

# DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

### Part I: Narrative Summary

**Agency Name:** DEPARTMENT OF BUILDINGS

☐ 1<sup>st</sup> Quarter (July -September), due November 17, 2023

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2024

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2024

☒ 4<sup>th</sup> Quarter (April -June), due July 30, 2024

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Name

Title

E-mail Address

Telephone No.

**Date Submitted:** 9/30/2024

**FOR DCAS USE ONLY:**

***Date Received:***

# DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## 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:

Anniversary Certificates	
Month	Number # of Certificates
April	33

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May	48
June	42
<b>Total</b>	123

### III. Workforce Review and Analysis

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

Q1 (9/30/2023): 1609 Q2 (12/31/2023): 1604 Q3 (3/31/2024): 1583 Q4 (6/30/2024): 1572

**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: \_\_\_\_\_ Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

**The review was conducted with:**

☒ Agency Head

☐ Agency Head

☐ Agency Head

☐ Agency Head

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☒ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☐ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

### 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).

Due to the budget cuts Building University plans to provide professional development curriculum that focused on Diversity and Inclusion as well as best practices for managers and supervisors in conflict resolution has been halted.

#### 1. Cultural Sensitivity Training

The EEO Office has recommended that the agency implements a Cultural Sensitivity training to all employees regardless of if they work as front facing employees or not. All DOB employees should undergo the training, to ensure that our staff is sensitive to the different cultures they may interact with on a daily basis, whether they are customers or fellow coworkers.

Due to the lack of budget cuts and being short staffed there is a delay in creation of a new Cultural Sensitivity Training for the agency. To ensure that DOB employees receive some direction on cultural sensitivity the EEO Office has started to introduce the topic into the

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Workplace Etiquette Training that has become a mandatory training for all employees in FY 24. We use evaluation forms to measure if the trainings are effective. In Q3 Buildings University and the EEO Office agreed to extend the Reasonable Accommodation & Workplace Etiquette Training to 2 hours to ensure we can add more cultural sensitivity topics to the training. Another way for us to measure if the trainings are effective is to analyze the inquiries or complaints, we receive that are based on cultural sensitivity concerns and also analyze how many requests for the training for individual units we receive. The agency has partnered with Columbia University to present a sensitivity training for leaders in FY24 Q4.

### 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. Focus Groups

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

After reviewing all the data from the Survey given to all employees in FY23, the Employee Engagement Unit created Focus Groups based on the information provided by employees. To follow up with the surveys the information was analyzed in Quarter 2 and 3. Meetings were held through both Quarters with the Commissioner, Chief of Staff and current Deputy Commissioner of Administration to discuss how HREX interacts with the entire workforce. A meeting will be held in Q4 with the HR unit to start the implementation of changes that was requesting in the Focus Group meetings in previous quarters.

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### 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 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. Professional Development

In Q3 the Buildings University announced the launch of an on-demand professional development curriculum aimed to enhance workplace skills and promote personal development. The Professional Development Curriculum is now available in the DOB Learning Management System catalog. The curriculum offers a broad range of topics including communication, conflict resolution, teamwork and collaboration, time management, and project management fundamentals that may apply to any employee within the Department, whether you are in a clerical, administrative, inspectorial, or technical title.

The Buildings University Staff will evaluate the effectiveness of the new system by analyzing the number of employees who sign into the LMS and engage with the classes available. They will also conduct a survey from active employees to gauge what needs to be removed or added to make the professional development classes more effective.

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

### Workforce Goal #3 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

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

## 4. Efforts to reduce Workforce underutilization:

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

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. 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 are back in person and some are virtual. HR is in the process of reorganizing recruiting functions with an emphasis on functions directed related to Targeting Recruiting to help focus on underutilization and underrepresented groups.

## B. Workplace:

Due to the budget cuts Building University plans to provide professional development curriculum that focused on Diversity and Inclusion as well as best practices for managers and supervisors in conflict resolution has been halted. During Q1 of FY24 Building University partnered with Baruch University to offer Professional Development training, the Baruch Leadership Program for Managers. The program consisted of 10 sessions (3hours each).

