Workplace Goal #1 Updates:

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

2. In addition, our goals include improving engagement and employee morale and increasing employee involvement in our agency clubs and Employee resource groups. We hosted an open house for our clubs and ERNG and We are measuring the effectiveness of the action by the increase in awareness and new ERNG members among new and existing employees.

Workplace Goal #2 Updates:

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

3. Lastly, we want to increase awareness around military cultural competence in hiring.

Workplace Goal #3 Updates:

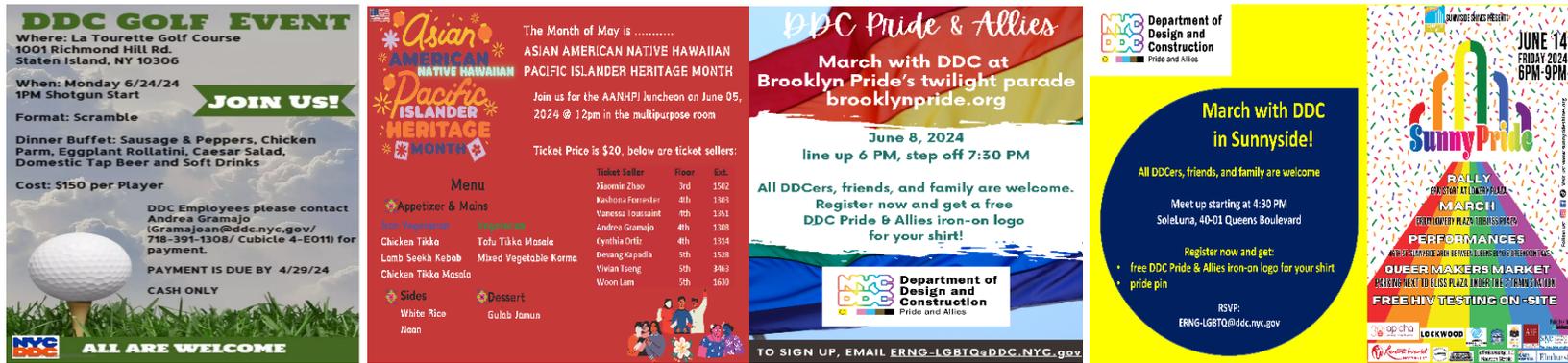
Q1 Update:	<input type="checkbox"/> Planned	<input checked="" type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
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Q2 Update: Planned Not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

Other Workplace Activities:

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



C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Our community goals, include continuing to promote diversity and EEO community outreach in providing government services. Our community goals also include promoting participation with minority and women owned business enterprises (MWBES)

As part of our goals, we attended the following events and we will be able to evaluate the effectiveness of these actions, by the

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assessing the number of new MWBE enterprises we reach and engage with from these events.

External Events	
Event Name	Date
NYC SBS Queens M/WBE Borough Forum	4/4/2024
MOCS Business Mixer at Hostos Community College	4/16/2024
M/WBE Asylum Seeker Contracting Event	4/29/2024
2024 BBJ-BK Outreach Event	5/1/2024
NYC Small Business Month Expo	5/29/2024
City & State’s Rebuilding NY Summit	6/26/2024
NYC EDC M/WBE and SDVOB Business Networking Mixer	6/27/2024

No internal events were hosted during this time period.

Community Goal #1 Updates:

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

2. Other Community programs and activities:

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

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Communications & Policy Outreach Initiatives April 2024 - June 2024

April 2024

- Legislative briefing w/ CM James F. Gennaro – 4/9, 10 AM
- AI briefing w/ BP Mark Levine’s office – 4/9, 1:30 PM
- ESCR CAG walkthrough – 4/10, 3 PM
- Capital reform briefing w/ AM Yudelka Tapia – 4/11, 11 AM
- Shirley Chisholm Rec Center CB follow-up w/ CM Farah Louis – 4/12, 12 PM
- Leg agenda meeting w/ AM Landon Dais – 4/12, 2:30 PM
- Brooklyn BBJ facility preliminary design presentation – 4/15
- M/WBE briefing and leg agenda meeting w/ CM Julie Won – 4/16, 3 PM
- Del Valle Sq walk-through with CM Salamanca with DOT – TBD
- Meet with NYC BID Alliance/SBS - 4/22, 10 AM
- Sunset Park Green Infrastructure walk-through w/ Sen. Iwen Chu – 4/22, 11 AM
- Leg agenda check-in meeting w/ AM Landon Dais – 4/26, 1 PM
- Union Turnpike reconstruction onsite meeting with CM Linda Lee – 4/29, 10 AM

