

Diversity, Equity, Inclusion and Equal Employment Opportunity (DEI-EEO) Plan

Fiscal Year 2023

New York City Department of Design and Construction

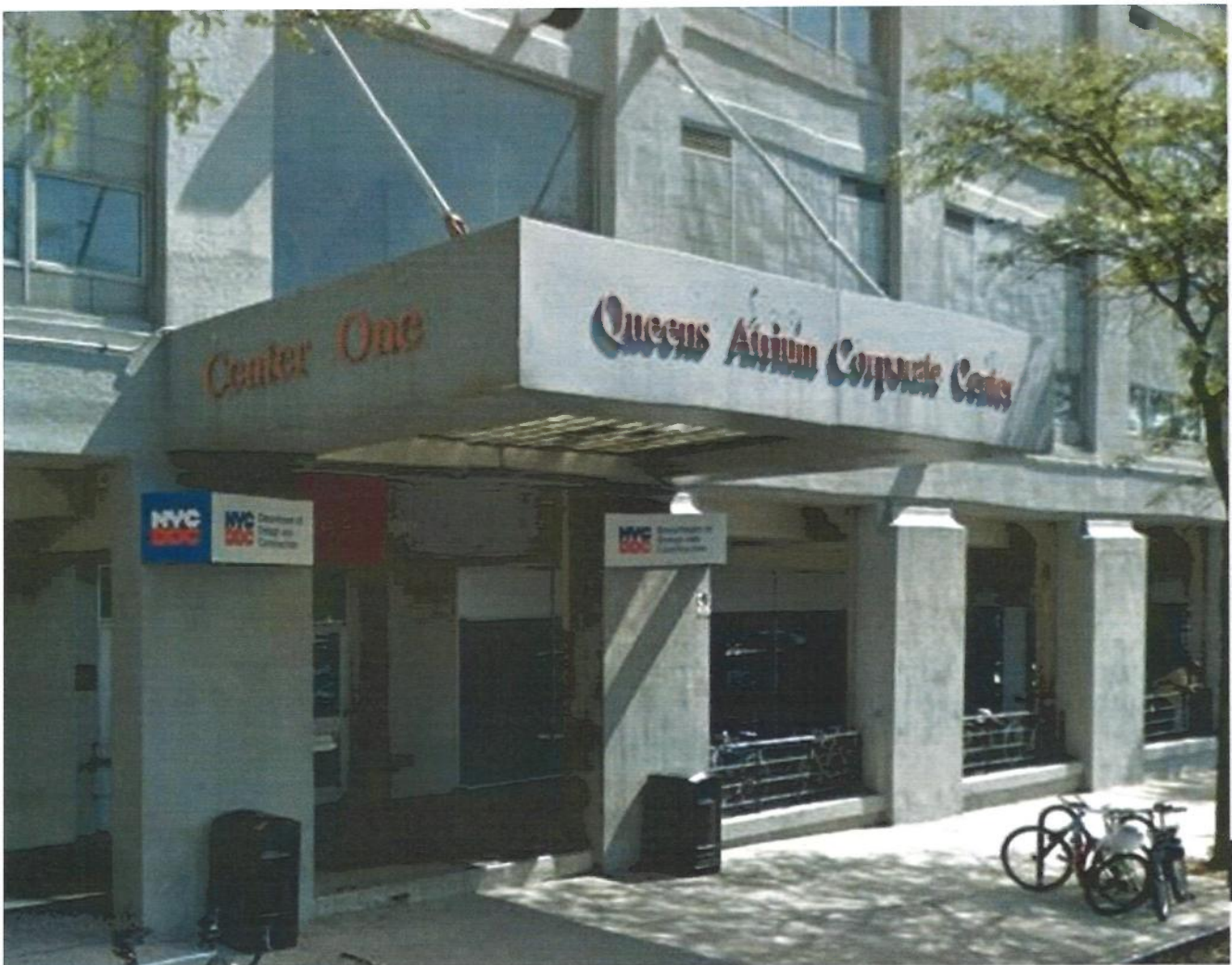


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I. Commitment and Accountability Statement by the Agency Head

On behalf of the New York City Department of Design and Construction I hereby declare my commitment as the Agency Head to support and enforce the rights and protections afforded by the New York City EEO Policy, the City and State Human Rights Law, and all other relevant laws, for all employees, applicants for employment, external contractors, consultants, and agency partners, and members of the public served by our Agency.