The EEO Office has recommended that the agency implements a Cultural Sensitivity training to all employees regardless of if they work as front facing employees or not. All DOB employees should undergo the training, to ensure that our staff is sensitive to the different cultures they may interact with on a daily basis, whether they are customers or fellow coworkers.

After reviewing all the data from the Survey given to all employees in FY23, the Employee Engagement Unit created Focus Groups based on the information provided by employees. To follow up on the information provided employees were asked to join focus groups based on the unit's they worked in. Focus Groups started in Q1 of FY24 and will be held throughout FY24. The information gathered will be used to implement new initiatives and programs for FY24 and FY25.



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## 1. Bronx Relocation and 280 Renovation

The Bronx Office relocation was completed in Quarter 3. DOB headquarters at 280 Broadway was scheduled for renovation during FY24, but due to budget restraints the renovation has been postponed. No updates for Quarter 4.

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

### Workplace Goal #1 Updates:

Q1 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
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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" type="checkbox"/> Completed

## 2. [Copy Workplace goal from FY 2024 DEI-EEO plan]

### Employee Resource Group Expansions

DOB has increased our DEI outreach to our employees by engaging in various surveys to see what Employee Resource Groups the employees would be interested in creating. After the survey was completed and reviewed the Employee Engagement unit reached out to the employees to see what ERG's they would like to be part of. DOB has now implemented 12 new Employee Resource Groups. Self Defense classes continued into Quarter 4.

### 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

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

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

### 5. Other Workplace Activities:

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

### Q4 2024 Employee Engagement Attendance

Event Title	Date	# of Employees RSVP	# of Employees Attended
Self Defense at DOB: Manhattan	4/3/2024	46	39
Self Defense at DOB: Manhattan	4/10/2024	60	40
Self Defense at DOB: Manhattan	4/17/2024	60	29
Earth Day: Electric Slide	4/23/2024	44	45
Self Defense at DOB: Manhattan	4/24/2024	56	26
NYC Let's Move Step Challenge	4/22-5/19	N/A	222
Self Defense at DOB: Manhattan	5/1/2024	68	27
Asian American Pacific Islander Origami Celebration	5/22/2024	27	30
Meditation Bus (DYCD)	5/22/2024	N/A	2
MLB Game (New York Yankees vs. Seattle Mariners)	5/23/2024	N/A	27
Jewish American Heritage Month Migration Stories Celebration	5/29/2024	35	37
CPR Brooklyn Training	6/12/2024	48	26
Pride & Games Celebration	6/12/2024	44	33
African Burial Ground Tour	6/12/2024	68	42
CPR Queens Training	6/26/2024	62	34

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CPR Bronx Training	6/26/2024	28	25
Caribbean American Heritage Month Games Celebration	6/26/2024	36	35
Pride March	6/30/2024	8	10*
<b>Total</b>		690	719

\*Family & friends

Anniversary Certificates	
Month	Number # of Certificates
April	33
May	48
June	42
<b>Total</b>	123

### C. Community:

#### Community Engagement Unit Outreach

- Implement community engagement pilot program where assign enforcement and development inspectors and community engagement staff to specific community districts in Brooklyn, visit active construction sites of all sizes to provide education and outreach to contractors and construction workers and act as a liaison to community stakeholders to help address quality-of-life issues. Currently on hold due to budget cuts.
- We launched an Inspector Pilot Program, where the inspectors and liaison were in the community interacting with homeowners and businesses. The purpose of the program was to integrate inspectors into communities to better understand and address community concerns, which included concerns pertaining to construction activities and to the maintenance of existing buildings.

