

AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020

AGENCY NAME: DEPARTMENT OF BUILDINGS

- ☒ 1st Quarter (July -September), due December 13, 2019
☐ 2nd Quarter (October - December), due January 30, 2020
☐ 3rd Quarter (January -March), due April 30, 2020
☐ 4th Quarter (April -June), due July 30, 2020

Prepared by:

Elizabeth T. Lundi

Deputy EEO Officer

212-393-6632

Name

Title

Telephone No.

Date Submitted: December 6, 2019

FOR DCAS USE ONLY

Date Received:

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020

1. Please save this file as '**XXXX Quarter X FY 2020 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 '**XXXX Quarter X FY 2020 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): July 29, 2019 ☐ No

II. RECOGNITION AND ACCOMPLISHMENTS

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

- ☐ Diversity & EEO Awards
- ☒ Diversity and EEO Appreciation Events
- ☒ Public Notices
- ☐ Positive Comments in Performance Appraisals
- ☒ Other (please specify): Hispanic Heritage Month – September/October 2019

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

The agency observed National Hispanic Heritage Month from September 15-October 15. During this time, the agency recognized the histories, cultures and contributions of Hispanic and Latino Americans and paid tribute to the Hispanic and Latin American employees who have enriched the Department and are instrumental to its future success with weekly employee spotlights. The agency also hosted lunch hour exhibitions of Latin music on October 4th and October 11th. National Hispanic Heritage Month culminated with a recognition lunch on October 18th.

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 (last issued in Q3 of FY 19)

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): _____ ☐ No

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

Human Capital – August 1, 2019, and September 5, 2019.
General Counsel – August 12, 2019. Meetings are held quarterly.
Agency Head – July 17, 2019, Meetings are held monthly or as needed.

IV. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2020

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2020 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

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 2020 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
---	--	--------------	--------------	--------------	--------------

Citywide Administrative Services

<p>EEO and Human Capital staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p>	<p>EEO and Human Capital have worked closely to ensure equitable selection practices, including the administration of promotional civil service lists. These offices meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Capital Staff. Monthly meetings are held between the two offices, wherein various matters are discussed such as the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p>	<p><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"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></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>The agency identified the need for ADA training for our inspectorial and plan review staff, and facilitated the delivery of the first “Buildings and Facilities: ADA Standards for Accessible Design & NYC Building Code” training on September 25, 2019. The training was conducted by staff member from the Mayor’s Office for People with Disabilities. This training ensures that inspectorial staff is equipped to respond to MOPD inquiries/referrals regarding ADA accessibility and plan examiners</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>can assess proposed plans' compliance with the ADA. The reviews of the training were overwhelmingly positive and a second training session was added to be held in Q2 of FY 2020.</p> <p>In addressing inquiries and other EEO-related matters, the EEO Office has identified the need for training designed to foster a positive working relationship amongst a multigenerational workforce and to create a culture of respect here at DOB. EEO, the agency's Career Counselor and other Buildings University (BU) staff, in conjunction with Corporate Counseling Associates, Inc. ("CCA") brought the "Making the Most of a Multigenerational Workplace" training to the Department on September 26, 2019. "Workplace Civility is also being introduced in Q2 of FY 2020, with a special focus on issues unique to the DOB workforce. These trainings will be piloted throughout FY 2020.</p> <p>The EEO Staff will also take over facilitation of Structured Interviewing and Unconscious Bias training from CCA beginning in Q2 of FY 2020, with the first session scheduled for October 28, 2019. Delivering the training in-house, will allow DOB staff to be trained more regularly and at all DOB work sites to</p>				
--	---	--	--	--	--

	ensure equitable selection practices are in place across the agency.				
Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.	<p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they've found to be effective.</p> <p>The agency has begun reviewing the demographic breakdown of agency leadership in order to develop training and development opportunities to ensure promotional opportunities, to the highest level of leadership, exist for all employees regardless of discipline. This will be ongoing into FY 2020.</p> <p>The EEO Office, Human Capital, and the new Program Manager for Youth and Industry Engagement are working together to make employment at DOB an attractive employment option for past and present DOB college interns as well as new graduates with an interest in the work performed by DOB.</p>	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe steps that were taken or considered to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.					

Human Capital and EEO staff members review underutilization data and continue to coordinate to identify other avenues for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups:

- Management Specialists
- Science Professionals

The CEEDS data shows an insignificant change in the underutilization statistics for Women and Minorities from Q4 of FY 19 to Q1 of FY 20. Human Capital plans to hold recruiting events with the “NEW” Organization (Non-Traditional Employment for Women) and the Society of Women Engineers in an effort to address the underutilization of women in the job groups above. No other notable changes occurred between Q4 and Q1. The EEO Office will be reviewing the changes with Human Capital to identify any gaps that needs to be addressed going into Q2 of FY 2020.