May 2024

- Brooklyn BBJ Facility Construction Phase I MWBE Outreach Event – 5/1, 3 PM
- Roy Wilkins Rec Center follow-up w/ electeds and community – 5/1, 7 PM

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- Brooklyn BBJ Monthly Local Resident Briefing – 5/2 at 9 AM (BBJ facility foundation work schedule)
- Bowne House meeting with Parks/CM Julie Won – 5/3
- DDC SBS MWBE Certification Workshop (70 Mulberry & Manhattan BBJ new facility) – 5/7, 6PM
- BBJ BX BP Vanessa Gibson update – 5/8
- SPARC taskforce meeting with EDC - 5/9, 6PM
- ESCR update at Vladeck Houses TA meeting - 5/9, 6PM
- MN BBJ Independent Monitor RFP w local elected officials – 5/10, 11:30AM
- Leg Agenda meetings w/ State Electeds – TBD
- Albany leg agenda day – 5/13
- MN CB1 BBJ update – 5/15, 6 PM
- MN CB3 ESCR update – 5/16, 6:30 PM
- Forth of Fourth Avenue project update w/ DOT - 6PM
- Mariners Harbor rec center walkthrough w/ BP Fossella/CM Hanks – 5/20, 12PM
- Brooklyn BBJ Facility Percent of Art concept presentation w/ DCLA at PDC – 5/20 at 12:45PM
- BK CB16 Brownsville Girls Empowerment Center update – 5/21, 7PM
- ESCR 23rd Street Walkthrough w DOT, CM Powers staff & CB6 - 5/22, 9AM
- Broad Channel Civic Association meeting, introducing area study – 5/22, 7PM

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- QN CB13 Jackson Heights Library design update – 5/29, 7PM
- Bronx BBJ updates meeting with CM Ayala – TBD
- Meeting with residents, CM David Carr for Forest Hill Rd project - 5/23, 5:30PM
- Red Hook ULURP pre-meeting w/DEP, CM Alexa Aviles – 5/24, 11:30AM
- Red Hook ULURP pre-meeting W/ DEP, CM Kamillah Hanks – 5/28, 1:00PM
- Site Visit with French Mayor Moreau ESCR PA2 – 5/29, 3:30PM
- QN CB13 Jackson Heights Library design update – 5/29, 7PM
- City Council Transportation and Infrastructure hearing – 5/30, 10AM
- Red Hook ULURP pre-meeting W/ DEP, CM Rafael Salamanca – 5/30, 11AM
- ESCR CAG Meeting – 5/30, 4PM
- Brooklyn BBJ Facility Construction Monthly Community Advisory Board (CAB) w CM Restler – 5/30 at 6PM

June 2024

- Red Hook City Council ULURP Subcommittee hearing – 6/4, 12:30PM
- Idlewild Park walkthrough with QN CB13, inviting local elected officials – 6/5, 12PM
- BX CB1 Horizon Juvenile Detention Center Annex design update – 6/10, 6PM
- East Midtown Governing Group meeting – 6/11, 3PM

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- QN CB13 Rosedale Library presentation w/ QPL – 6/11, 7PM
- Bronx Career Fair with Borough President’s Office – 6/12, 10AM-3PM
- Staten Island Transportation Interagency Task Force meeting with SI electeds, 6/12 at 10 am
- BX CB9 Soundview Rec Center design presentation – 6/12, 7PM
- BK CB16 Van Sinderen Project Update – 6/13, 6:30PM
- 4th Ave Project check in w/ BP Antonio Reynoso’s office, DOT – 6/17, 3PM
- Shirley Chisholm Rec Center meeting w/ AM Bichotte Hermelyn, CM Farah Louis – 6/17, 4PM
- QN CB 3 presentation on Jackson Heights Library w/ QPL – 6/20, 7PM
- Manhattan BBJ dismantle updates at CB1 Quality of Life Committee – 6/24, 6PM
- Shirley Chisholm Rec Center workforce event – 6/24, 6PM
- Brooklyn BBJ Facility Interim PDC submission at CB2 Land Use Committee – 6/26, 6PM
- Brooklyn BBJ Facility monthly CAB meeting with CM Restler – 6/27, 6PM
- Gowanus Rezoning Task Force Gowanus Community Center update – 6/27, 6PM
- ESCR Vladeck TA presentation update - 6/27, 6 PM

