

FY 2021 AGENCY QUARTERLY DIVERSITY AND EEO REPORT

AGENCY NAME: DEPARTMENT OF BUILDINGS

1st Quarter (July -September), due November 6, 2020
 2nd Quarter (October - December), due January 29, 2021
 3rd Quarter (January -March), due April 30, 2021
 4th Quarter (April -June), due July 30, 2021

Prepared by: Elizabeth T. Lundi Deputy EEO Director elundi@buildings.nyc.gov 2123936632

Name	Title	E-mail Address	Telephone No.

Date Submitted: 1/26/2021

FOR DCAS USE ONLY: *Date Received:*

INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2021

[NOTE: These forms are cumulative. For Q2, Q3 and Q4 use previous quarter’s submission to update]

1. Please save this file as ‘XXXX Quarter X FY 2021 DEEO Quarterly Report.Part 1’ 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 your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Mark progress in check boxes in the column for the current quarter. NOTE: DELAYED = behind schedule; DEFERRED = put off until later when better resources become available.
4. Please save the Excel file as ‘XXXX Quarter X FY 2021 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): August 5, 2020 No
- By e-mail
- Posted on agency intranet
- Other

II. RECOGNITION AND ACCOMPLISHMENTS

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

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

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

WORKFORCE REVIEW AND ANALYSIS

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

Q1 (9/30/2020): 1695

Q2 (12/31/2020): 1688

Q3 (3/31/2021): _____

Q4 (6/30/2021): _____

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

Yes , On (Date): November 4, 2020

No

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

Yes , On (Dates): October 6, 2020

October 27, 2020

December 4, 2020

December 1, 2020

November 18, 2020

*Meetings are held quarterly.

December 14, 2020

The review was conducted with:

Human Resources

Human Resources

Human Resources

Human Resources

Agency Head

Agency Head

Agency Head

Agency Head

General Counsel

General Counsel

General Counsel

General Counsel

Other _____

Other _____

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

III. EEO, DIVERSITY, INCLUSION, AND EQUITY INITIATIVES FOR FY 2021

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity and EEO Plan for FY 2021 - Proactive Strategies to Enhance Diversity, EEO and Inclusion:

A. WORKFORCE:

	Please describe the steps that your agency has taken to meet the Workforce Goal(s) set/declared in your plan. o 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
<p>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 2021 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):</p> <p>EEO and HREX collaborate to promote equity, increase diversity, assure equal employment opportunity, and enhance the value of inclusion at DOB.</p>	<p>EEO and HREX staff continue to work collaboratively to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.</p> <p>The EEO Office and HREX meet bimonthly to discuss recruitment strategies designed to attract a diverse workforce and best practices in addressing underutilization in job groups and titles that are underrepresented and not tied to Civil Service requirements.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>Recruiting efforts were shifted to a virtual format during Q3 of FY 2020 and will remain virtual for the foreseeable future.</p> <p>During this period of isolation and the City's hiring freeze, EEO and HREX continue to collaborate to develop effective recruitment plans including identifying ways and providing guidance to fill potential critical vacancies</p>				
<p>Professional Development</p>	<p>In the first quarter of FY 21, EEO and Buildings University coordinated with DCAS to pilot "Building Inclusive Leadership: Understanding Our Unconscious Bias Training" for DOB supervisors and above. This training will examine the importance of understanding the unconscious biases that inform their behaviors at work. The training will examine several types of bias, which influence workplace relationships and inadvertently privilege some and exclude others. Trainings originally scheduled for Q2 will be held in Qs 3 and 4 of FY 21.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>Social Justice Workgroup</p>	<p>During Q4 of FY 20, the Department created a Social Justice Workgroup to begin fostering conversations and initiatives centered around race and equity in the workplace. In Q1, the</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>

	<p>workgroup met to develop the most effective techniques to present these topics to DOB and began planning a workshop on anti-racism. The first of these workshops were presented to DOB leadership on December 15th. The workshop focused on the difference between racism versus antiracism, the importance of allyship when confronted with race-based issues in the workplace and the positive impact on the workforce when these issues are addressed organically. Additional workshops will be held for different Bureaus throughout FY 21.</p>	<p><input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Pathway to Licensure Program</p>	<p>The Pathway to Licensure Program, is targeted to staff engaged in pursuing professional licensure. The goal of the program is to provide unlicensed technical staff with the tools and resources needed to prepare for their License Exams. Program components include reimbursements for the cost of exams and study materials, virtual Organized Study Groups, and personalized review of transcripts.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<p>DOB Talks- Career in Public Service</p>	<p>In Q2, DOB launched "DOB Talks-Career in Public Service". An interactive employee engagement series where senior level staff discuss their Public Service Career as it relates to career and</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/></p>	<p><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"/></p>

	professional development. This series will consist of 9 speakers beginning in Q2 and will be ongoing throughout FY21 and will be done on a virtual format.	<input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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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 Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes several recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. Current CEEDS data indicates underutilization among women and Black employees in the following job groups:

- Management Specialists
- Science Professionals

The CEEDS data for Q1 (previously unreported) and Q2 of FY 21 reflects insignificant changes in the underutilization in the above categories. Buildings' will continue to work to address underutilization identified in the quarterly workforce reports.

