

[Department of Design and Construction] 2nd Qtr. FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: <u>NYC DEPARTMENT OF DESIGN AND CONSTRUCTION</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due November 10, 2022	<input checked="" type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2023		
<input type="checkbox"/> 3 rd Quarter (January -March), due May 1, 2023	<input type="checkbox"/> 4 th Quarter (April -June), due July 31, 2023		
Prepared by:			
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<i>FOR DCAS USE ONLY:</i>		<i>Date Received:</i>	

**[Department of Design and Construction] 2nd Qtr. FY 2023 Diversity, Equity, Inclusion and Equal Employment
Quarterly Report**

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **“XXXX Quarter X FY 2023 DEI-EEO Quarterly Report. Part I”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity, Equity, Inclusion and EEO Training Summary” details in Part II – Training Summary [see the attached Excel file].

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

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

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **“XXXX Quarter X FY 2023 DEI-EEO Training Summary”**, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

- Distributed to all agency employees? Yes, On (Date): January 25, 2023 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, equity, inclusion and equal employment opportunity through the following:

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

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III. Workforce Review and Analysis

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

Q1 (9/30/2022): 1168 Q2 (12/31/2022): 1043 Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

Yes On (Date): **10/28/2022** Yes again on (Date): **12/13/2022** No

NYCAPS Employee Self Service (by email; strongly recommended every year)

Agency's intranet site

Newsletters and internal Agency Publications

On-boarding of new employees

III. 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):

Q1 Review Date: Q2 Review Date: **10/25/22** Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

Agency Head

Agency Head

Agency Head

Agency Head

Human Resources

Human Resources

Human Resources

Human Resources

General Counsel

General Counsel

General Counsel

General Counsel

Other Agency Chief of Staff

Other Agency Chief of Staff

Other _____

Other _____

Not conducted

Not conducted

Not conducted

Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

A. Workforce:

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

1. Our goal is to leverage CEEDS workforce data to recruit, develop and retain a diverse and inclusive workforce which reflects our City's communities. DDC will continue prioritize this by focusing on addressing underutilization.

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

During this quarter, DDC EEO partnered with DDC's personnel team on our strategic recruitment efforts. During Quarter 2, EEO was able to successfully facilitate the promotion of one of our agency's 55-A employees into a higher business title, while ensuring that she maintained her 55-A status. Although this did not increase the number of 55-A employees within our agency, it is in the furtherance of our goals to address underutilization and creating more advancement opportunities for women, employees of color and candidates with disabilities. In order to evaluate effectiveness, we discussed the impact of the 55-A program with the impacted employee and inquired about the importance of her ability to remain in the program, under a higher title.

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

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2. Our goal is to conduct regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Office of Citywide Equity and Inclusion (OCEI).

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

DDC's Associate Commissioner of EEO reviewed the CEEDS workforce data and discussed implications with our agency head this quarter. Our commitment is to continue this on a quarterly basis and to allow these assessments to inform our recruitment and retention efforts throughout the agency and in specific job groups where there is underutilization. In order to evaluate effectiveness, we looked at our overall agency underutilization from the previous quarter, compared to this quarter to assess what works and where there are opportunities for improvements.

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

❖ Please 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.

Underutilization of Women and Minorities in DDC Workforce

JobGroup	Female	Black	Hispanic	Asian
MANAGERS	-25			
MANAGEMENT SPECIALISTS		-34		
Grand Total	-25	-34	0	0

❖ DDC experienced underutilization of Women and People of Color in 2 job groups. Women were underutilized in the Manager Job group, and Blacks were underutilized in the Management Specialist Job group. No additional steps were taken this quarter.

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Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. Our goal is to continue reacclimating staff back to our office environment. Although DDC reconstituted back in September of 2021, we continue to meet virtually, and we have limited in-door gatherings and meetings for staff up until recently. We want to encourage safe engagement within the office and to begin addressing discomfort and distance brought on by COVID-19. We will do this through ongoing staff support, proactive safety measures, information sharing campaigns; refresher work-place training, expanded infrastructure to address conflict resolution; staff development, employee engagement, and team building opportunities throughout this year.

