

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2019

AGENCY NAME: DEPARTMENT OF BUILDINGS

1st Quarter (July -September) and 2nd Quarter (October - December), due January 30th

3rd Quarter (January -March), due April 30th

4th Quarter (April -June), due July 30th

Prepared by:

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EEO Officer

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Name

Title

Telephone No.

Date Submitted: 1/28/19

FOR DCAS USE ONLY

Date Received: _____

Name of Reviewer: _____

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2019

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

PART I: NARRATIVE SUMMARY

I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD

Distributed to all agency employees? Yes, On (Date): 12/14/18 No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- Diversity & EEO Awards
- Public Notices
- Diversity and EEO Appreciation Events
- Positive Comments in Performance Appraisals
- Other (please specify): Veterans Day Breakfast- November 2018
Hispanic Heritage Month recognition- October 2018
Employee Recognition Event-December 2018

III. WORKFORCE REVIEW AND ANALYSIS

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

Yes, On (Date): _____ No

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

Yes, On (Date): _____ No

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis. Yes, On (Date): Human Capital _11/16/18. Agency Head _11/20/18 No

The review was conducted together with: Human Resources General Counsel
 Agency Head Other _____

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

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

A. WORKFORCE:

Please list the Workforce Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.	Status Update
EEO and Human Capital staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary	EEO and Human Capital have been working closely to ensure equitable selection practices, including the administration of promotional civil service lists. The Units meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

<p>constraints.</p>	<p>relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Capital Staff. In an effort to better address the issue of underutilization, the EEO Office has scheduled monthly meetings with Human Capital. During these meetings various matters are discussed, including the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report. This has resulted in some progress with respect to underutilization in the managerial ranks during prior quarters.</p>	
<p>The Department Career Counselor will continue to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p>	<p>In addressing inquiries and other EEO-related matters, the EEO Office has identified the need for training on supervisory skills and techniques. The Career Counselor and other Buildings University (BU) staff, in conjunction with DCAS, have developed a Professional Development Program that is available for employees of all levels. This program consists of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills. , all of which are transferrable across different sectors of the workforce. This program is scheduled to commence in Q2.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

	<p>The Career Counselor continues to work with staff to identify training opportunities for employee development. The Career Counselor also provides assistance and guidance in resume drafting and interview skills.</p>	
<p>Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.</p>	<p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they've found to be effective.</p> <p>For employees who separate from the Agency (retire, resign, or transfer to another City agency), Human Capital staff conduct Exit Interviews to obtain feedback regarding their experience at DOB, including such things as whether they believe there is opportunity for advancement. This information is extremely useful to the Agency and the feedback is taken into account when exploring recruitment tools and employee development.</p> <p>Human Capital and EEO met with MOPD and DCAS' recruitment team in connection with the city's 55-a initiative. The meeting lead to a recruiting initiative where the Department has been working with MOPD to fill various vacancies through the 55-a program. As part of the Department's recruiting initiative, Human Capital and EEO identified clerical vacancies and</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>posted the vacancies in FY 18 Q4. Qualified candidates will be identified in Q1 of FY 19 with prospective start dates in Q2 pending DCAS approval. The clerical vacancies identified by the Department yielded 17 prospective candidates to be employed as part of the 55-a initiative. In addition, two Construction Inspectors started with the Department in Q1 as part of the 55-a initiative.</p>	
<p>Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.</p>		
<p>Human Capital and EEO staff members review underutilization data and continue to coordinate to identify other avenues for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups:</p> <ul style="list-style-type: none"> • Management Specialists • Science Professionals <p>The CEEDS data shows minimal change in the underutilization statistics for Women and Minorities from Q4 to Q1. An increase was noted in New Hires, which showed a 14 percent increase for minorities and an 18 percent increase for women. Promotion numbers decreased 28 percent for minorities and 26 percent for women. Separations decreased by 9 percent for minorities and 3 percent for women. The increase in overall hiring can be attributed to the fact that the Agency is tasked with filling vacancies for the Construction Safety initiative as part of Building One City.</p> <p>The CEEDS data shows minimal change in the underutilization statistics for Women and Minorities from Q1 to Q2. An increase was noted in Promotions, which showed a 16 percent increase for minorities and a 12 percent increase for women. This could be attributed to the internal promotions of Supervisory Inspectorial Staff as part of the Department’s Construction Safety initiative.</p>		