D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan. Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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DDC has taken the following measures to establish our agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency:

DDC’s EEO division conducted an agencywide Diversity survey as part of our DEI and Race relations initiatives during the 2nd quarter of FY 24. The diversity survey included feedback about ideas to enhance our workforce and the experience here at the agency. Based on that employee feedback, we updated our goals to prioritize increasing staff development and engagement, prioritize additional equity efforts, create more diversity and inclusion training opportunities, and enhance overall accessibility moving forward . we will allow this to inform our efforts and our plans outlined in our Annual plan for FY25

Equity, Inclusion and Race Relations Initiative #1 Updates:

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

V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

- DDC will Review policies, procedures, and practices related to targeted outreach and recruitment, Review underutilization in job groups to inform recruitment efforts. Identify resources to increasing the effectiveness of diversity recruitment. Assess agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included. Continue sharing job vacancy notices with the Mayor’s Office for People with Disabilities and ACCES VR, and post vacancies on Jobs NYC, ensure that our HR and hiring managers have been trained in the use of Smart recruiter and ensure that agency personnel involved in both the discretionary and the civil service hiring process have received Structured Interviewing training and other related EEO and DEI training.**

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

This quarter, DDC was informed that one of our 55-a candidates was disqualified from the program by DCAS, however, he was encouraged to provide additional information regarding his qualifications, and we were ultimately able to onboard him on June 13, 2024, of this quarter. DDC EEO will continue sharing additional information about the 55-a program with hiring professionals as well as current employees and new hires to ensure that there is sufficient awareness about the program. We would like to have at least 10 participant in the 55-a Program and the goal is to add two additional employees in the upcoming FY.

Recruitment Initiatives/Strategies #1 Updates:

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

2. DDC will ensure that our HR and hiring managers have been trained in the use of Smart recruiter, which is the new system of record for tracking hiring efforts.

- DDC's Recruitment and retention unit within HR, continues to provide support to hiring managers in the use of Smart recruiter and most of our hiring managers are well versed in navigating the program.

Recruitment Initiatives/Strategies #2 Updates:

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

3. In addition, HR will continue to notify agency staff regarding civil service exams hiring pools and information sessions.

During this quarter, 3 emails were sent to staff members regarding the Civil Service process or permanence opportunities from DCAS however there were no internal agencywide emails disseminated this quarter.

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Recruitment Initiatives/Strategies #3 Updates:

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

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

B. Recruitment Efforts for Civil Service Exams

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

- April 3, 2024 – DDC Hiring Fair – In-Person DDC main office.
- May 8, 2024 – DDC Hiring Fair – Virtual
- May 20, 2024 – Construction Project Manager Hiring Event – In-Person DDC main office.
- June 13, 2024 – Bronx Construction Career and Training Fair – Bronx, NY
- June 27, 2024 – Construction Project Manager Hiring Event – In-Person DDC main office.
- June 28, 2024 – Jobs NYC Queens Hiring Hall – Queens, NY

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

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0	\$0	\$0	
Brooklyn	\$0	\$0	\$0	
Manhattan	\$0	\$0	\$0	
Queens	\$0	\$0	\$0	
Staten Island	\$0	\$0	\$0	

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C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q#)

Jobs NYC job postings, Hiring Pools, DDC Hiring Fairs, Jobs NYC Government Hiring Hall, CPM Provisional Interview Events, sharing of positions and events via DDC social media platforms in partnership with the DDC Creative Services team, sharing of positions and events on external recruitment platforms such as AIA, The Architect’s Newspaper, Symplicity Recruit, and City and State NY using third party vendor – Sound Communications, sharing our events on Handshake platform, Jobs NYC Recruitment page <https://cityjobs.nyc.gov/>, and sharing 3 positions monthly in the DCAS newsletter.

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [Note: Please update this information every quarter.]