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

During the second quarter, DDC continued its managerial forum series which provides manager with updates on essential policies, practices and guidelines and the forums include presentations by Senior leaders. The EEO and HR forums in particular focused on managerial and supervisors' responsibilities to refer matters of concern promptly and to ask for assistance and intervention as needed. In the EEO Division, in particular, we tracked the number of referrals and managerial inquiries following the forum and noticed an increase in timely referrals related to accommodations and workplace conflict which helped with the evaluation of our measures.

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

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

During the second quarter of FY 23, DDC held its third agency-wide Managerial Forum on November 17, 2022. It provided managers with information regarding Equal Employment Opportunity (EEO), Diversity, Equity, and Inclusion in our work environment. The forum was facilitated by DDC's EEO Officer, Associate Commissioner Dalela Harrison and offered specific guidance on individual and agency wide EEO matters. Other Key topics included accommodations, discrimination, harassment, and complaints. The presentation will be followed by an open Q&A session.

In addition, every DDC manager and supervisor was provided the following resources discussed during the EEO Overview:

- The City's Equal Employment Opportunity Policy; (Attached)
- The Citywide Handbook
- EEO Responsibilities for Managers and Supervisors;
- The Common EEO-related mistakes compilation created by DDC's EEO Officer, Dalela Harrison.

Common EEO-related mistakes



1. Not Contacting EEO

Managers and Supervisors often do not contact the EEO Office for guidance until it is too late. **Early inquiries reduce complaints.**

2. Inconsistency

No Favoritism; Only Fairness. Be Consistent. This is particularly significant when disciplining, approving leave, and granting workplace opportunities.

3. Avoidance/Denial

Workplace conflicts must be addressed. **Issues that go unaddressed only resurface later.** Ask for assistance.

4. Lack of Clarity

Employees should understand manager's expectations and policies regarding deliverables, communication, professionalism, advancement, training, and time and leave requests.

5. Promises

Do not promise anything you cannot deliver. It's bad for morale and it hurts your credibility as a leader.

6. Public Humiliation

Avoid addressing performance issues, work conflicts and personnel matters in an open forum.

Common EEO-related mistakes



7. Tolerating an Unhealthy Work Environment

Do not send mixed message about where management stands on EEO matters by remaining silent. **If you see/hear something, say something. Not sure what to say? Ask for help.**

8. Timeliness

Address concerns in a timely manner. EEO complaints and related requests should be addressed as soon as possible.

9. Inadequate Records

Documenting performance issues is **essential**. **Do it from the start.** You never know which employment actions may lead to an employment complaint.

10. Abandoning Responsibility for Resolution

Managers and Supervisor have the responsibility to make every effort to resolve workplace issues whenever possible.

11. Ignoring Microinequities

If not recognized and addressed, subtle differences in language, treatment, and even tone can create the perception of being singled out, overlooked, ignored, or otherwise discounted and can increase the likelihood of EEO complaints. Be consistent.

12. Assuming it is Non-EEO

The Office of EEO is responsible for determining whether an issue is EEO related. **Determining that it is not an EEO issue does not dismiss the agency's obligation to address certain matters.** Even non-EEO issues can harm an organization's effectiveness.

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DDC's Diversity and Wellness@Work Initiatives

November 2022

National Native American Heritage Month



National Native American Heritage Month is celebrated each year in November. It is a time to celebrate the traditions, languages, and stories of Native American, Alaska Native, Native Hawaiian, and Island communities and ensure their rich histories and contributions continue to thrive with each passing generation.

[Click here to take quiz](#)

Wednesday, November 9th - Mental Health 101, a virtual workshop provided by the National Alliance on Mental Illness (NAMI)

2:00pm – 3:30pm

A representative from NAMI will offer an introduction to managing depression and other forms of mental illness, how to recognize and support those living with a mental illness, as well as how NAMI's peer-led programs can best serve colleagues, and communities in need.

[Click here to RSVP](#)

November 9th & 10th – Get the Shot, Not the Flu! Free flu clinic

10:00am – 2:00pm

Flu season is almost here! Getting your flu shot is the best way to protect yourself and your family from the flu and its complications. WorkWell NYC & the office of EEO will be offering free flu shots to all employees. This flu clinic will be held in the multipurpose room on the 1st floor from 10am – 2pm, both Wednesday & Thursday

[Click here to register](#)

Tuesday November 15th – Get Your Free COVID-19 Booster Shot at Work

10:00am – 2:00pm

WorkWell NYC offers free Pfizer booster shots to City employees. These clinics are a quick, convenient, and effective way to help prevent the spread of COVID-19.