I will strive to achieve the greatest possible diversity among our workforce, to create an inclusive culture of openness, tolerance, and cooperation in our workplaces, to promote equity in all its aspects, and to examine and eliminate the structural obstacles to equal treatment in the recruitment, selection, development, advancement, and retention of our diverse workforce reflective of our city's population. I will involve my entire leadership team in our efforts to enhance and promote the values of equity, inclusion, and respect for all. All executives, managers and supervisors in our agency will be responsible for ensuring a safe, equitable and inclusive work environment for all our employees, and for delivering equitable, fair, and effective services to the public we serve.

I will hold the top leadership of our agency, as well as the EEO Officer, all EEO professionals, human resources professionals, legal professionals, managers, and supervisors, accountable for ensuring that the agency does not discriminate against employees or applicants for employment. We shall support the diversity, equity, and inclusion initiatives at the agency by observing EEO mandates and working with dedication to attain agency goals in this area. All agency staff will be compliant with the City's EEO Policy and the implementation of this Diversity and EEO Plan.

Our EEO Office will remain involved in critical workforce and workplace decisions, including recruitment and selection strategies, workforce projections, promotion of training/career development opportunities, and strategic planning. We will report to DCAS on the steps undertaken to comply with all legal mandates and the provisions of the various Executive Orders and laws prohibiting employment discrimination in New York City, and on the progress in implementing this Plan.

The Agency EEO, Diversity, Equity, and Inclusion Officer, Dalela Harrison will serve as the primary advisor and DEI resource for the agency and senior leadership, by providing best practices and direction in addressing EEO matters. In addition, the Office of EEO, will serve as a resource for agency employees, managers, supervisors and provide guidance and direction in addressing EEO workplace concerns. Contact information for the Office of EEO will be prominently available to all employees and employees will be reminded to contact the office of EEO regarding questions, inquiries, concerns or complaints regarding Equity, Inclusion, human rights, and the City's EEO Policy. During Fiscal Year 2023, I will announce this Commitment Statement to our employees, to affirm the principles of diversity, inclusion, and equal employment opportunity, and to communicate our dedication to equity and all values that drive us toward this goal.

This statement is the same as last year.

This statement will be disseminated to all employees in the agency.

II. Recognition and Accomplishments

In the past year, DDC accomplished the following as part of our commitment to DEI and EEO:

1. DDC's Office of Equal Employment Opportunity (OEEO) is committed to fostering and maintaining an agency culture that values the contributions of all DDC employees and provides opportunity for networking, peer support, professional development, and engagement. With guidance from DDC EEO, DDC staff launched Fifteen (15) Employee Resource and networking Groups (ERNG) in 2022 which are now managed out of our Commissioner's office.