B. WORKPLACE:

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 2021 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. <ul style="list-style-type: none"> o 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. In Q2, the agency launched the DOB Employee Anniversary Program. This	Q1 Update	Q2 Update	Q3 Update	Q4 Update
DOB Employee Anniversary Program		<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<p>program is an opportunity for our Agency to recognize employees on their longevity and tenure with DOB. This initiative is in response to the employee feedback collected in 2019. Employees whose DOB anniversary dates occur in July 2020 and beyond will receive a hard copy certificate and congratulatory email from HREX with a digital certificate of appreciation. DOB will honor employees for their 1-year, 5-year, 10-year anniversary and so on in 5-year increments. We truly believe in recognizing commitment and milestones from early on in a DOB employees' career.</p>	<p><input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
<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>October 29, 2020: The agency celebrated Italian Heritage Month with an online presentation titled, "A Glimpse into the Italian American Experience". The presentation highlighted the achievements and contributions of Italian immigrants and their descendants living in the United States. The presentation was well received by everyone who viewed it.</p>				
<p>November 9, 2020: The Veteran Employee Resource Group celebrated Veterans Day with a fact sheet titled "Honoring Those Who Served: 5 Ways to Celebrate Veterans Day". Employees were encouraged to express their gratitude in a variety of ways including celebrating with service and supporting veteran-owned businesses.</p>				
<p>November 2020: The agency celebrated Diwali, India's biggest and most important holiday of the year, with a web feature and a short article in our November issue of our myBuildings newsletter.</p>				

C. COMMUNITY:

	Please describe the steps that your agency has taken to meet the Community Goal(s) set/declared in your plan. <ul style="list-style-type: none"> o 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
<p>MWBE Participation</p>	<p>In accordance with EO 59, the Department appointed a Chief Diversity Officer/Chief MWBE Officer to help foster a stronger relationship with our MWBE vendor. The Department currently has a strong MWBE connection with our procurement solicitation and will continue to use MWBE vendors for future solicitations in FY 21. The Department is fully aware of the importance of supporting MWBE vendors as we maneuver through this fiscal crisis from the pandemic. As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

	<p>Department has also been evaluating electronic compliance tracking systems to improve goal setting and enhance compliance.</p>			
Customer Service Week	<p>In October, the agency celebrated Customer Service Week with a weeklong series of virtual events. Customer Service Week is a national event that pays tribute to the dedicated professionals who serve and support our customers. This year the Department of Buildings has had to change the way we interact with our customers. As a team we have embraced our new work arrangements while maintaining our commitment to customer satisfaction and high standards of professionalism.</p>	<input type="checkbox"/> Planned <input checked="" type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
<p>Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>				
<p></p>				

V. RECRUITMENT

A. RECRUITMENT EFFORTS

Please list Recruitment Strategies and Initiatives which you set/declared in your FY 2021 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
<p>Recruitment Efforts</p>	<p>As FY21, Q2 began, we were not in “active recruitment” due to budget matters. However, HREX Recruitment continued to participate in Career Fairs at area colleges including the John Jay Career and Internship Fair, BMCC Career Fair and the City College STEM Career Fair (dates listed below). The purpose of this was to promote future hiring and continue to have a presence at these schools, especially if we have developed a good relationship with career staff and alumni. In addition, it provides an opportunity to stay relevant. As Q2 progressed, we were directed to begin more active recruiting for Inspectors. We posted two job postings (Assistant Construction</p>	<p> <input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" 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"/> </p>	<p> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

	<p>Inspector and Construction Inspector). In addition, we began interviews in mid-November for both positions. The recommended candidates became part of our pipeline.</p> <p>As we enter Q3, we are currently registered for several career fairs. Further, we have continued to post the Inspector positions and continue interviewing. In addition, we are posting the Inspector positions at local colleges with engineering and architecture degree programs. Further, we plan to participate in a virtual fair with the organization Recruit Military which focuses on job placement/career development for veterans.</p> <table border="1" data-bbox="803 766 1079 1438"> <thead> <tr> <th>Date of Activity</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>10/1/2020</td> <td>John Jay Career and Internship Fair</td> </tr> <tr> <td>10/6/2020</td> <td>BMCC Career Fair</td> </tr> <tr> <td>10/8/2020</td> <td>City College STEM Career Fair</td> </tr> </tbody> </table>	Date of Activity	Activity	10/1/2020	John Jay Career and Internship Fair	10/6/2020	BMCC Career Fair	10/8/2020	City College STEM Career Fair			
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10/1/2020	John Jay Career and Internship Fair											
10/6/2020	BMCC Career Fair											
10/8/2020	City College STEM Career Fair											
<p>Structured Interviewing Training</p>	<p>All employees who participate in the interview process are required to complete structured interviewing and unconscious bias training before they can participate in interviews. The facilitator provides training to Department employees quarterly.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>								