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- The Community Inspectors comprised of enforcement and development work worked closely with DOB's Community Engagement Unit to be responsive to concerns as they arise and proactively identified opportunities to bolster education and to increase compliance with the regulations DOB enforces.
- The program's goal was not intended to generate violations or fines. DOB's goal was to work cooperatively with building owners and construction personnel to resolve community concerns through education about safe, code-compliant construction and building upkeep.
- In the event that the inspectors observed conditions that pose immediate threats to public safety, DOB inspection units were routed to perform a follow-up inspection, which may have resulted in violations. Below you will find links to some testimonials from the DOB In Your Community borough-wide Events. Attached is a flyer with all the details.

Video 1:

[https://drive.google.com/drive/folders/1BZnGUZsmg3VeMyblp\\_UojsKfooGF1Jhg?usp=sharing](https://drive.google.com/drive/folders/1BZnGUZsmg3VeMyblp_UojsKfooGF1Jhg?usp=sharing)

Video 2:

<https://drive.google.com/file/d/1F58032JJxRnbTO7JMjryZ3YgUpCkUrjK/view?usp=sharing>

Video 3:

<https://drive.google.com/file/d/1x0DuvwTt7WEberQi7VfpcMS6ca1LtLsl/view?usp=sharing>

### **Adams 90 Day Commission**

During FY24, DOB held an Adams Commission Industry Update Meeting, providing information to internal and external shareholders on upcoming implementations for FY24. The focuses are to improve the development and plan examination process, improve public safety and strengthening enforcement policies, improving licensing and industry member coordination, and improve and streamlining sustainability requirements.

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- Produce and publish standardized plan examination checklists specific to work types to assist in streamlining the plan exam process and remove uncertainty from the requirements and review process so that customers know what to expect when pursuing a construction project. Currently in progress to launch in January 2024.
- Requirements will be annotated with photos to clarify what types of specific projects do not require a permit. (Website update) Currently in progress to launch in January 2024.
- Allow for permits to be automatically processed in DOB NOW after an application has been approved, speeding up the process for contractors to obtain their construction permits after DOB had confirmed that their plans comply with applicable regulations. Anticipated completion Q1FY24
- Establish an online process for submission of LNO requests, which are relied on by certain businesses. Once online, the Department should establish a service level to be transparent with the public on how long it takes to get an LNO. Completion to be determined.
- Provide more information to tenants in buildings by posting requirements on floors; mitigates/reduces violations. Currently, there are 32 different signs required in building, tenants usually don't read these. The Department needs to revamp the Tenant Protection Plan notifications required to consolidate and simplify to make them more direct. Provide different languages. Completion to be determined.
- Triage unit will address issues 311 complaints and buildings that were recently subject to an emergency to better coordinate and expedite these types of inspections. An automated system will be built to the DOB Now System in the future. Anticipated completion in Q4FY24
- Improve consistency in enforcement interactions with the public by reviewing and revising existing training for inspectors. The Department will instruct its inspectors to provide additional clarity when issuing OATH summonses so that property owners are aware of how to address violating conditions for which they receive summonses. Ongoing long-term completion
- Provide FAQ on website regarding various licensing and insurance requirements. Completion Q2FY24.
- Work to reimagine NYC's existing sustainability laws to better align with Local Law 97, with a goal to coordinate annual filing deadlines, reduce paperwork, and incorporate carbon emission data into building letter grade signs. Completion FY24.
- Convene meetings with building managers and property owners in order to create resource guides and other educational material on building sustainability requirements. Completion anticipated Q3FY24.

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## 1. Community Outreach

During Quarter 4, our Community Engagement Units participated in numerous outreach events to engage with the public. The units met with Brooklyn Pastors, held DOBNow trainings, participated in Resources Fairs, and local community board events.