AAPI Employees of DDC ERNG Liann Armstrong, Ellye Lombardi ERNG.AAPI@ddc.nyc.gov	Black Employee Network ERNG Roslyn Kaurish Emyr Ferguson ERNG.BE@ddc.nyc.gov	Book Club ERNG.BookClub@ddc.nyc.gov
Chess ERNG James Deane Emyr Be ERNG.Chess@ddc.nyc.gov	Cyclists ERNG Richard Jones Alexander Pina ERNG.Cyclists@ddc.nyc.gov	Hiking Club ERNG Jack Curry ERNG.Hiking@ddc.nyc.gov
Knitting ERNG Amara Harada ERNG.Knitting@ddc.nyc.gov	Landscape Architecture ERNG ERNG.Landscape@ddc.nyc.gov	LGBTQ+ ERNG Maria Cantano ERNG.LGBTQ@ddc.nyc.gov
Professional Licensing ERNG ERNG.ProfessionalLicensing@ddc.nyc.gov	DDC Runners ERNG Anthony Adams George De Jesus Batista Fy-Liam Dak ERNG.Runners@ddc.nyc.gov	Soccer ERNG ERNG.Soccer@ddc.nyc.gov
Softball ERNG Rayla Kim Steven Baum Andrew Marjot ERNG.Softball@ddc.nyc.gov	DDC Women at Work ERNG Tiffany James ERNG.WomenAtWork@ddc.nyc.gov	Working Parents of DDC ERNG ERNG.WorkingParents@ddc.nyc.gov
Latinx Employees ERNG Daniela Brin ERNG.Latinx@ddc.nyc.gov	Veterans ERNG ERNG.Veterans@ddc.nyc.gov	Young Professionals of DDC ERNG ERNG.YP@ddc.nyc.gov

If you are interested in forming an ERNG, please contact DOCEEO at Wellness-Diversity@ddc.nyc.gov

2. DDC's Office of EEO continued its professional lecture presentations as part of our efforts to increase the number of licensed Professional Engineers within the agency, and address underutilization in technical job groups. Representatives from the New York State Professional Engineering & Land Surveying board provided an hour-long virtual

presentation to over 80 attendees, regarding education, exams and experience required to obtain a license. These presentations are highlighted below and will continue in 2023:

Understanding the Benefits of Obtaining a Professional Engineering

License” facilitated by the **New York State Board for Engineering, Land Surveying and**

Geology- As part of our efforts to increase the overall number of licensed Professional Engineers within the agency, and address underutilization in technical job groups, by increasing the number of women and BIPOC licensed Professional Engineers; The Office of EEO invites representatives from the *NYS Board for Engineering, Land Surveying and Geology* to facilitate an information session for DDC employees interested in acquiring their Professional Engineering License. Presenters discuss the education, exams and experience required to obtain a license.

Understanding the Benefits of obtaining an Architecture License- presented by

the **National Council of Architectural Registration Boards (NCARB)** Representatives from the NCARB host a virtual information session for DDC employees looking to acquire their Architecture License. EEO presents this session as part of our efforts to increase the overall number of licensed Professional Architects within the agency, and address underutilization in technical job groups, by increasing the number of women and BIPOC licensed Professional Architects.

Understanding the Benefits of Obtaining a Landscape Architecture License -

presented by the **Council of Landscape Architectural Registration Boards (CLARB)** A representative from CLARB, and a Board Executive from the NY State Board of Landscape Architecture, host a virtual information session for DDC employees looking to acquire their Landscape Architecture License. Presenters discuss the education, exams and experience required to obtain a license.

DDC’s Office of EEO hosted a lunchtime Mobile Meditation event as part of our annual wellness efforts in June 2022- to help construction and office staff cope with stress. We also offer in person Meditation during lunch hours as well as in-person Yoga These efforts will continue in 2023.



MEDITATION STATION



3. DDC revised its Language Access Plan to ensure that all New Yorkers including those with limited English proficiency have access to any public information we share about construction and construction plans in the communities we serve. Part of our ongoing progress has been to identify newly created documents from our out-facing units and begin the assessment process for each document translation. This includes ensuring that the information is offered in plain language and also assessing the use of technical language. We still have to complete a word count for each document which impacts cost. The language access plan will be reviewed and updated again next year, and our efforts will continue in 2023
4. DDC's Office of EEO prioritized employees physical and mental well-being by organizing various lunchtime information sessions and employee roundtables to discuss wellness, mental health, and other health and wellness topics. EEO also hosts Wellness Wednesdays throughout the year. These efforts will continue in 2023.
5. Our Office of Diversity and Business Relations and Business Development unit is in an ongoing effort to increase outreach to M/WBE and small businesses in order to encourage and educate them about the process of doing business with DDC, with a goal of connecting these businesses to contract opportunities.