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B. INTERNSHIPS/FELLOWSHIPS

The agency is providing the following internship opportunities in FY 2021:
 [NOTE: Please update this table every quarter]

Type of Internship\Fellowship	Total	Race/Ethnicity* [#s] * Use self-ID data	Gender* [#s] [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data
1. Urban Fellows	TBD		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	TBD		M ___ F ___ N-B ___ O ___ U ___
3. Summer College Interns	TBD		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	TBD		M ___ F ___ N-B ___ O ___ U ___
5. Other (specify):			M ___ F ___ N-B ___ O ___ U ___

Additional Comments:

The Agency's Fall 2020 Enrichment Program concluded at the beginning of December, with 95 college students from 20 different NYC colleges completing the 10-week academic curriculum and receiving certificates of completion from the DOB.

In November & December, the Agency recruited for its Spring 2021 Youth Leadership Council for Career & Technical Education high school students. The DOB received 60 applications and accepted 25 students from 10 different CTE high schools throughout the boroughs. Accepted students will begin the program on February 2nd and receive lessons from our sustainability experts & construction safety professionals. At the conclusion of the program in April, students will deliver their own presentations on sustainability & construction safety to stakeholders from several different city agencies.

In November & December, the Agency also recruited for its Spring 2021 DOB Scholars Program for CUNY undergraduate & graduate students. The DOB received 126 applications from all CUNY schools and selected 65 students for the program. The program will begin on February 3rd, and students will receive a full semester's worth of seminars modeled after an academic curriculum.

In December, the DOB participated in two separate DCAS virtual panels on Youth Programs, in which we spoke with 200 high school & college students interested in upcoming opportunities with the City.

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

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

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

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

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

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

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

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

The 55-a Coordinator has achieved the following goals:

- Disseminated 55-a information – by e-mail: Yes No
in training sessions: Yes No
on the agency website: Yes No
through an agency newsletter: Yes No

2. _____

- In Q2, an employee from the DOB participated in the NDEAM 55-A City Panels Talks. The focus on this initiative was to educate the public on disability employment within the City and the commitment to an inclusive work culture.

VI. SELECTION (HIRING AND PROMOTION)

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

		Q1 Update	Q2 Update	Q3 Update	Q4 Update
<p>Please list additional Selection Strategies and Initiatives which you set/declared in your FY 2021 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>)</p>	<p>Please describe the steps that your agency has taken to meet the Selection (Hiring and Promotion) Goal(s) set/declared in your plan.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
<p>Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.</p>	<p>Buildings University Career Counselors will continue to explore professional development training opportunities for the Departments workforce throughout the fiscal year.</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>

<p>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>	<p>All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the Mayor's Office of Appointments. Interviews are conducted using the Structured Interviewing process, for which managers and supervisors have received training. An interview log is also required to be completed. When selecting a candidate for hire, the Hiring Manager must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>																				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists</p>	<p>Below includes our interview days and job fairs for Q2. Note, we didn't host any list calls due to budgetary restraints.</p> <table border="1" data-bbox="966 682 1412 1585"> <thead> <tr> <th>Date of Activity</th> <th>Activity</th> <th>Internal/ External</th> <th># of Candidates Selected</th> </tr> </thead> <tbody> <tr> <td>11/19/2020</td> <td>Construction Inspector Interviews</td> <td>Internal</td> <td>2</td> </tr> <tr> <td>11/20/2020</td> <td>Construction Inspector Interviews</td> <td>Internal</td> <td>3</td> </tr> <tr> <td>12/3/2020</td> <td>Assistant Construction Inspector Interviews</td> <td>Internal</td> <td>9</td> </tr> <tr> <td>12/4/2020</td> <td>Assistant Construction Inspector Interviews</td> <td>Internal</td> <td>3</td> </tr> </tbody> </table>	Date of Activity	Activity	Internal/ External	# of Candidates Selected	11/19/2020	Construction Inspector Interviews	Internal	2	11/20/2020	Construction Inspector Interviews	Internal	3	12/3/2020	Assistant Construction Inspector Interviews	Internal	9	12/4/2020	Assistant Construction Inspector Interviews	Internal	3	<p><input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>	<p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>
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12/3/2020	Assistant Construction Inspector Interviews	Internal	9																						
12/4/2020	Assistant Construction Inspector Interviews	Internal	3																						

Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment)	12/10/2020	Assistant Construction Inspector Interviews	Internal	5	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input 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"/>
	12/11/2020	Construction Inspector Interviews	Internal	8				
	12/17/2020	Construction Inspector Interviews	Internal	6				
	12/18/2020	Assistant Construction Inspector Interviews	Internal	5				
	<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 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 Resources, which also reviews the documents submitted, including the interview logs. Human Resources will coordinate with the EEO Office and the General Counsel's Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with</p>							

<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups</p>	<p>justification for the proposed increase and responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Resources will review the justification to determine whether the proposed responsibilities align with the employee's civil service title and level. This review also includes a parity analysis of the unit's reporting structure and compensation of employees within the unit and includes a review of similar titles across the Agency. As appropriate, Human Resources coordinates with EEO and/or the General Counsel's Office to address any potential disparate impact or civil service concerns.</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> <p>In July 2020, Deputy EEO Officer Elizabeth Lundi served as a panelist for interviews for the Executive Director and General Counsel position for the Loft Board.</p> <p>During Q1, agencies were in the process of preparing plans to reduce headcounts in response to fiscal burdens imposed on the City by the COVID-19 pandemic. The EEO Office worked with HREX, the Office of the General Counsel and other senior leadership to ensure layoff decisions were equitable. Layoff plans have since been halted.</p>			
		<p><input type="checkbox"/> Planned</p> <p><input type="checkbox"/> Not started</p> <p><input checked="" type="checkbox"/> Ongoing</p> <p><input type="checkbox"/> Delayed</p> <p><input type="checkbox"/> Deferred</p> <p><input type="checkbox"/> Completed</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input 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>

Other:		<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Ongoing <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input type="checkbox"/> Completed	<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"/>
During this Quarter the Agency activities included:	# of Vacancies # of New Hires # of New Promotions	# 36 # 21 # 1	# 43 # 17 # 0	# # #	# # #

VII. TRAINING

Please provide your training information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

VIII. REASONABLE ACCOMMODATION

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable

Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

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

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

Please provide E.O. 16 Training Information in Part II of the report "DIVERSITY AND EEO TRAINING SUMMARY" (in MS Excel).

B. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING

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

C. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

Q1 Q2 Q3 Q4

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

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-dcslnx01.csc.nycnet/Login.aspx>

D. 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 EEO Office reviewed the results of the 2019 climate survey with Human Resources 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.

Once approved by City Hall and DCAS, DOB will launch our 2020 climate survey.

X. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

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

- The agency is involved in an audit; please specify who is conducting the audit: _____.
- Attach the audit recommendations by NYC EEPC or the other auditing agency.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2021.

APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS

EEO PERSONNEL FOR ___ QUARTER, FISCAL YEAR 2021

A. PERSONNEL CHANGES

Personnel Changes this Quarter:		<input checked="" type="checkbox"/> No Changes	Number of Additions:		Number of Deletions:	
Employee's Name & Title						
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input type="checkbox"/> Deletion		<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date:		Start Date or Termination Date:		Start Date or Termination Date:	
<p>NOTE: Please attach CV/Resume of new staff to this report</p> <p>For New EEO Professionals:</p>						
Name & Title						
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<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 %):	<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 %):
Completed Trainings: EEO Awareness	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input 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 type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
IgbTq: The Power of Inclusion	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
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
Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<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	<input type="checkbox"/> DCAS <input type="checkbox"/> Agency <input type="checkbox"/> Other

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

DCAS DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER FY 2021 *

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
<u>Diversity & Inclusion Officer</u>	Kareem Gabriel	EEO-DOB	100%	kgabriel@buildings.nyc.gov	212.393.2718
<u>EEO Officer/Director</u>	Kareem Gabriel	EEO-DOB			
<u>Deputy EEO Officer</u>	Elizabeth Lundi	Associate Labor Relations Analyst	100%	elundi@buildings.nyc.gov	212.393.6632
<u>ADA Coordinator</u>	Elizabeth Lundi				
<u>Disability Rights Coordinator</u>	Elizabeth Lundi				
<u>Disability Services Facilitator</u>	Kareem Gabriel	EEO-DOB			
<u>55-a Coordinator</u>	Kareem Gabriel	EEO-DOB			212.393.2718

Career Counselor	Allison Ginsburg				212.393.2167
EEO Counselor	Rachel Alba	EEO Investigator	25%	aginsburg@buildings.nyc.gov ralba@buildings.nyc.gov	212.323.8075
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Debra Palmieri-Russo			DePalmieri@buildings.nyc.gov	212.393.2214
EEO College Aide	Cindy Contreras	Intern	100%	CContreras@buildings.nyc.gov	212.292.2254
Other (describe)					

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above you may indicate it on the chart.