<u>Organizer</u>	<u>Name</u>	<u>Borough</u>	<u>Date</u>
AEU	GSC intro (CBs)	Brooklyn	4/17/2024
AEU	GSC intro (Council)	Brooklyn	4/19/2024
BK CB 3	Construction Safety outreach	Brooklyn	4/17/2024
CM Hanif	7th Street Sewer reconstruction (DDC, DOB)	Brooklyn	4/8/2024
CB 4	Site Visit with DOT (146 Knickerbocker Ave)	Brooklyn	4/11/2024
CM Banks	Meet & Greet	Brooklyn	4/16/2024
HPD	HPD's National Action Network Housing Conference	Brooklyn	4/17/2024
CM Susan Zhang	DOBNow training	Brooklyn	4/24/2024
Ophelia	540 Atlantic Ave	Brooklyn	5/1/2024
BP Reynoso	Borough Cabinet	Brooklyn	5/14/2024
BP Reynoso	GSC - Brooklyn Pastors	Brooklyn	5/20/2024
CM Gutierrez	143 Roebling Street Complaints	Brooklyn	
CAU	Monthly Agency Meeting	Brooklyn	5/28/2024
BP Reynoso	East Flatbush Task Force	Brooklyn	6/5/2024
BP Reynoso	GSC intro meeting	Brooklyn	6/5/2024
BP Reynoso	Borough Cabinet	Brooklyn	6/11/2024
CB 4	DSC	Brooklyn	6/12/2024
CM Rita Joseph	176 Fenimore Street	Brooklyn	6/11/2024
Yuleiny Ramirez	NYC Small Business Workshop	Brooklyn	May 7 <sup>th</sup>
NYC SBS	Small Business Expo	Manhattan	May 29 <sup>th</sup>
Department of Health (DOH)	In person Workshop	Staten Island	Jun 4 <sup>th</sup>

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DOH	In person Workshop	Queens	Jun 12 <sup>th</sup>
Brooklyn BID	Economic Development	Brooklyn	10:00Am-3:00PM
Department of Health	In Person Workshop	Queens	11-Jun
DOH	Virtual Workshop	Bronx	2:pm-4:00pm
NYS Department of Labor	Career Fair	Bronx	27-Jun
NYC Housing Preservation Department	Housing Resources	2655 Richmond Terrace, Staten Island	27-Jun
Bronx Community BX Community Board 7	Resources Fair	200 Baychester Ave, Bronx	26-Jun
Walkthrough-QOL issue	CM Williams	Queens	4/1/2024
Walkthrough-QOL Issue	CM Williams	Queens	4/29/2024
Jamaica Task Force	Queens Borough President	Queens	5/8/2024
Walkthrough-Governor Ball	Parks Dept	Queens	6/6/2024
Community Meeting	St John's University	Queens	6/10/2024
DOB IYO	AM Pheffer-Amato	Queens	4/18/2024
DOB IYO	SN Liu	Queens	4/22/2024
DOB IYO	Senator Comrie	Queens	4/23/2024
DOB IYO	AM Hyndman	Queens	5/2/2024
Guest Speaker	Rosedale Civic	Queens	5/5/2023
DOB IYO	Senator Addabbo	Queens	5/9/2024
Resource Fair	Chhaya Organization	Queens	5/11/2024
Resource Fair	Real Estate	Queens	5/18/2024
Governor Ball	Parks Dept	Queens	06/07, 08,09/2024
Resource Fair	CM Ariola	Queens	6/14/2024
Resource Fair	QCC	Queens	6/15/2024
DOB IYO	AM Vanel	Queens	6/17/2024
Resource Fair	CM Ariola	Queens	6/22/2024
DOB IYO	AM Hyndman	Queens	6/24/2024
Resource Fair	CB8	Queens	6/28/2024
Resource Fair	NHS	Queens	6/29/2024

