

# Department of Buildings FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

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

**Agency Name:** DEPARTMENT OF BUILDINGS

1<sup>st</sup> Quarter (July -September), due November 4, 2022

2<sup>nd</sup> Quarter (October – December), due January 30, 2023

3<sup>rd</sup> Quarter (January -March), due May 1, 2023

4<sup>th</sup> Quarter (April -June), due July 31, 2023

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**Date Submitted:** 11/10/22

**FOR DCAS USE ONLY:**

***Date Received:***

# Department of Buildings 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): 8/1/22  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): \_\_\_\_\_

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

**Hispanic Heritage Appreciation Event and recognition for Hispanic Heritage Month**

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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): 1547    Q2 (12/31/2022): \_\_\_\_\_    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): \_\_\_\_\_     Yes again on (Date): \_\_\_\_\_     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: \_\_\_\_\_    Q3 Review date: \_\_\_\_\_    Q4 Review date: \_\_\_\_\_

**The review was conducted with: HR and EEO meet monthly to discuss trends and address demographic concerns related to underutilization**

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

Other \_\_\_\_\_

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. EEO and HREX collaborate to promote equity, increase diversity, assure equal employment opportunity, and enhance the value of inclusion at DOB

EEO and HREX staff continue to work collaboratively to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.

The EEO Office and HREX meet bimonthly to discuss recruitment strategies designed to attract a diverse workforce and best practices in addressing underutilization in job groups and titles that are underrepresented and not tied to Civil Service requirements. Recruiting efforts are back in person and some are virtual. HR is in the process of reorganizing recruiting functions with an emphasis on functions directed related to Targeting Recruiting to help focus on underutilization and underrepresented groups.

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 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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## Professional Development

In the first quarter of FY 23, EEO and Buildings University coordinated with DCAS to pilot the trainings listed below. These training will examine the importance of day-to-day communication with frontline staff and the impact it has on the functions within the roles in the office. Pilot trainings will begin in Q2 of FY23 and will be ongoing throughout the Fiscal Year.

- Building an Inclusive Culture: Understanding Unconscious Bias
- Managing the Multi-Generational Workforce: Leveraging the Talents of 5 Generations
- Can We Talk? The Power of Words
- From Microaggressions to Microaffirmations

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

## 3. Pathway to Licensure Program

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.

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
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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

## 4. Branding

As part of a long-term initiative, the Department will begin working to improve its image both internally and externally. The focus will be on simplifying the Department’s external image and vision and making it more relatable for external consumption. Phases in this initiative will also focus on internal branding amongst staff where the 2022 Employee Engagement Survey will be wrapped into the analysis for making improvements internally. Another phase will focus on recruitment, the reimagining of the Department will help bolster our recruitment initiatives especially in areas of underrepresentation.

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

## 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. Adams’ 90 Day Commission

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NYC Department of Buildings will be convening a 90-day Commission (Mayoral Initiative) to gather recommendations on our agency’s services, programs, and processes. Volunteer members of the construction, real estate, labor, architectural, and engineering communities, public offices, and other interested stakeholders. Participants assigned to subcommittees focusing on specific topics of DOB operations or area of impact. DOB Senior Leadership, Coordinators, Subject Matter Experts, and IT logistical support to facilitate discussion and recommendations for improving the Department of Buildings Process

- 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

## 2. Brooklyn Borough Office Move and 280 Renovations

Scheduled to move in FY 21, the Brooklyn Borough Office will now make its official move to 345 Adams during in FY23. This move will expand our current workspace and help improve our customer service relations as their will be more accessibility with dealing with members of the public. Our Facilities team has coordinated with DCAS’ Facility to ensure the new location follows all local laws with respect to lactation rooms and all other applicable laws regarding accessibility.