B. WORKPLACE:

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 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the Workplace Goal(s) set/declared in your plan. ○ Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Staffing and Employee Engagement	On September 19, 2019, the agency hosted an end-of-summer staff retreat on Governor’s Island. Employees were invited to enjoy food and music, and fellowship with their colleagues across the agency. The retreat was an overwhelming success and enjoyed by all who attended.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>In Q1, the EEO Office deployed 2019 <i>EEO Awareness</i> training beginning in July 2019 which will be ongoing through the rest of the calendar year until all employees are trained, with the exemption of newly hired employees who completed Mandatory Integrity Training in calendar year 2019. <i>EEO Awareness</i> training is also required biennially; to date 1,147 employees have completed the training.</p> <p>The second cycle of Sexual Harassment Prevention training mandated by the Stop Sexual Harassment Act will commence in Q2 of FY 2020. The Sexual Harassment Prevention CBT has been incorporated into the EEO portion of the agency's new hire integrity training; all new hires are required to complete the training within 30 days of beginning their employment. This training has been added to the yearly mandatory training curriculum for all employees and will be ongoing until all employees of the workforce are trained. Training will be ongoing until all employees required to be trained in cycle 2 are trained.</p> <p>The EEO Office is working with Human Capital to expanding DOBs diversity and inclusion efforts. This led to the establishment of the Employees First</p>				
--	--	--	--	--	--

	<p>Committee which focuses on Cultural Awareness and Health and Wellness initiatives/events to help foster a greater sense of community amongst employees and celebrate the rich cultures that make up our workforce. In August, agency employees were invited to join any of 18 newly established Employee Resource Groups. Interest has been robust and employees are eager to begin developing ideas for the 2020 calendar year. ERG leaders have been selected and are working with the full support of the EEO Office.</p> <p><i>August 2019:</i> The agency sponsored lifesaving CPR training class available to all employees.</p> <p><i>September 2019:</i> The agency hosted a “Chronic Pain Webinar” with helpful tips and techniques to manage and reduce chronic pain.</p> <p><i>September 2019:</i> The agency observed National Hispanic Heritage Month from September 15-October 15.</p> <p>Beginning on September 20, 2019, the Office of Human Capital commenced a new employee services initiative in DOB’s Queens Borough Office. Members of the Human Capital team will</p>				
--	---	--	--	--	--

	be visiting all of our Borough Offices on a monthly basis to help answer questions related to Employee Services, Payroll, Timekeeping and Labor Relations. Human Capital staff will be onsite and available to answer employee questions from 11AM to 1PM. This is designed to increase accessibility to the Human Capital office and increase employee satisfaction.				
Employee Engagement Survey	<p>Human Capital, including the Director, has been working to develop an electronic survey to roll out agency wide in Q2 of FY 2020.</p> <p>The Employee Engagement survey is designed 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 	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>needs</p> <ul style="list-style-type: none"> 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>					
<p>The Agency continues to utilize its monthly newsletter, <i>myBuildings</i>, to highlight the accomplishments of both units and individuals, and to keep employees abreast of various Agency initiatives. It has also been used to announce staffing changes such as promotions to managerial and/or supervisory positions. Managers/Supervisors are encouraged to recognize their staff's accomplishments, which help to highlight the diversity that exists in our staff and promote an atmosphere of inclusion. The Agency plans on utilizing the monthly newsletter to spotlight health and wellness initiatives throughout the calendar year. The features are placed on our intranet and are also disseminated via email agency wide from our Employees First email address.</p>					

C. COMMUNITY:

<p>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 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):</p>	<p>Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan.</p> <ul style="list-style-type: none"> 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. 	Q1 Update	Q2 Update	Q3 Update	Q4 Update
--	--	-----------	-----------	-----------	-----------

Citywide Administrative Services

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 Building One City 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"> • DOB NOW: Inspections is the new name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections. • DOB NOW: Build gives online access to job filings, permits, and Letters of Completion. • DOB NOW: Safety gives online access to compliance filings, such as for façades, elevators, or boilers. • DOB NOW: Licensing 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</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
---------------------------	--	---	--	--	--

Citywide Administrative Services

	<p>Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and MOPD with regards to Website Accessibility and making the Department's webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department's website that were identified as needing to be updated with regards to website accessibility</p>				
Customer Service Satisfaction	<p>The Customer Service unit has tentatively planned customer service training for all Inspectorial Staff scheduled to begin Q4. Dates have been identified and meeting spaces are being finalized. This training will be ongoing into FY 2020.</p> <p>Planning is underway for "Customer Service Week" in honor of the dedicated professionals who serve and support Buildings' customers. During "Customer Service Week" which will be held in Q2 of FY 2020, the agency aims to strengthen its commitment to customer satisfaction while improving response times, streamlining operations, and insisting on the highest standards of professionalism and integrity.</p>	<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