III. Workforce Review and Analysis

Please provide the total agency headcount as of 6/30/2022

Total Headcount: 1126

In FY 2023, the agency reminded and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status quarterly, through the following means:

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- In FY 2023, the agency will inform and remind employees of the option to add preferred name in ESS on a quarterly basis.

Our agency's EEO Officer reviews CEEDS workforce composition data quarterly. Our agency's EEO Office also briefs the agency head and agency leadership quarterly on underutilization while monitoring recruitment efforts, as well as applicant yield.

The agency conducts regular reviews of the CEEDS workforce reports, and the summary dashboard sent to the EEO Officer by DCAS' Citywide Equity and Inclusion (CEI) to provide demographic data and trends. The review includes an analysis of workforce composition by job title, job group, race/ethnicity, and gender for all employees; new hires, promotions, and separation data; and utilization analysis.

Agency Head

Quarterly Semi-Annually Annually Other _____

Human Resources

Quarterly Semi-Annually Annually Other _____

General Counsel

Quarterly Semi-Annually Annually Other _____

Other (Chief of Staff)

Quarterly Semi-Annually Annually Other _____

The agency review entails a discussion concerning perceived workplace barriers for job groups that may surface in underutilization reports and for factors that may be creating these barriers (e.g., hiring patterns in specific job titles).

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

1. Goals and strategies to enhance DEI and EEO in areas of Workforce, Workplace, Community, and Race Relations.

❖ **Workforce:**

As part of our strategy to enhance DEI and EEO within DDC's workforce, the agency EEO officer will 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). Our review will include a look at workforce composition by job title, job group, race/ethnicity, and gender for all employees. Our Goal is to leverage that 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

❖ **Workplace:**

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. Our goal is to encourage engagement of women and people of color on DDC staff within the office and to begin addressing discomfort 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.

❖ **Community:**

Our MWBE/ Diversity and Industry Relations division will continue outreach to those that seek to do business with the City of New York. We are continuing our role in helping with economic development and recovery through outreach to, utilization of and investment in our communities. 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. In addition, our EEO Officer has a goal of enhancing our outreach efforts by increasing community awareness of our language access efforts through our CCL program. In FY 2023, the agency will:

- Continue or plan to promote diversity and EEO community outreach in providing government services
- Promote participation with minority and women owned business enterprises (MWBEs)
- Conduct a customer satisfaction survey
- Expand language services for the public

❖ **Equity, Inclusion and Race Relations Initiatives:**

Our EEO Officer has set the goal to offer bystander training to agency management during this fiscal year. In addition, we would like to expand the equity and race conversation internally by leveraging our agency's new ERNG's to

facilitate inclusive dialogue and by using our equity data to drive our plans for the coming year.

2. Planned Programs, Initiatives, Actions

One of our other goals focuses on increasing the number of licensed Architects, Engineers, and Project managers, that also identify as women and BIPOC within our workforce. We would also like to focus on addressing underutilization of women in management titles. 'DDC's Personnel unit will continue promoting Civil Service Career Mapping, and EEO will continue its lecture series on Professional licensure and Certification to help address underutilization in various other key agency titles in FY23, as well. We will also be surveying our non-licensed technical staff to understand the barriers to licensure, which also expand opportunities for leadership readiness and selection.

Throughout the year, DDC's Office of EEO presents employee driven cultural events (Currently Virtual) for Lunar New Year, Black History, International Women's Day, Irish Heritage, Italian Heritage, Caribbean Heritage, Hispanic Heritage, and more, which include educational multimedia and PowerPoint presentations, as well as other mediums that educate and encourage cross cultural awareness, competence, engagement, communication and understanding among our employees.

In May, DDC's African Heritage cultural committee produced an art laden presentation educating colleagues about some of the architectural customs and trends throughout the continent of Africa. A video is available to share. May was also Asian American and Pacific Islander Heritage Month. The AAPI Cultural committee created an info graph banner commemorating the month, along with a quiz which was showcased on our agency's internet and emails to staff. DDC invited NYC EAP to provide various workshops to help employees prioritize mental health.