Currently, renovations are taking place on the 3<sup>rd</sup> and 5<sup>th</sup> floors at our Central location (280 Broadway). DOB Facilities and DCAS Facilities continue to coordinate regarding all accessibility provisions are met for both employees and members of the public, Renovations are scheduled to be completed in Q3 of FY23. The renovations are part of the Department’s ongoing initiative to provide our employees with a better workspace and to improve employee morale

- Q1 Update:       Planned       Not started       Ongoing       Delayed       Deferred       Completed

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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

## 3. Employee Engagement Survey

The Office of Human Resources and Employee Experiences deployed an Employee Engagement Survey in Q3 of FY23 to assist in implementing current objectives and future goals for creating a more supportive workplace

The Employee Engagement survey is designed to:

- Assess employees' satisfaction with their respective positions, including whether they feel valued and respected.
- Assess whether employees feel their strengths are being utilized
- Assess employees' understanding of what their jobs entail and what's expected of them
- Assess whether employees understand how their role fits into the overall mission of the Agency.
- Identify training and/or retraining needs.
- Identify professional development needs.
- Identify any perceived or actual barriers to employment and/or professional development.
- Ascertain whether employees are aware of various available resources.

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  
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## 4. **DOB Employee Anniversary Program**

In Q2 of FY21, the agency launched the DOB Employee Anniversary Program. This 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. This will be ongoing throughout FY23.

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

## B. **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. **MWBE Participation**

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 Department has also been evaluating electronic compliance tracking systems to improve goal setting and enhance

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

## 2. Community Outreach

The Department’s community outreach will be ongoing throughout the fiscal year. Updates will be provided in FY 23

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

## 3. Buildings After Hours:

In FY23, DOB will continue to offer our weekly “Buildings After Hours” and extend hours at Borough Offices (4:00pm – 7:00pm) every Tuesday. *Buildings After Hours* makes it easier for homeowners, small business owners, tenants, and building managers to meet directly with DOB staff and get their questions answered. Buildings After Hours offers an opportunity to visit our Borough offices outside of our traditional hours (8:30am to 4:00pm).

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

## 5. Customer Q&A Sessions:

In FY23, DOB will continue to offer our bi-weekly online Q&A sessions for property owners, registered design professionals, filing representatives, and other licensees/registrants. These sessions offer a space for attendees to ask job specific questions for filings in DOB NOW, Buildings Information System (BIS), or general questions they may have about the Department. Q&A sessions are Borough-focused on a rotational basis – anyone can join a session by registering on our Department website.

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

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## C. 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. Cultural Sensitivity Training

❖ 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?

The Department’s commitment to customer service is in its core values. As our Inspectors and Plan Examiners and front facing representatives deal with members of the public on a daily basis, we are committed to ensuring that our staff is sensitive to the different cultures they maybe interacting with on a daily basis. Buildings University is currently in the process of developing a curriculum to be implemented in phases for field staff, so they are aware of the cultural differences as they engage with different cultures throughout the five boroughs.

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

- ❖ 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?

In Q4 of the FY 22, DOB EEO and HR piloted a blind screening initiative for discretionary hires (Assistant Commissioners and above). In Q1, this initiative was expanded to Executive Director vacancies. Updates on this initiative will be provided throughout the fiscal year.

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

## 3. Chief Diversity Officer Appointment

- ❖ 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?

In Q1, HREX proposed a reorganization to include functions for a Chief Diversity Officer and dedicated staff to help improve and enhance initiatives for Diversity, Equity and Inclusion. This proposal is currently pending OMB approval and City Hall vetting. Updates will be provided throughout the fiscal year on this initiative.

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

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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. Recruitment Efforts

We hired **(72)** New Hires in Q1:

- **(25)** Inspectors
- **(12)** Technical
  - (3) Assistant Plan Examiner
  - (1) Plan Examiner
  - (1) Plan Examiner, Tenant Protection
  - (1) Cyber Technical Intelligence Analyst
  - (1) Electrical Code Revision Engineer
  - (1) Energy Code Compliance Auditor
  - (2) Safety Program Analyst
  - (1) Senior Data Scientist
  - (1) Senior Zoning Specialist
- **(24)** Administrative
- **(8)** Clerical
- **(2)** Management
- **(1)** College Aide

An additional **(16)** Internal promotions also took effect in Q1.