Procurement Process	As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The Department has also been evaluating electronic compliance tracking systems to improve goal-setting and enhance compliance.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Community Engagement	The agency recently hired a Director of Community Engagement & Programming, External Affairs who is responsible for planning, developing, coordinating, and administering programs which promote effective community relations and are responsive to problems in safety and development areas under the Department's jurisdiction. A community engagement team has been established in Queens, Staten Island, Manhattan and Brooklyn to address the specific needs of the boroughs served. A Bronx team will be created before the end of the year. Members of the team continue to liaise with elected officials and community engagement projects will be ongoing in FY 2020. DOB EEO will update accordingly.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

List Recruitment Strategies and Initiatives which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the Recruitment Goal(s) set/declared in your plan.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Recruitment Efforts	<p>Human Capital and Media Relations continue to post Inspector vacancies on various social media platforms and employment search engines as part of the recruitment process for the Construction Safety initiative. The Department utilizes the following resources listed below as part of its recruiting efforts in Q1:</p> <ul style="list-style-type: none"> • American Institute of Architects (National) • American Institute of Architects (NYC Chapter) • American Society of Civil Engineers • City & State • Support Military <p>All vacancies are posted on ESS as well as the Department's website.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structured Interviewing Training and Unconscious Bias	All employees who serve on a hiring panel are required to complete structured interviewing and unconscious bias training before they are allowed to participate in interviews. As stated above,	<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"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	the EEO Office will begin facilitating Structured Interviewing Training and Unconscious Bias in Q2 of FY 2020 to ensure DOB's workforce has regular access to this required training.	<input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
--	---	--	--	--	--

B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2020: [Demographic information is based on self-identification data]

Type of Internship\Fellowship	Total	Race/Ethnicity [#s]	Gender [#s]				
1. Urban Fellows	0		M	F	N-B	O	U
2. Public Service Corps	3		M 3	F	N-B	O	U
3. Summer College Interns	4		M 2	F 2	N-B	O	U
4. Summer Graduate Interns	6		M 4	F 2	N-B	O	U
5. CUNY Interns	22		M 12	F 9	N-B	O	U 1
6. CTE Scholars	4		M 3	F 1	N-B	O	U
7. Ladders for Leaders Interns	8		M 3	F 5	N-B	O	U
8. College Interns (for credit)	2		M 1	F 1	N-B	O	U
9. CORO Fellows	2		M 0	F 2	N-B	O	U

Additional Comments: The agency hosted the inaugural “Intern and College Aide Summit on July 26, 2019. The summit provided an opportunity for interns and college aides to network with practitioners in their fields of study. The summit was well attended and proved to be a rewarding experience for all who participated.

C. 55-A PROGRAM

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

Currently, there are 17 [number] 55-a participants.

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

During this Quarter 1 participants left the program due to [state reasons] permanent appointment in their respective civil service title.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information through:

- e-mail ☒ Yes ☐ No
- training sessions ☒ Yes ☐ No
- agency website ☒ Yes ☐ No
- agency newsletter ☒ Yes ☐ No

2. 1 Participated in career and job fairs and use internship, work-study, co-op, and other programs to attract a pool of diverse 55-a program applicants ☐ Yes ☒ No

DOB participated in the last MOPD sponsored career fair in Q4 of FY 19, and will participate in any MOPD career fair scheduled in FY 20. The agency will continue to identify ways to attract diverse 55-a program applicants.

V. SELECTION (HIRING AND PROMOTION)

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

Citywide Administrative Services

List additional Selection Strategies and Initiatives which you outlined in your FY 2020 Diversity and EEO Plan (<i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, 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.	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Career Counseling: Advising employees of opportunities for promotion and career development;	In the second quarter of FY 19, Buildings University coordinated a professional development program with DCAS that was made available to all staff. The program comprised of nine courses designed to provide staff with the opportunity to improve their professional effectiveness by developing skills in communication, decision making, time management, and interpersonal skills. This first phase of this program began in Q2 of FY 19, the second phase in Q3 and will be ongoing through FY 2020.	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	<p>All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>Mayor's Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;	<p>In Q1, the Department had 7 list calls for the titles listed below which yielded 23 conditional offers:</p> <ul style="list-style-type: none"> • PAA Promotional (1) • Investigator (4) • DCAS Clerical Associate (13) <p>The Department will continue utilizing civil service lists to fill in FY 2020.</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);	<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</p>	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Citywide Administrative Services