B. WORKPLACE:

<p>Please list the Workplace Goal(s) included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i>, which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels. 	<p>Status Update</p>
<p>Staffing and Employee Engagement</p>	<p>The EEO Office posted to fill the Deputy EEO Officer vacancy at the end of Q4. Interviews took place in Q1 and a candidate was selected. The Deputy EEO Officer will work with the current EEO Officer in implementing and establishing the City’s EEO Policy for the Department. The selected candidate was approved by OMB and the Deputy EEO Officer started with the Agency at the beginning of Q2.</p> <p>Human Capital posted for a Labor Relations Manager posting in Q1. The selected candidate will also be tasked with the functions of an EEO counselor to help assist the EEO Office in EEO related tasks throughout the Department.</p> <p>The Agency Head issued a Sexual Harassment Policy in the beginning of Q1 and the EEO Office, with coordination from DCAS, also implemented Sexual Harassment Prevention training for all employees. This was in accordance with the mandated training requirements of the Stop Sexual Harassment Act. A total of 305 managers and supervisors received live instructor-led training at DCAS while the</p>	<p> <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>

	<p>remaining members of the workforce (1072) were trained via the CBT. The Department currently is at 97 percent compliance with the training mandate for the workforce. The Sexual Harassment Prevention CBT has been incorporated into the EEO portion of the Agency's new hire integrity training; all new hires are required to complete the training within 30 days of their employment. This training has been added to the yearly mandatory training curriculum for all employees and will be ongoing until all employees of the workforce are trained.</p> <p>The EEO Office is in the process of implementing Executive Order 16 refresher training for all managers and supervisors of frontline staff in accordance with EO 16. This training is scheduled for the beginning of Q3.</p> <p>The EEO Office is currently working with Human Capital as part of expanding its diversity efforts. This led to the establishment of the Employees First Committee which focuses on Cultural Awareness and Health and Wellness initiatives to help foster a greater sense of community amongst employees. A monthly calendar of events has been planned in connection with the committee, and health and cultural topics are highlighted and posted on the Intranet.</p> <p>During Q1 the Department hosted two CPR training sessions in August 2018 and coordinated with FDNY to facilitate the sessions.</p>	
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	<p>Approximately 60 employees attended both sessions.</p> <p>In September, the Department hosted its annual Agency Retreat at Governor’s Island. All employees from the workforce are invited to participate in this event where food is served and games are played. This event has been held annually for the last 5 years in appreciation and recognition of the workforce for all their work during the year.</p> <p>Also in September, the Department celebrated Hispanic Heritage Month (September 15th to October 15th). Information on the heritage month and its history was communicated Agency-wide via the intranet, and poster boards placed throughout the Agency at the various locations. The Department hosted a Hispanic Heritage Month Meet and Greet with Lorraine Cortés-Vázquez, Senior Advisor to the Mayor for Intergovernmental Affairs, which was attended by more than 45 employees. Cortés-Vázquez discussed the importance of her Hispanic heritage and the impact it had on her career in public service.</p> <p>In October, the Department officially opened the new Customer Service Atrium during Customer Service Week. The new space is a one-stop shop for DOB customers and will host more than 150,000 transactions a year between members of the public and the Department - out of</p>	
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	<p>approximately 720,000 in-person transactions the Department handles annually. The space features a bright, open-concept layout that allows our staff to collaborate across units to better serve our customers.</p> <p>During Quarter 2, the Department acknowledged Breast Cancer Awareness, Prostate Cancer Awareness and Domestic Violence Awareness. Employees were encouraged to wear the various colors of these recognition events and submit pictures to our Communications team where they were posted on the Intranet.</p> <p>In November, the Department acknowledged our Veterans by hosting a Veteran’s Day breakfast for our former and current active military personnel. The event was hosted by Commissioner Chandler and was attended by Senior Staff.</p> <p>In December, the Department hosted its annual Employee Recognition Event where they acknowledged members of the workforce who had more than 20 years of service with the Department.</p>	
Employee Engagement Survey	Human Capital, including the Director, has been working with Baruch College to develop an electronic survey to roll out to employees. This process is ongoing and the first phase has concluded for our inspectorial staff. The results from the first phase were analyzed by the Department, and an action plan will be implemented based on the results after it is	<input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other - please describe