In Q1 Recruitment hosted **63** List calls and HR Interview days to fill our Inspectorial, Technical, Admin, IT, and Legal positions.

Recruitment participated in **5** career fairs in Q1

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Q4 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed

## 2. Structured Interviewing Training

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

Q1 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
Q2 Update:  Planned  Not started  Ongoing  Delayed  Deferred  Completed  
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## 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:

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:

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:

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:

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

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

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## 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 \_\_\_

Updates on Demographic information is still under review as this information is not collected in NYCAPS. Updates will be provided throughout the fiscal year.

### Additional comments:

#### Q1 Initiatives:

- Summer Interns (7/1/2022- 9/28/2022)
  - DOB Youth and Industry Engagement Social Media Presence
- Youth Leadership Councils planning (**starts in Q2**)
- CUNY Interns (7/1/2022)
- Summer Interns (**ends in FY23 Q1**)
- DOB Youth and Industry Engagement Social Media Presence
- College Aides (transitioning DOB Summer Interns)

#### Upcoming Q2 Initiatives: (Oct 1- December 31<sup>st</sup>)

- FY23 CUNY Interns (**30 + interns entering the agency in Q2**)
- Intern Professional Development Workshop Planning and Implementation (FY22 Q4- FY23 Q1, Q2)
- Youth Leadership Councils (FY23 Q2 and Q3)
- Partnership Building (Landing Page for Schools, Orgs, and Companies)
  - Webpage redesign for better branding of what the Youth and Industry Engagement Team provides (Q2)
- DOB Scholars Planning (for Q3)
- College Aides (supporting the recruitment of CAs through job fairs, online posts, email blasts and supporting recruitment team with corresponding with hiring managers throughout the hiring process)

## C. 55-A Program

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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): 15      \_ Q2 (12/31/2022): \_\_\_\_\_ Q3 (3/31/2023): \_\_\_\_\_ Q4 (6/30/2023): \_\_\_\_\_

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

During the 1st Quarter 4 participants left the program due to resignation, civil service appointment, death.

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

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: \_\_\_\_\_

## V. Selection (Hiring and Promotion)

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**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?**

Human Resources (HREX) facilitates the tasks listed below:

- Review policies, procedures, and practices related to hiring (including vacancy announcements, use of certification lists, and the selection process for mission critical occupations).
- Arrange agency-wide notification of promotional and transfer opportunities.
- Explain the civil service process to staff and what it means to become a permanent civil servant. The agency offers information through weekly new hire orientation, which are live and in-person and through monthly email notifications about Civil Service 101 to all staff.
- Provide agency staff with pertinent civil service exams notices.

Buildings University facilitates all communications Agency-wide pertaining to career development.

**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.**

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

All vacancies are posted on ESS as well as the Department's website. All internal candidates who meet minimum qualifications are interviewed.

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.

All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions

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).

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.

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.

All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities that align with the

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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

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

The EEO Office will work with HREX, the Office of the General Counsel and other senior leadership to ensure layoff decisions will be equitable. This process will be in place for any potential layoffs.

<b>During this Quarter the Agency activities included:</b>	<b># of Vacancies</b>	<b># of New Hires</b>	<b># of New Promotions</b>
<b>Q1</b>	<b># 398</b>	<b># 88</b>	<b># 16</b>
<b>Q2</b>	<b># _____</b>	<b># _____</b>	<b># _____</b>
<b>Q3</b>	<b># _____</b>	<b># _____</b>	<b># _____</b>
<b>Q4</b>	<b># _____</b>	<b># _____</b>	<b># _____</b>

## VI. Training

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*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>

## 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

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- 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).*

## 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.

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?