	<p>interview process to receive mandatory Structured Interviewing Training through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be made subsequent to a conditional offer of employment that includes a salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Capital, which also reviews the documents submitted, including the interview logs. Human Capital will coordinate with the EEO Office and the General Counsel's Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities</p>				
--	---	--	--	--	--

Citywide Administrative Services

	<p>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> <p>As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
Analyzing the impact of layoffs or terminations on racial, gender and age groups;	In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Capital in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were	<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"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	selected based on objective criteria and justified by business necessity. Human Capital will consult with EEO and the General Counsel's office, and appropriate measures will be taken prior to such layoffs or terminations being finalized				
Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

VI. TRAINING

Provide your training information in the "DIVERSITY AND EEO TRAINING SUMMARY" on the separate Excel template.

VII. REASONABLE ACCOMMODATION

Please report your reasonable accommodation requests for this quarter and their disposition in the DCAS Citywide

Citywide Administrative Services

Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at:

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

All R/A requests in the current quarter are up-to-date in the DCAS Citywide Tracking System. ☒ Yes ☐ No

☐ There were no new R/A requests in the current quarter.

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

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

Provide E.O. 16 Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

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

☒ The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about 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

Provide Sexual Harassment Prevention Training Information in the “DIVERSITY AND EEO TRAINING SUMMARY” on the separate Excel template.

D. LOCAL LAW 93: RISK ASSESSMENT SURVEY

Please provide a short description of planning and progress in 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 2020 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 as a means of increasing awareness and responsibility under the City's EEO Policy. In Q1 of FY 2020, the agency will begin offering "Making the Most of a Multigenerational Workplace" and "Workplace Civility" to address workplaces with significant power disparities and create a culture of respect where all employees regardless of title are valued.

Risk 4: Isolated Workplaces:

EEO began borough walkthroughs in Fall 2018 and visited all Department of Buildings locations since then. This practice will continue in order to promote awareness and knowledge of EEO for all staff at all DOB locations.

Risk 5: Decentralized Workplaces:

EEO and Buildings University developed a training calendar for FY 2020 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

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

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

F. LOCAL LAW 101: CLIMATE SURVEY

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

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

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

- Increase EEO awareness of EEO Policies, laws and processes to decrease the risk of employees experiencing any form of EEO discrimination.
 - Increase employee familiarity with the EEO compliant process at the start of their employment (i.e. onboarding) and throughout their tenure as this will reduce the risk of experiencing any form of discrimination and sexual harassment.

Review, streamline and standardize the EEO complaint process in accordance with DCAS Office of Equity and Inclusion best practices to ensure employees are/remain aware of this process at their current agency or when they transfer to another

agency. _____

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 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 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 2020.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR 1st QUARTER, FISCAL YEAR 2020

A. PERSONNEL CHANGES

Personnel Changes this Quarter: <input type="checkbox"/> No Changes		Number of Additions:	Number of Deletions:
Employee's Name			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Start/Termination date of EEO Function	Start Date: OR Termination Date:	Start Date: OR Termination Date:	Start Date: OR Termination Date:
NOTE: Please attach CV/Resume of new staff to this report			
For Current EEO Professionals:			
Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Proportion of Time Spent on EEO Duties	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Attended EEO Professional On-Boarding at DCAS	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Completed Trainings: EEO Diversity & Inclusion lgbTq: The Power of Inclusion Structured Interviewing and Unconscious Bias Sexual Harassment Prevention	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

Citywide Administrative Services

	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Training Source(s):	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (I) FY 2020 *

<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>
Kareem Gabriel	EEO-DOB	EEO Officer/Director	100%	kgabriel@buildings.nyc.gov	212.393.2718
Elizabeth Lundi	Associate Labor Relations Analyst	<u>Deputy EEO Officer</u>	100%	elundi@buildings.nyc.gov	212.393.6632
Elizabeth Lundi		<u>ADA Coordinator</u>			
Elizabeth Lundi		<u>Disability Rights Coordinator</u>			
Kareem Gabriel		<u>Disability Services Facilitator</u>			
Kareem Gabriel		<u>55-a Coordinator</u>			
Allison Ginsburg		<u>Career Counselor</u>		aginsburg@buildings.nyc.gov	212.393.2167
Rachel Alba	EEO Investigator	<u>EEO Counselor/ Investigator</u>	100%	ralba@buildings.nyc.gov	<u>212.323.8075</u>
Debra Palmieri-Russo		<u>EEO Training Liaison</u>		DePalmieri@buildings.nyc.gov	212.393.2214

* 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.