The month of June commenced with a Pride Month banner placed on the DDC HUB/Intranet, and an accompanying calendar of events throughout the City of New York and DDC shared a list of ways to support LGBT-owned businesses to commemorate pride month. The Pride and Allies employee resource networking group provided resources and links on a one-pager that was also placed on the DDC intranet and disseminated. On June 1st employees from across our agency took part in the JP Morgan Corporate Challenge, walking and running while colleagues cheered on. The Eid cultural committee made a presentation called "Sweet Eid" in acknowledgement of the deserts from around the world that are incorporated in annual EID events. To honor Juneteenth, a banner was placed on the DDC intranet with a linked quiz and one-pager educating staff about the history

of the celebration, which was facilitated by DDC's Office of EEO. We closed the year, with stair week, a wellness initiative where we encourage employees who are interested and able to take the internal stairs (5 flights) for 5 workdays. We also reintroduced weekly yoga sessions and launched various employee resource networking groups. These efforts will continue in 2023.

☒ Promote employee involvement by supporting Employee Resource Groups (ERGs).

DDC Employee Resource & Networking Groups (ERNNG) are voluntary, employee-driven groups that are organized around shared interests. Our ERNG's create valuable opportunities for employees to (1) Acclimate to our diverse work environment; (2) Network and engage with the greater DDC community; (3) Exchange information; (4) Support agency retention and recruitment efforts; (5) Promote innovation, creative solutions, and diverse viewpoints; (6) Cultivate a culture that fosters engagement, inclusion, and development. These efforts will continue in 2023 and beyond.

Listed below are the names of existing ERGs:

- AAPI Employee Network
- Black Employee Network ERNG
- DDC's Book Club (pending charter)
- Chess Club ERNG
- Cyclist ERNG
- Hiking ERNG
- Knitting ERNG
- Landscape Architect ERNG
- LGBTQ+
- Professional Licensing ERNG
- DDC Runners
- Soccer ERNG
- Softball ERNG
- DDC Women at Work
- Working Parents
- LatinX Employee Network ERNG
- Veterans ERNG (pending charter)
- Young professionals ERNG (pending charter)

- Agency will create a Diversity Council to leverage equity and inclusion programs
- Agency Diversity Council is in existence and active
- Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion
- Agency will inform employees of their rights and protections under the New York City EEO Policy
- Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

V. Recruitment

A. Recruitment Efforts

As part of our recruitment efforts, DDC office of EEO regularly reviews policies, procedures and practices and ensures strategic outreach and recruitment. The agency EEO Office reviews underutilization in job groups to inform our recruitment plans and advises the agency head, chief of staff, and Personnel units of underutilization and related action-plans, on a quarterly basis. EEO also regularly assess agency job postings to ensure diversity, inclusion, and equal opportunity employer messaging is included. EEO also reviews and approves interview questions and audits discretionary interview panels. As an agency, we will continue to participate in virtual Job fair opportunities from Colleges/Universities during this fiscal year. and where possible, host our own hiring pools and job fairs with guidance from DCAS

B. Recruitment Sources

Diverse Recruitment Source(s)	What sort of return do you expect to see from the effort? Indicate if this source yielded diverse applicant pools.
1. Coroflot-Graphic and Design	<p>1. We are expecting a talented, diverse applicant pool.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
2. Historically Black College and University Recruitment Fair (HBCU) Job fair	<p>2. We are expecting a talented, diverse applicant pool and to be able to recruit men and women applicants of color.</p> <p><input checked="" type="checkbox"/> Previous hires from this source (Howard University Fair)</p>
3. Design Jobs	<p>3. We are expecting a talented, diverse applicant pool.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
4. Parson School of Architecture	<p>4. We are expecting a talented, diverse applicant pool.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
5. The New York Times	<p>5. We are expecting a talented, diverse applicant pool.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>
6. Women in Construction and other related organizations	<p>6. We are expecting a talented, diverse applicant pool of women with construction and Project management experience.</p> <p><input checked="" type="checkbox"/> Previous hires from this source</p>

Internships/Fellowships

This summer, DDC hired summer Interns from colleges and universities from across the country. We plan to leverage the same recruitment sources in 2023 and where possible, encourage graduate interns to take civil service exams so that they have the ability to apply for some of our entry level positions.