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- The EEO Office will circulate biannual agency wide emails including EEO resources, including any applicable updates to the EEO Policy and ongoing initiatives.
- Poster Boards throughout the Borough Offices and Central Offices will be updated to reflect the most current federal, state and city provisions applicable to the city's EEO Policy. Poster boards have been updated every 2 years since 2018.
- The EEO Office will continue to implement mandatory EEO training for all staff throughout the fiscal year. The trainings will be computer based for much of the Department but targeted in person trainings will be directed to managers and supervisors.

### **2. 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?**

- Since its return to Office in September 2021, the EEO Office has continued its Quarterly in person visits to the Department's Borough Offices. This initiative was in place pre Covid as a best practice to be more visible to the workforce not at our central location. The EEO Office is also present at in person meetings for field staff at the request of the Division Managers to give non office staff an opportunity to engage the EEO Office.

### **3. 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?**

- All new hires receive a digital copy and a paper copy within 30 days of hire. New Hires are also given a copy of the EEO Complaint process and the complaint stage from beginning to end. Contact information from the EEO Office is also available for employees to engage with the EEO Office as needed.

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- The information provided to new hires is also available on the Department's Intranet page and is available to all staff, contact information from the EEO Office is also available for employees to engage with the EEO Office as needed.
4. **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?**
    - The Department's EEO Policy will be issued at the beginning of the fiscal year and at the beginning of calendar to help reinforce and increase employees' understanding of their rights under the City's EEO Policy
    - Mandatory Compliance training for Sexual Harassment Prevention and Everybody Matters. Training will be computer based and in person if needed.
5. **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?**
    - Targeted training for managers and supervisors advising them of their obligations to help reinforce the EEO Policy and to reach out the EEO Office if they become aware of a potential EEO inquiry.
6. **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**

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### actions?

- Targeted training for managers and supervisors advising them of their obligations to help reinforce the EEO Policy and to reach out the EEO Office if they become aware of a potential EEO inquiry.

## 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
  - 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.

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

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## Appendix A: EEO Personnel Details

### EEO Personnel For Quarter 1, FY 2023

#### Personnel Changes

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

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<b>EEO Training Completed within the Last <u>Two</u> Years, including the Current Quarter (EEO and D&amp;I Officers, Deputies, and All New EEO Professionals):</b>			
Name & EEO Role	1. Kareem Gabriel	2. Lisa Atkinson	3. Cindy Contreras
<b>Completed EEO Trainings:</b>			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 checked="" type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10. Understanding CEEDS Reports	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" 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 1<sup>st</sup> Quarter FY 2023\*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
Deputy EEO Officer OR Co-EEO Officer	Lisa Atkinson	<u>Associate Labor Analyst</u>	<u>100</u>	latkinson@buildings.nyc.gov	(212) 393-2790
Chief Diversity & Inclusion Officer	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
Diversity & Inclusion Officer	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
ADA Coordinator	Lisa Atkinson	<u>Associate Labor Analyst</u>	<u>100</u>	latkinson@buildings.nyc.gov	(212) 393-2790

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<b>Disability Rights Coordinator</b>	Lisa Atkinson	<u>Associate Labor Analyst</u>	<u>100</u>	latkinson@buildings.nyc.gov	(212) 393-2790
<b>Disability Services Facilitator</b>	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
<b>55-a Coordinator</b>	Kareem Gabriel	<u>EEO Officer DOB</u>	<u>100</u>	kgabriel@buildings.nyc.gov	212.393.2718
<b>Career Counselor</b>	Allison Ginsburg	<u>Admin Staff Analyst</u>	<u>n/a</u>	aginsburg@buildings.nyc.gov	(212) 393-2167
<b>EEO Counselor</b>	Rachel Alba	<u>Associate Labor Analyst</u>	<u>20</u>	ralba@buildings.nyc.gov	(212) 323-8075
<b>EEO Investigator</b>	Cindy Contreras	<u>Investigator ED</u>	<u>100</u>	cicontreras@buildings.nyc.gov	(212) 393-2254
<b>EEO Training Liaison</b>	Debra Palmieri-Russo		<u>n/a</u>	depalmieri@buildings.nyc.gov	(212) 393-2214

\* 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.