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DOB IYO	SN Ramos	Queens	4/2/2024
Resource Fair	TLC	Queens	4/19/2024
Juneteenth Event	AM Hyndman	177-01 Baisley Blvd	6/7/2024
QBC property discussion	CAU-Anthony Iuliano	454 Beach 67 Street	6/21/2024
Rise Up Event	Parks Dept	177-01 Baisley Blvd	6/28/2024
Greenpoint Task Force Meeting – DOB Representative		Brooklyn	5/1/2024
Wakefield Small Business Event - Tabling		Bronx	6/17/2024
Jerome Gun Hill BID Town Hall Meeting – DOB Representative/Tabling		Bronx	6/20/2024
Bronx Neighborhood Housing Services – Affordable Housing Fair - Tabling		Bronx	7/13/2024
Community Day Event – City Hall Approved – CM Kevin Riley - Tabling		Bronx	7/20/2024
Rise Up Orchard Beach Walk Through		Bronx	7/20/2024
NYC DOH Food and Safety Workshop		MN -1 Liberty Plaza	April 30 <sup>th</sup> 2024
NYC Police PSA 5 Community Event		225 East 124 <sup>th</sup> Street, Bronx	April 20 <sup>th</sup>

### Community 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



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### 2. [Copy Community goal from FY 2024 DEI-EEO plan]90 Day Commission

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

The 90 Day Commission Team meets up Quarterly to discuss the impacts and implementations of the plans provided in the FY 24 EEO Plan, and worked on implementing new policies and procedures in Quarter 3 and 4. Some of the plans were delayed and will be implemented in FY25.

#### Community 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. 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. Listed in #2 chart.

### 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.

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The EEO Office will be introducing an EEO Liaison program and an official Diversity, Equity, & Inclusion Council for FY24. The EEO Liaison program will create an EEO Liaison role for all DOB locations that the EEO Office is not located. Each EEO Liaison will be trained to understand EEO laws and guidelines. The liaison's will be a source of information for the employees at each location to assist the employees with inquiries such as where to find EEO forms or basic information on how to apply for accommodations. The DEI Council will be composed of DOB staff who are vetted and passionate about DEI in the workplace. It is in the beginning stages and was delayed to work on the Racial Equity Plan. The Liaison program will be fully implemented in FY25.

The EEO Office and the Employee Engagement Unit will be creating new DEI Trainings for all employees.

Due to an influx of requests, newly hired employees with invisible/visible disabilities, and inquiries with the EEO Office. The Disability Etiquette Training was added to our list of mandated trainings.

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

After receiving numerous suggestions and requests in the training evaluations, the Reasonable Accommodation/Workplace Etiquette training has been extended from a 1.5-hour training to a 2-hour training. Trainings for Diversity topics was requested and will be worked on for implementation into the 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 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
Q3 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
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

### 1. Disability Etiquette Training

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Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

The EEO Officer and Agency Head met and discussed that the Disability Etiquette Training was made a mandatory training as of Q1FY24. Currently we are sending out emails to specific units and individuals who were identified as employees who have made inappropriate comments about visible and invisible disabilities. The email reminders will be sent out in groups until all employees are trained.

### Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 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
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. [Copy Equity, DEI Trainings

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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### Equity, Inclusion and Race Relations Initiative #3 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 type="checkbox"/> Completed

### 3. Diversity Council and EEO Liaison Program

The Diversity Council and EEO Liaison Program are currently in the planning stages. The goal is to implement the Diversity Council and EEO Liaison Program is scheduled to begin in Quarter 4 of FY24. Research has begun on what type of Council would we like to implement here at DOB. It was agreed upon that the agency would have a certain number of higher level employees on the council and would be open for all employees in all titles to apply for the council. The Diversity Council core members have been selected and will open up to the agency to give all employees the opportunity to apply to serve on the council. The process will carry into FY25.

**Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?**

### Equity, Inclusion and Race Relations Initiative #4 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 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
Q3 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
Q4 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

# DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## V. Recruitment

### A. Recruitment Efforts

DOB continues to make efforts to build and retain a diverse and inclusive workforce. While the city's partial hiring freeze is starting to slowly lift, we continue to, when fiscally able, attend hiring halls, career fairs and other recruitment events. In addition, DOB posted jobs at area colleges and law schools, posted positions on Indeed as well as increase our social media presence for job postings. Further, as we work to fill several new Sustainability positions, we have begun posting on job boards such as Energy Jobs and Green Jobs. In order to continue increasing our efforts to attract Veterans, our Veterans Employee Resource Group (ERG) represented DOB at a Veterans Transition Event held at Citi Field in May 2024. We are reviewing opportunities to participate in additional veterans' events and fairs and partner with HBCU (Historically Black Colleges and Universities).