The agency provided the following internship opportunities in FY 2022:

Type of Internship\Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows			M __ F__ Non-Binary __ Other __ Unknown __
2. Public Service Corps			M __ F__ Non-Binary __ Other __ Unknown __
3. Summer College Interns	32		M 22__ F10__ Non-Binary __ Other __ Unknown __
4. Summer Graduate Interns			M __ F__ Non-Binary __ Other __ Unknown __
5. Summer Youth Employment (specify):	33		M 18__ F15__ Non-Binary __ Other __ Unknown __

C. 55-a Program

Section 55-a of the New York State Civil Service Law allows a qualified person with a certified mental or physical disability to be hired into a competitive civil service position without having to take and pass a civil service examination. The city encourages agencies to use the 55-a program as a tool to build a diverse workforce and create greater access to City employment for qualified candidates with disabilities.

- Presently, DDC employs four [4] 55-a participants.
- Only one [1] participants has been in the program less than 2 years.

- In the last fiscal year, a total of one [1] new application for the program were received and 0 participants left the program.

There are seven hundred 55-a positions within the City of New York and over 45 agencies. Our current active headcount is 1101. For an agency our size, we believe that ten (10) 55-a employees (or approx. 1% of our headcount) is an ideal goal, in order to effectively contribute to the Citywide goal of filling all seven hundred 55-a positions and creating opportunity for candidates with disabilities.

By partnering with MOPD, and other agencies specializing in employment for individuals with varying abilities, we can increase our overall 55-a numbers within our agency. We are also educating current staff about the program.

Agency uses mostly non-competitive titles which are not eligible for the 55-a Program.

Agency does not use the 55-a Program and has no participating employees.

VI. Selection (Hiring and Promotion)

A. Career Counselors

The Assistant Commissioner of Personnel, Sue Wuest, is DDC's Career counselor. She conducts one-on-one information sessions with staff regarding Civil service lists and addresses requests for interdivisional and agency lateral transfers throughout the year.

B. New Hires and Promotions

We periodically look at Recruitment forms and packets and assess whether or not the hiring panel, as well as the applicant pool was diverse.

C. EEO Role in Hiring and Selection Process

Previously, our former Director of EEO, Craig Green would audit the interviews for discretionary hires. Prior to selection and DDC's Office of EEO would review the hiring packets upon receipt from HRSD (pre-selection) However, EEO was informed in September 2022, that we will not be able to backfill the Director of EEO position, with Craig's departure, EEO will be shorthanded. At this time, we will have to discontinue auditing interviews until further notice. We will inform the division when we will be able to resume auditing the interviews. EEO also assesses whether the hire meets our

internal scrutiny based on Underutilization and structured interviewing protocols, prior to selection.

In FY 2023, the agency EEO Officer will do the following:

- Ensure that all vacancy announcements include the revised NYC EEO I Anti-Discrimination Statement.
- Review vacancy postings to ensure elimination of language that has the potential for gender and age stereotyping and other unlawful discrimination. (It is recommended to use gender-neutral terms and pronouns and language that is age-inclusive).
- Actively monitor agency job postings and ensure recruitment strategy aligns with the diversity goals of the agency.
- Provide consultation regarding creation/review of objective criteria for evaluating candidates for hire or promotion and applying those criteria consistently to all candidates.
- In collaboration with the Director of Human Resources, review interview questions to ensure that they are EEO-compliant, job-related, and required by business necessity.
- Assist the hiring manager if a reasonable accommodation is requested during the interview.
- Observe interviews, when necessary, especially for underutilized job titles and/or mid- and high-level discretionary positions.
- Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log reports to advise Human Resources of any demographic trends and/or EEO concerns based on available self-ID data.
- Review hiring package to evaluate that the selection process was conducted in accordance with EEO best practices.
- Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age