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

1. Urban Fellows Total: 0
Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___
Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps Total: 0
Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___
Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns Total: 21
Race/Ethnicity* [#s]: Black 1 Hispanic 2 Asian/Pacific Islander 16 Native American___ White 2 Two or more Races___
Gender* [#s]: M 12 F 9 N-B ___ O ___ U ___
4. Summer Graduate Interns Total: 7
Race/Ethnicity* [#s]: Black 1 Hispanic___ Asian/Pacific Islander 5 Native American___ White 1 Two or more Races___
Gender* [#s]: M 4 F 2 N-B 1 O ___ U ___
5. Other (specify) Total: 0

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

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

Additional comments: N/A

E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No
Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 5 Q2 (12/31/2023): 3 Q3 (3/31/2024): 3 Q4 (6/30/2024): 4

[number] new applications for the program were received.

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

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

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

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

During the 3rd Quarter 0 participants left the program due to [state reasons] _____.

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

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

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: _____

2. _____

3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data). Please describe the steps that your agency has taken to meet these objectives.

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

DDC's Assistant Commissioner of Personnel, Sue Wuest, is DDC's Career counselor. She conducts one-on-one information sessions with staff regarding Civil service lists and addresses requests for interdivisional and agency lateral transfers throughout the year. This quarter, approximately 2 sessions took place.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

DDC EEO reviewed all published postings in underutilized job groups to ensure that there was racial, gender and generational inclusive wording and descriptions. Our EEO officer assessed and approved interview questions and hiring criteria during this quarter.

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

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

5. Other:

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During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>167</u>	# <u>60</u>	# <u>60</u>
Q2	# <u>134</u>	# <u>50</u>	# <u>25 (19 Approved, 6 Pending)</u>
Q3	# <u>116</u>	# <u>48</u>	# <u>32 (26 approved, 6 pending)</u>
Q4	# <u>115</u>	# <u>29</u>	# <u>46 (29 approved, 17 pending)</u>

VII. Training

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

VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

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

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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

A. Local Law 92: Annual Sexual Harassment Prevention training

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

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

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

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

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

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IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by EEPC or the other auditing agency.
- The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

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Appendix A: EEO Personnel Details

EEO Personnel For 4 Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:	<input type="checkbox"/> No Changes	Number of Additions:	Number of Deletions: 0
Employee's Name & Title	1. Lemuel Colon	2.	3.
Nature of change	<input checked="" 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: 4/29/24	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
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4. Lemuel Colon / Senior EEO Investigator	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input checked="" 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 checked="" 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)
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 %):

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

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4. Lemuel Colon Senior EEO Investigator		5.		6.	
Completed EEO Trainings:	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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

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

MAILING ADDRESS:

Dalela Harrison (she/her/hers) | Associate Commissioner | EEO Officer
 NYC Department of Design and Construction, Equal Employment Opportunity, Equity and Inclusion
 30-30 Thomson Avenue, (5-440) Long Island City, NY 11101
 718-391-1776 | Harrisoda@ddc.nyc.gov | nyc.gov/ddc

Diversity and EEO Staffing as of 3rd Quarter FY 2024*

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

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Disability Rights Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	50%	Harrisoda@ddc.nyc.gov	7183911776
Disability Services Facilitator	Jason Wood	ADMINISTRATIVE PROJECT MANAGER-M2	100%	Harrisoda@ddc.nyc.gov	7183911776
55-a Coordinator	Dalela Harrison	ADMINISTRATIVE COMMUNITY RELATIONS SPECIALIST - M5	10%	Harrisoda@ddc.nyc.gov	7183911776
Career Counselor(s)	Sue Wuest	ADMINISTRATIVE STAFF ANALYST - M3	25%	wuests@ddc.nyc.gov	7183911603
EEO Counselor(s)	Vilma Seemungal	CLERICAL ASSOCIATE IV	100%	seemungvi@ddc.nyc.gov	7183911393
EEO Investigator(s)	Lemuel Colon	COMMUNITY COORDINATOR	<u>100%</u>	ColonLe@DDC.NYC.GOV	7183911833
EEO Training Liaison(s)	Jessica Rodriguez	COMMUNITY COORDINATOR	50%	rodriguje@ddc.nyc.gov	7183911090
Other (specify)					
Other (specify)					

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