HREX meets regularly with EEO and DEI to review demographics and determine areas which require more attention. By reviewing these demographics on a routine basis, we can access which sources provided a diverse candidate pool and will continue to look for more sources and strategies and initiatives to recruit to any underutilized group. HREX considers new opportunities to participate in which may yield better demographics for the agency.

#### 1. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

We will evaluate these steps and initiatives by continuing to meet regularly with our HREX, EEO and DEI team to review demographics and sources of all external hires and internal promotions to look for trends and areas of where our agency can improve on our diversity goals. By reviewing these demographics on a routine basis, we can access which sources provided a diverse candidate pool and will continue to look for more sources and strategies and initiatives to recruit to any underutilized group.

#### 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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

In FY24 Quarter 4, DOB attended in person and virtual career fairs including NYCEM/DVS/DOB Veterans Spotlight Event, as well as a construction career event at Yankee Stadium sponsored by the Bronx Chamber of Commerce along with several Citywide Hiring Halls held in all boroughs. We advertised our Attorney positions through Indeed, PSJD and several law schools. Sustainability positions were advertised on school sites with energy/sustainability programs along with Energy Jobs and Green Jobs.

During FY24 Quarter 4, the Agency's Civil Service efforts include sending individually tailored emails to employees regarding the filing period for the Hoist and Riggings Inspector, Plumbing Inspector, Civil Engineer, Clerical Associate and Assistant Plan Examiner Exams. There continue to be ongoing Civil Service agencywide email campaigns to advise employees of Civil Service 101 sessions and all upcoming exams. Our Agency also includes Civil Service 101 training as part of New Hire Orientation.

We continue to host our own interview days and list calls for our vacant positions as well as attend DCAS' hiring halls and citywide lists calls to continue to hire a diverse staff.

### B. Recruitment Efforts for Civil Service Exams

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

Quarter #	Event Date	Event Name	Borough
FY2024 Q4	4/10/2024	BMCC Career Fair	Manhattan
FY2024 Q4	4/25/2024	City Hall Hiring Hall-Brooklyn	Brooklyn
FY2024 Q4	4/29/2024	City Hall Hiring Hall-Queens	Queens
FY2024 Q4	4/30/2024	City Hall Hiring Hall- Manhattan	Manhattan
FY2024 Q4	5/16/2024	Bronx Chamber of Commerce Career Fair at Yankee Stadium	Bronx
FY2024 Q4	5/29/2024	BMCC Career Fair	Manhattan
FY2024 Q4	5/4/2024	NYC DVS Veterans Transition Event at CitiField	Queens

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FY2024 Q4	6/12/2024	DDC Construction Fair- Bronx Borough Hall	Bronx
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List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) end of Q4
Bronx	\$ 100.00
Brooklyn	\$ 0
Manhattan	\$ 1,025.00
Out of State	\$ 400.00
Queens	\$ 0

### C. Recruitment Sources

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

DOB uses several recruitment sources to fill our current vacancies during Quarter 4. Below is the list of recruitment sources and the among of times we used the sources.

Sources	Total
Indeed	4
NYCAPS (NYC Careers)	5
Citywide Hiring Hall	1
DOB Website	3

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List Call Filers/Canvass	4
List Call	1
Referral	1
<b>Grand Total</b>	<b>19</b>

### 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. Youth Leadership Councils Program Participants

\*This information was reported in Q2 of FY24. sample size is 27 of 30 cohort members. 3 cohort members chose not to disclose any information.\*

Race/Ethnicity\* [#s]: **Black** [2], Hispanic [0], **Asian/Pacific Islander** [19], Native American [0], **White** [3], Two or more Races [0]