- The agency will use the DCAS Layoff Procedure as guidance, should there be any layoffs, terminations, and demotions due to legitimate business/operational reasons in FY 2023.
- The agency will analyze the impact of layoffs or terminations on racial, gender, age groups, and people with disabilities.
- Where layoffs or terminations would have a disproportionate impact on any of these groups, the agency will document that the targeted titles or programs were selected based on objective criteria and justified by business necessity.
- The Agency Personnel Officer, EEO Officer and General Counsel will be involved in making layoff or termination decisions. It should be noted that layoffs must be conducted by seniority in compliance with civil service law (for competitive titles) and union contract (for non-competitive and labor class titles).

VII. Training

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	300	June 30, 2023
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 1 must be completed by March 31, 2023.)	--	June 30, 2023
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	1150	June 30, 2023
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 5 runs between September 1, 2022 – August 31, 2023)	--	June 30, 2023
5. IgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees All other employees	300	June 30, 2023
6. IgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees All other employees	--	June 30, 2023
7. Disability Awareness and Etiquette	Senior leadership and managers	50	June 30, 2023
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Hiring Managers and Personnel Professionals	100	June 30, 2023
9. NEOP EEO Overview (specify)	New Staff	50	
10. DDC EEO Forum for Managers	Managers		December 2023

VIII. Reasonable Accommodation

Describe your agency's practices for analyzing statistics with regard to volume, trends, and speed of disposition of EEO complaints and reasonable accommodation requests and appeals:

- Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- The agency follows the City's Reasonable Accommodation Procedure.
- The agency grants or denies request 30 days after submission or as soon as possible.
- The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Chief of Staff -Dee Harris
 - The designee reports directly to the Agency Head.
- The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

¹ EEO Officer and General Counsel should **NOT** be appointed as agency head designee for review of appeals to reasonable accommodation decisions. Refer to the revised guidelines below. Note the conflict of interest; in the event of an external challenge to the denial of a reasonable accommodation, the agency's General Counsel would be tasked with defending the agency against a decision in which that office was a decision maker on appeal.

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

A. Local Law 92 (2018): Annual Sexual Harassment Prevention training

- The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- The agency will train all current employees on Sexual Harassment Prevention (Cycle 5 – September 1, 2022 – August 31, 2023) as indicated in the Section VII Training above.

B. Local Law 97 (2018): Annual Sexual Harassment and Complaint Reporting

- The agency will ensure that sexual harassment complaints, and all other EEO complaints, are investigated and closed within 90 days.
- The agency will input sexual harassment complaint data, as well as all other types of complaints, on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database, contemporaneously update the information, and affirm the data in a timely manner when requested by DCAS.

C. Local Law 121 (2020): Age Discrimination Training

- The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 1: April 1, 2021 – March 31, 2023) as indicated in the Section VII Training above.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public.

- ☒ The agency plans to train all new employees within 30 days of start date.
- ☒ All managers, supervisors, and front-line employees will be re-trained every two years, no later than the third quarter of the Fiscal Year, as indicated in Section VII Training above.
- ☒ In addition, all other employees will be trained or re-trained every two years, as indicated in Section VII Training above.
- ☒ The agency will ensure that the Transgender Restroom Access notice/poster is posted where required, e.g., on bulletin boards, near restrooms and, in digital form, where other EEO notices and announcements can be found.

E. Local Law 101 (2018): Climate Survey

Based on the 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

The agency, in collaboration with DCAS, has conducted a climate survey in 2020 and:

- ☒ Analyzed the 2020 Climate Survey data provided by DCAS.
- ☒ Will review or has reviewed the results of the survey with agency head and senior leadership.
- ☒ Developed an action plan in consultation with agency head and senior leadership [template included in the appendix] outlining the initiatives and actions that will be adopted by the agency in response to the 2020 Workplace Climate Survey data.