	<p>presented to leadership in Q3. The development of the action plan is in the beginning stages and discussions for next steps are ongoing into FY 19.</p> <p>The agency hopes to be in a position to roll out the second phase of the survey to our administrative staff upon completion of the action plan with the current survey.</p> <p>The Employee Engagement survey is intended to:</p> <ul style="list-style-type: none"> - Assess employees' satisfaction with their respective positions, including whether they feel valued and respected - Assess whether employees feel their strengths are being utilized - Assess employees' understanding of what their jobs entail and what's expected of them - Assess whether employees understand how their role fits into the overall mission of the agency - Identify training and/or retraining needs - Identify professional development needs - Identify any perceived or actual barriers to employment and/or professional development - Ascertain whether employees are aware of various available resources 	
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>		

The Agency continues to utilize its monthly newsletter, *myBuildings*, to highlight the accomplishments of both units and individuals, and to keep employees abreast of various Agency initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. Managers/Supervisors are encouraged to recognize their staff's accomplishments, which help to highlight the diversity that exists in our staff and promote an atmosphere of inclusion. The Agency plans on utilizing the monthly newsletter to spotlight health and wellness initiatives throughout the calendar year. The features are placed on our intranet and are also disseminated via email agency wide from our Employees First email address.

C. COMMUNITY:

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

	<p>functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.</p> <ul style="list-style-type: none"> • <u>DOB NOW: Build</u> gives online access to job filings, permits, and Letters of Completion. • <u>DOB NOW: Safety</u> gives online access to compliance filings, such as for façades, elevators, or boilers. • <u>DOB NOW: Licensing</u> allows online exam filing, issuance, and renewal for Licensees. <p>This is a long-term project with the modules for various job filings being launched in phases throughout the Fiscal Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and MOPD in regards to Website Accessibility and making the Department’s webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department’s website that were identified as needing to be updated in regards to website accessibility. The EEO Office and DOB NOW project managers are reviewing DOB NOW content to ensure accessibility, as various modules and enhancements are updated. Website accessibility updates and DOB NOW monitoring will be ongoing into FY 19.</p>	
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V.

<p>Customer Service Satisfaction</p> <p>R R E C R E C R U I</p>	<p>Mandatory Customer Service training was implemented at the beginning of Q4 to focus on Local Law 30. As part of the Agency’s Language Access Plan, information pertaining to Language Access will be provided to employees to assist customers with limited English proficiency. Training will be ongoing through December 2018.</p> <p>The Department participated in Customer Service Week in Q2 of FY 19, which allowed managers and executive staff to visit various units to get firsthand experience with the Agency functions involving the public. This is an annual initiative and is used to promote customer service and inclusion within the Department.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input checked="" type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Procurement Process</p> <p>P M E N T</p>	<p>As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The Department has also been evaluating electronic compliance tracking systems to improve goal-setting and enhance compliance.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2019 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):</p>	<p>Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.</p>	<p>Status Update</p>