(6 of 30 program participants preferred not to disclose Race/Ethnicity information)

Gender\* [#s]: **M** [12] **F** [15] N-B [0] O [0] U [0]

(3 of 30 program participants preferred not to disclose Gender information)

#### 2. Law School Externs

\*sample size is 3 participants. 2 of the 3 participants choose not to disclose any information.\*

Race/Ethnicity\* [#s]: Black\_\_\_ **Hispanic** Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_1\_\_ Two or more Races\_1\_\_

Gender\* [#s]: M \_\_\_ F \_2\_ N-B \_\_\_ O \_\_\_ U \_\_\_



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### 3. CTE High School Interns

\*sample size is 4 participant (1 participant's information was reported in Q4)

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_1\_ White\_\_\_2\_ **Two or more Races** \_\_\_

Gender\* [#s]: **M** 3\_ F \_\_\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 4. For Academic Credit Interns

\*sample size is 2 participants

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_\_\_ Asian/Pacific Islander\_\_\_ Native American\_\_\_ White\_1\_ Two or more Races \_\_\_

Gender\* [#s]: M \_\_\_ F \_2\_ N-B \_\_\_ O \_\_\_ U \_\_\_

### 5. DOB Scholars Program Participants

\*sample size is 31 participants. 4 participants did not disclose gender information. For ethnicity, 8 program participants identified as Hispanic. 8 program participants preferred not to disclose race information. \*

Race/Ethnicity\* [#s]: Black\_\_4\_ Hispanic\_8\_ Asian/Pacific Islander\_\_10\_ Native American\_3\_ White\_4\_ Two or more Races \_3\_\_

Gender\* [#s]: M \_20\_ F \_7\_ N-B \_\_\_ O \_\_\_ U \_4\_\_

### 6. Summer Law School Interns

Race/Ethnicity\* [#s]: Black\_1\_ Hispanic\_0\_ Asian/Pacific Islander\_\_0\_ Native American\_0\_ White\_0\_ Two or more Races\_1\_\_

Gender\* [#s]: M \_0\_ F \_1\_ N-B \_1\_ O \_0\_ U \_0\_\_

### 7. Summer College Interns

3 of the interns chose to not disclose their race/ethnicity.

Race/Ethnicity\* [#s]: Black\_\_\_ Hispanic\_3\_ Asian/Pacific Islander\_\_4\_ Native American\_0\_ White\_6\_ Two or more Races\_0\_\_

Gender\* [#s]: M \_10\_ F \_7\_ N-B \_\_0\_ O \_1\_ U \_2\_\_

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### 8. Summer College GRAD Interns

Race/Ethnicity\* [#s]: Black\_0\_\_ Hispanic\_0\_\_ Asian/Pacific Islander\_\_4\_\_ Native American\_0\_\_ White\_0\_\_ Two or more Races\_0\_\_

Gender\* [#s]: M\_0\_\_ F\_4\_\_ N-B\_\_0\_\_ O\_0\_\_ U\_0\_\_

**Additional comments:**

### 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): 15 Q2 (12/31/2023): 14 Q3 (3/31/2024): 11 Q4 (6/30/2024): 11

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

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

During the 2nd Quarter, a total of 1 [number] new applications for the program were received.

During the 2nd Quarter 1 participants left the program due to [state reasons] new job\_\_\_\_\_.

During the 3rd Quarter, a total of 1 [number] new applications for the program were received.

During the 3rd Quarter 3 participants left the program due to [state reasons] resigned\_\_\_\_\_.

It's noted that 3 employees left the agency but wasn't notified that they left.

During the 4th Quarter, a total of 0 [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:**

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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. \_\_\_\_\_

### 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.

Career counseling services are promoted at every DOB new hire orientation, and advertisements are posted on the Intranet, which are viewable by incumbent employees. The Career counselor has met with employees in Quarter 4 who have inquired about career opportunities, resume building, and career counseling. The Career Counselor will continue to meet with employees who are in need of career counseling. In all of the EEO/DEI Trainings the facilitators make sure to inform participants about the Career Counselor, who she is, where to find her, and in the Annual Agency statement the Career Counselor's information was provided for all employees.