[Click here to register](#)

Wednesday, November 16th – Native American Heritage Month Guest Lecture, presented by the National Institutes of Health (NIH)

3:00pm – 4:30pm

Join a live-streamed lecture by the NIH Tribal Health Research Office. Learn about NIEHS-funded environmental health research in Alaska with co-presenters Pamela Miller and Viola "Vi" Waghiiyi, of the Alaska Community

Contact EEO at X1090 or wellness-diversity@ddc.nyc.gov for more information



Action on Toxics. They will share stories about the region and how this collaborative research began and discuss their decades of experience conducting community-based participatory research with local Tribes

[Click here to RSVP](#)

Thursday, November 17th – The Great American Smokeout – A virtual presentation on the Benefits of Quitting, presented by the American Cancer Society (ACS) will be hosted for DDC employees trying to quit

1:00pm – 2:00pm

Quitting smoking isn't easy. It takes time. And a plan. You don't have to stop smoking in one day. Start with day one. Let the Great American Smokeout event on the third Thursday in November be your day to start your journey toward a smoke-free life. You'll be joining thousands of people who smoke across the country in taking an important step toward a healthier life and reducing your cancer risk. The American Cancer Society in conjunction with Queens Cancer Center – NYC Health and Hospitals can help you access the resources and support you need to quit in this lunchtime seminar.

[Click here to RSVP](#)

Wednesday, November 30th – Leftovers: Use What You Have: A Virtual Cooking Demo, presented to DDC employees by OLR Workwell

12:00pm – 1:00pm

A trained chef will take employees through a live demo of some of the most flavorful meals that are both healthy and easy to make. In this workshop, they'll explore new recipes, sharpen knife skills to chop safely and quickly and learn techniques to transform leftovers into quality dishes.

[Click here to RSVP](#)

Wellness-Diversity is offering an End-of-Year Self-Pay Yoga Option at DDC

Tuesdays from 12:00pm – 1:00pm beginning November 15th

Interested employees may sign up for this 5-week session option, beginning November 15th. The cost per prospective participant for the 5 sessions, would total \$50. This payment must be made in full through Venmo or Zelle, before the first class.

Please note that refunds will not be issued for missed classes.

[Click here to register](#)

DDC Office of Equal Employment Opportunity (EEO)



Contact EEO at X1090 or wellness-diversity@ddc.nyc.gov for more information

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Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. Our Community Goals are an extension of our internal agency goals. We want to educate New Yorkers about the important and interesting work that we do as an agency. We are also committed to educating more NYC MWBE’s on how to successfully do business with DDC.

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

Our MWBE/ Diversity and Industry Relations division continued to do outreach to those that sought to do business with the City of New York. We are continuing our role in helping with economic development and recovery through outreach to our communities. Effectiveness continues to be evaluated by our MWBE numbers.

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

❖ **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 the activities, including the dates when the activities occurred.**

MWBE Events: DDC hosted the following community-focused events during the 2nd quarter.

Internal Events	
Event Name	Date
Design-Forum: Meet The Teams	10/26/2022
External Events	
Competitive Edge Conference	10/31/2022
LGA Fall 2022 Government & Business Expo	11/4/2022
SBS M/WBE Borough Forum: Bronx	12/1/2022

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B. Equity, Inclusion and Race Relations Initiatives:

Please list the **Equity, Inclusion and Race Relations Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1 Our EEO Officer has set the goal to offer bystander training to agency management during this fiscal year, after which we will endeavor to train our entire staff.

❖ **Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?**

❖ DDC EEO will be partnering with the Mayor’s Office to End Domestic and Gender Based Violence to bring Bystander Intervention training, to DDC managers and supervisors first, and then to staff in the first few months of the 2023 new year. We hope to begin this training by the end of the 3rd Quarter of FY 2023

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

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- ❖ Please specify Equity and Race Relations initiatives embarked on or continued from previous year(s) (e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc.) and describe the activities, including the dates when the activities occurred.

DDC's Office of EEO, continues to support and work closely with our Black Employee ERNG, DDC LantinX- Now LantinE, DDC AAPI Employee Resource and Networking groups on race relations programming for the new calendar year. This quarter, we also organized a Native American Heritage Month Celebration that had a educational component.