<p>Recruitment Efforts</p>	<p>The Department participated in 11 job fairs between Q1 and Q2 at various schools throughout the 5 boroughs. Human Capital and Media Relations continue to post Inspector vacancies on various social media platforms as part of the recruitment process for the Construction Safety initiative.</p> <p>All vacancies are posted on ESS as well as the Department's website.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>
<p>Structured Interviewing Training and Unconscious Bias</p>	<p>All employees who participate in the interview process are required to complete structured interviewing and unconscious bias training before they are allowed to participate in interviews. The facilitator provides training to Department employees quarterly.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p> <p>Other - please describe</p>

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2019:

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]
1. Urban Fellows		TBD	Male: ___ Female: ___
2. Public Service Corps		TBD	Male: ___ Female: ___
3. Summer College Interns		TBD	Male: ___ Female: ___
4. Summer Graduate Interns		TBD	Male: ___ Female: ___
5. Other (specify):			Male: ___ Female: ___

Additional Comments: Internship programs are currently being coordinated with Human Capital and unit managers and will be updated throughout the Fiscal Year.

C. 55-A PROGRAM

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

Currently, there are 15 55-a participants. During this Quarter, a total of 1 new application for the program was received and 0 participants left the program.

The 55-a Coordinator has achieved the following goals:

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

VI. SELECTION (HIRING AND PROMOTION)

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

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

	<p>compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Capital, which also reviews the documents submitted, including the interview logs. Human Capital will coordinate with the EEO Office and the General Counsel’s Office, as necessary, based upon its review of the documentation submitted.</p> <p>All in title promotions and salary increases must be submitted with justification and the proposed increased responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Capital will review the justification to determine whether the proposed responsibilities align with the employee’s civil service title and level. This review also includes a parity analysis of the unit’s reporting structure and compensation of employees within the unit and also includes a review a similar titles across the Agency. As appropriate, Human Capital coordinates with EEO and/or the General Counsel’s Office to address any potential disparate impact or civil service concerns.</p>	
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<p>Increasing the positions filled through civil service lists</p>	<p>The Department had 14 list calls in Q1 which yielded 117 conditional offers for the titles listed below:</p> <ul style="list-style-type: none"> • Associate Construction Inspector • Mechanical Engineer • Plan Examiner • Clerical Associate • Admin Engineer • PAA • Computer Specialist Software • Administrative Manager • Admin Staff Analyst 1 • DCAS Procurement Analyst <p>In Q2, the Department had 13 list calls which yielded 22 conditional offers for the titles listed below:</p> <ul style="list-style-type: none"> • Elevator Inspector • Mechanical Engineer • Clerical Associate • Administrative Manager • Administrative Engineer • Administrative Staff Analyst • Electrical Engineer • Clerical/Secretary • Investigator (OSE) • PAA (Promotional) • Computer Associate (Technical Support) <p>The Department will continue to utilize civil service lists to fill vacancies in Q3.</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed </p> <p>Other - please describe</p>
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<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Capital in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were selected based on objective criteria and justified by business necessity. Human Capital will consult with EEO and the General Counsel’s office, and appropriate measures taken prior to such layoffs or terminations being finalized.</p>	<p> <input checked="" type="checkbox"/> Planned <input type="checkbox"/> Deferred <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed Other – Not Applicable </p>
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VII. TRAINING

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

VIII. REASONABLE ACCOMMODATION

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

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

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

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

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

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

C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

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

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

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

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

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

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

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

E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

Describe any follow-up measures taken to address the results of the climate survey:
The Agency is still awaiting the results of the Climate Survey and will analyze once received.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

The agency was involved in an audit by the NYC EEPC and was placed on compliance monitoring for implementing the corrective action recommendations from October 2018 to March 2019. The Agency implemented all corrective action recommendations and was issued a determination of compliance on December 17th, 2018.

Attach or list below audit recommendations.

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

APPENDIX: [DEPARTMENT OF BUILDINGS] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 2nd QUARTER, FISCAL YEAR 2019

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions: 1	Number of Deletions:
Employee's Name		Elizabeth Lundi	
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date:10/01/18	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Title		Deputy EEO Officer	
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input checked="" type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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

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

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

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

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

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