X. Audits and Corrective Measures

[Please check the statement(s) that apply to your agency].


- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is currently being audited or preparing responses to an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2023 to include and implement EEPC recommendations that will be implemented during the fiscal year.
- The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- Within the last two years the agency was involved in an audit conducted by the EEPC or _____ [another governmental agency – please specify] specific to our EEO practices.
- The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

[Note: Agency Head’s signature and date should be provided for final submission only after the agency receives approval of the plan by DCAS.]

THOMAS Foley

Print Name of Agency Head



Signature of Agency Head

5/10/23

Date

Appendix A: Contact Information for Agency EEO Personnel

[Please provide contact information (name, title, e-mail, telephone number and full office address) for the following EEO roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed.]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
2.	Agency Deputy EEO Officer [if appointed]	— —		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	Dalela Harrison	Harrisoda@ddc.nyc.gov	7183911776
4.	Chief Diversity Officer/Chief MWBE Officer per E.O. 59	Maggie Austin	AustinMa@ddc.nyc.gov	
5.	ADA Coordinator	Malina Jaume	jaumema@ddc.nyc.gov	7183911833
6.	Disability Rights Coordinator	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776
7.	Disability Services Facilitator	Dalela Harrison Jason Wood	harrisoda@ddc.nyc.gov	7183911776
8.	55-a Coordinator	Dalela Harrison	harrisoda@ddc.nyc.gov	7183911776
9.	EEO Investigator(s)	Malina Jaume	jaumema@ddc.nyc.gov	7183911833
10.	Career Counselor(s)	Sue Wuest	wuests@ddc.nyc.gov	7183911603
11.	EEO Training Liaison(s)	Nneka DeCaul	decaulnn@ddc.nyc.gov	7183911090
12.	EEO Counselor(s)	Vilma Seemungal	seemungvi@ddc.nyc.gov	7183911393

Appendix B: 2020 Climate Survey Action Plan

1. Target area and objective: Increase employees' familiarity with the EEO Policy.

➤ Planned actions, initiatives, programs, or policies

DDC's EEO Office will circulate quarterly agency wide email including EEO resources, and guidelines as well as the revised EEO Policy.

➤ Intended reach

- All staff, including, senior executives, managers, interns, consultants, etc. new employees.

➤ Who will be responsible for implementing the action?

- EEO Office

2. Target area and objective: Improve the EEO Office's visibility to the workforce.

- **Planned actions, initiatives, programs, or policies:** [DDC's EEO Officer will be facilitating an EEO overview for each of the divisions within the agency so that staff members and leaders have the ability get questions answered and they become familiar with the EEO office and its offerings.

- **Intended reach** it will be on teams and it will be recorder for viewing after the fact. Field employees have access to log into teams as needed.

- **Who will be responsible for implementing the action?** EEO and HRSD

3. Target area and objective: 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.

- **Planned actions, initiatives, programs, or policies:** [DDC EEO posted the Complaint process at a glance on our agency's intranet however, the Office will disseminate agencywide eon a quarterly basis.

➤ **Intended reach** entire agency workforce and our agency partners

➤ **Who will be responsible for implementing the action?** EEO

4. Target area and objective: Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the workplace.

➤ **Planned actions, initiatives, programs, or policies:** Increase training compliance and resume our Bi-annual EEO division discussions related to employees protections

➤ **Intended reach** All staff. Field employees will be able to use a flex station to access this information.

➤ **Who will be responsible for implementing the action?** [EEO

5. Target area and objective: 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.

➤ **Planned actions, initiatives, programs, or policies:** [DDC's EEO Officer will be facilitating an EEO Forum for managers during a town hall session supported by our agency head

➤ **Intended reach** it will be aired virtually so that mangers and supervisors in the field have access to the information .

➤ **Who will be responsible for implementing the action?** EEO