DDC's Native American Heritage Month - National Institute of Health Lecture, November 16th

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NATIVE AMERICAN HERITAGE MONTH

National Native American Heritage Month is celebrated each year in November. It is a time to celebrate the traditions, languages, and stories of Native American, Alaska Native, and Native Hawaiian, communities and ensure their rich histories and contributions continue to thrive with each passing generation.

NIH
National Institutes of Health

Join a live streamed lecture by the NIH Tribal Health Research Office. Learn about NIEHS-funded environmental health research in Alaska with co-presenters Pamela Miller and Viola "Vi" Waghiyi, of the Alaska Community Action on Toxics.

They will share stories about the region and how this collaborative research began and discuss their decades of experience conducting community-based participatory research with local Tribes.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. Our recruitment initiatives and strategies set in in our 2023 Plan, include (1) regularly assessing agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included (2) Reviewing and approving interview questions and auditing discretionary interview panels, (3) and Agency participation in virtual Job fair opportunities from Colleges/Universities. and where possible, host and agency-hosted hiring pools and job fairs during this fiscal year. This quarter, DDC Personnel participated in several hiring pools and disseminated information regarding citywide civil service 101 sessions for non-permanent city employees. Our personnel team continue to look for virtual Job fair opportunities. We measure the effectiveness of our recruitment efforts by monitoring the number of conditional offers that were extended and accepted at these events.

❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

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

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

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This quarter, DDC hosted its own Hiring Fair and participated in Career Fairs at Hofstra and a Virtual Career fair at NYIT. DDC Hiring Fair Held on 12/22/2022, Career Fairs were attended at Hofstra 10/26 and Virtually for NYIT on 11/16. In addition, we held hiring pools for the following civil service titles during that quarter – 10/14 – Staff Analyst, 11/2 – Administrative Architect, 11/3 and 12/2 – Civil Engineering Hiring Pool, 11/16 – Estimator (General Construction), 12/9 – Associate Project Manager, 12/14 – Computer Associate (Software), 12/20 – Project Manager,

Any other Recruitment Initiatives and Strategies during the quarter. DDC Postings were also posted at Various Colleges and Universities.

B. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. **[Note: Please update this information every quarter.]**

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

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

2. Public Service Corps Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

3. Summer College Interns Total: **40 (To be selected)**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

4. Summer Graduate Interns Total: **40 (To be selected)**

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

5. Other (specify) Total:

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

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

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C. 55-A Program

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

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2022): 4 Q2 (12/31/2022): 4 Q3 (3/31/2023): _____ Q4 (6/30/2023): _____

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

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

During the 2nd Quarter, a total of 1 [number] new applications for the program was **promoted** so the overall 55-A # stayed the same.

During the 2nd Quarter ___ 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:

1. Disseminated 55-a information –

by e-mail: Yes No

in training sessions: Yes No

on the agency website: Yes No

through an agency newsletter: Yes No

Other: _____

2. _____

3. _____

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V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*).

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

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

The Assistant commissioner of Personnel, Sue Wuest, is DDC's Career counselor. This quarter she conducted 9 career counseling sessions with staff regarding Civil service lists and addressed requests for interdivisional and agency lateral transfers. Overall, the consistent decrease in the number of agency provisionals underscores the effectiveness of our efforts.

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

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

This is an ongoing effort spearheaded by our Agency EEO Officer, Dalela Harrison and our Senior EEO Investigator Malina Jaume,. We look at Recruitment forms and packets and assess whether the hiring panel, as well as the applicant pool was diverse but also that it meets our internal scrutiny based on underutilization and structured interviewing protocols. DDCEEO will look at the number of hiring packets shared each quarter, that are fully compliant, to assess the effectiveness of our efforts. We will also compare the demographics of those hired in underutilized job groups with the expected demographics in CEEDS to assess strides.

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).

DDC EEO audits interviews for discretionary hiring to ensure that the process remains equitable and consistent with our longstanding structured Interviewing practices. We audited several interviews this quarter.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups. **No activities this quarter**

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5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions	# of Separations
Q1	# 297	# 44	# 8	
Q2	# <u>272</u>	# <u>12</u>	# <u>65</u>	<u>45</u>
Q3	# _____	# _____	# _____	
Q4	# _____	# _____	# _____	

VI. Training

Please provide your training information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

VII. Reasonable Accommodation

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

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

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

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

Q1

Q2

Q3

Q4

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

The agency ensures that complaints are closed within 90 days.