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.

EEO and HREX are continuing in the Blind Screening Process of our Executive level positions. HREX Workforce Planning unit oversees

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the resumes and makes determinations to see the applicants that meet the minimum and preferred skills. The Workforce Planning team then sends the EEO Officer the list of applicants who are recommended for interview. The EEO Officer is the final reviewer of all resumes to ensure that all qualified applicants are being interviewed for the position. All internal candidates who meet the minimum qualifications are interviewed for the position.

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).

Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement. Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).

Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency. Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.

In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity. Assist the hiring manager if a reasonable accommodation is requested during the interview. Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions. Advise Human Resources to use candidate evaluation form for uniform assessment and equity.

Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data. Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.

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

The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2024.

The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities. Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or

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programs were selected based on objective criteria and justified by business necessity. The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>236</u>	# <u>87</u>	# <u>83</u>
Q2	# <u>52</u>	# <u>46</u>	# <u>16</u>
Q3	# <u>64</u>	# <u>13</u>	# <u>14</u>
Q4	# <u>50</u>	# <u>19</u>	# <u>26</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)

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### 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.

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



# DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## Appendix A: EEO Personnel Details

### EEO Personnel For DOB Quarter 1, FY 2024

#### Personnel Changes

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

## DOB FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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. LISA ATKINSON, EEO OFFICER	2. LAAN GOMEZ, EEO INVESTIGATOR	3. CATHERINE GUITIAN-ALMANZAR, EEO COLLEGE AIDE
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<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
6. Microaggressions	<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. 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 checked="" 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 checked="" 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 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.	5.	6.
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and 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. 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
3. lgbTq: 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
4. Disability Awareness & 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
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

**MAILING ADDRESS:**

Diversity and EEO Staffing as of \_1\_\_Quarter FY 2024\*

<b><u>EEO\ Diversity Role</u></b>	<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>% of Time Devoted to EEO &amp; Diversity Functions</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
EEO Officer/Director	Lisa Atkinson	EEO OFFICER	100	Latkinson@buildings.nyc.gov	212-393-2718
Deputy EEO Officer OR Co-EEO Officer	N/A				
Chief Diversity & Inclusion Officer	N/A				
Diversity & Inclusion Officer	N/A				
Chief MWBE Officer per E.O. 59	Gina Ugarte	Assistant Commissioner, Finance & Budget	10	gugarte@buildings.nyc.gov	212-393-2020
ADA Coordinator	Lisa Atkinson	EEO OFFICER	100	Latkinson@buildings.nyc.gov	212-393-2718

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<b>Disability Rights Coordinator</b>	Lisa Atkinson	EEO OFFICER	100	Latkinson@buildings.nyc.gov	212-393-2718
<b>Disability Services Facilitator</b>	Lisa Atkinson	EEO OFFICER	100	Latkinson@buildings.nyc.gov	212-393-2718
<b>55-a Coordinator</b>	Lisa Atkinson	EEO OFFICER	100	Latkinson@buildings.nyc.gov	212-393-2718
<b>Career Counselor</b>	Melanie Guzman	Associate Staff Analyst	50	melaguzman@buildings.nyc.gov	212-393-2163
<b>EEO Counselor</b>	N/A				
<b>EEO Investigator</b>	Laan Gomez	Investigator, Employee Discipline	100	lagomez@buildings.nyc.gov	212-393-2254
<b>EEO Counselor\ Investigator</b>	N/A				
<b>Investigator/Trainer</b>	N/A				
<b>EEO Training Liaison</b>					
<b>Other (EEO College Aide)</b>	Catherine Guitian-Almanzar	EEO College Aide	100	caguialmanzar@buildings.nyc.gov	212-323-7385
<b>Other (specify)</b>					

\* 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.