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

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

Please provide E.O. 16 Training Information in Part II of the report “Diversity, Equity, Inclusion and EEO Training Summary” (in MS Excel).

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D.Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Based on the most recent Climate Survey DDC is focused on ensuring that new staff are aware of how to get in contact with EEO and which matters fall under the EEO umbrella, as well as ensuring that new employees receive their goals and objectives (Tasks and Standards) in a timely fashion

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. **Increase employees' familiarity with the EEO Policy.**

❖ **Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?**

The EEO policy is available on our agency intranet, provided during new hire orientation and was provided during the Office of EEO's managerial forum in November of 2022. EEO will inquire with New Hires within the first few months to assess if they have referenced the policy and we will also ask employees that contact EEO, if they have had a chance to review the policies, to evaluate if our efforts are increasing familiarity.

Improve the EEO Office's visibility to the workforce.

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC's EEO Officer recently completed a EEO managerial forum presentation for 300 agency supervisors and managers and has been a prominent speaker in the Commissioner forums held during the present and past calendar year. Feedback from staff regarding the presentation and improved processes will help evaluate effectiveness. We will be planning another forum towards the end of 2023.

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2. **Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.**
 - ❖ **Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO will continue to educate new and existing staff regarding where and how to file a formal complaint, and what happens after a complaint is filed. This was done this quarter during our various New Employee Orientations, in October, and November of 2022. The NEOP feedback suggested that these discussions were effective.

3. **Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.**
 - ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO will continue to educate new and existing staff regarding protected rights and prohibition of discrimination, including sexual harassment, in the workplace. Through live and e training, speaking tours and forums, as well as one-on-one conversations and counseling sessions.

4. **Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.**
 - ❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC EEO hosted various one-on-one sessions where managers and supervisors were provided with talking points and strategies for deescalation employee concerns during this quarter. Resolved disputes and an increase in proactive managerial referrals suggests that our efforts are effective.

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5. **Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

DDC's EEO Officer recently completed a EEO managerial forum presentation for 300 agency supervisors and managers and has been a prominent speaker in the Commissioner forums held during the present and past calendar year. Feedback from staff regarding the presentation and improved processes will help evaluate effectiveness.

6. **Other:**

❖ **Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?**

IX. Audits and Corrective Measures

Please choose the statement that applies to your agency.

The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEPC) or another governmental agency specific to our EEO practices.

The agency is involved in an audit; please specify who is conducting the audit: EEPC is currently conducting an underutilization audit that began in January 2023.

Attach the audit recommendations by EEPC or the other auditing agency.

The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2022.

The agency received a Certificate of Compliance from the auditing agency.

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

Appendix A: EEO Personnel Details

EEO Personnel 2nd QTR For Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:	<input type="checkbox"/> No Changes	Number of Additions: 0	Number of Deletions: 1
Employee's Name & Title	1. Nneka Decaul	2.	3.
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 12/9/22	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input checked="" type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)

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Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
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EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&I Officers, Deputies, and All New EEO Professionals):			
Name & EEO Role	1. Dalela Harrison, EEO Officer	2. Malina Jaume, Sr. Investigator	3. Vilma Seemungal, Counselor
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

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EEO Personnel Training Continued:

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

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

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

Diversity and EEO Staffing as of 4 Quarter FY 2023*

	Title/Function	Name	Email	Telephone	<u>% of Time Devoted to EEO & Diversity Functions</u>
1.	Agency EEO Officer	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776	100%
2.	Agency Deputy EEO Officer [if appointed]	____	-	-	-
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776	100%
4.	MWBE Officer per E.O. 59	Maggie Austin	AustinMa@ddc.nyc.gov	7183912010	50%
5.	ADA Coordinator	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	50%
6.	Disability Rights Coordinator	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776	50%
7.	Disability Services Facilitator	Dalela Harrison Jason Wood	harrisoda@ddc.nyc.gov	7183911776	100%

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8.	55-a Coordinator	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776	10%
9.	EEO Investigator(s)	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	30%
10.	Career Counselor(s)	Sue Wuest	wuests@ddc.nyc.gov	7183911603	25%
11.	EEO Training Liaison(s)	Malina Jaume	jaumema@ddc.nyc.gov	7183911833	20%
12.	EEO Counselor(s)	Vilma Seemungal	seemungvi@ddc.nyc.gov	7183911393	100%

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