

**AGENCY QUARTERLY DIVERSITY AND EEO REPORT FY 2020**

<b>AGENCY NAME:</b> <u>DEPARTMENT OF BUILDINGS</u>		
<input type="checkbox"/> 1 <sup>st</sup> Quarter (July -September), due December 13, 2019 <input type="checkbox"/> 2 <sup>nd</sup> Quarter (October - December), due January 30, 2020 <input type="checkbox"/> 3 <sup>rd</sup> Quarter (January -March), due April 30, 2020 <input checked="" type="checkbox"/> 4 <sup>th</sup> Quarter (April -June), due July 30, 2020		
<b>Prepared by:</b>		
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Name	Title	Telephone No.
<b>Date Submitted:</b> July 30, 2020		
<b><u>FOR DCAS USE ONLY</u></b>		
<b><i>Date Received:</i></b>		

**INSTRUCTIONS FOR FILLING OUT QUARTERLY REPORTS FY 2020**

1. Please save this file as ‘**XXXX Quarter X FY 2020 DEEO Quarterly Report**’ where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Word format. Please do not convert it to PDF.
2. Complete the “Diversity and EEO Training Summary” details in the attached Excel file. Under Section 10 (“Other”), include training classes co-organized or co-sponsored by EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.
3. Please save this Excel file as ‘**XXXX Quarter X FY 2020 DEEO Training Summary**’, where ‘XXXX’ is the commonly used acronym of your agency. You must submit this file in MS Excel format. Please do not convert it to PDF.

**PART I: NARRATIVE SUMMARY**

**I. COMMITMENT AND ACCOUNTABILITY STATEMENT BY THE AGENCY HEAD**

Distributed to all agency employees?  Yes, On (Date): March 6, 2020  No

**II. RECOGNITION AND ACCOMPLISHMENTS**

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

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

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

**May:** The agency celebrated Asian Pacific American Heritage Month with a web feature highlighting the accomplishments of our Asian American/Pacific Islander staff.

**May:** The agency celebrated Jewish Heritage Month with a web feature highlighting the accomplishments of our staff who practice Judaism. The Jewish Heritage Committee also hosted a “Virtual Challah Bake.”

**June:** The agency celebrated LGBTQ Pride Month with a web feature exploring the history of “Pride”. DOB also hosted a group talk on Black Trans Lives and an LGBTQ Social Hour.

**III. WORKFORCE REVIEW AND ANALYSIS**

1. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.  
 Yes, On (Date): \_\_\_\_\_  No (last issued in Q3 of FY 19) Reminder will be sent in FY 21 Q1

2. The agency conducted a review of the dashboard sent to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.  
 Yes, On (Date): dates below  No

The review was conducted together with:  HREX  General Counsel  
 Agency Head  Other \_\_\_\_\_

HREX – May 7, 2020 and June 9, 2020.

General Counsel – June 9, 2020. Meetings are held quarterly.

Agency Head – April 16, 2020, May 21, 2020, June 17, 2020. Meetings are held monthly or as needed.

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

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

**A. WORKFORCE:**

List the <b>Workforce Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others):	Please describe the steps that your agency has taken to meet the <b>Workforce Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to build an inclusive and sustainable pipeline for your agency across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
EEO and HREX staff will coordinate to align diversity recruiting, internal candidate development, and equitable selection practices strategically with current employment needs, underutilization analysis, and budgetary constraints.	<p>EEO and the Office of Human Resources and Employee Experience (“Human Resources”) have worked closely to ensure equitable selection practices, including the administration of promotional civil service lists. These offices meet regularly to discuss organizational and policy changes/proposals to ensure that due consideration is given to all relevant factors that could result in a disparate impact.</p> <p>The EEO Office continues to share and discuss the underutilization information with Human Resources staff. Monthly meetings are held between the two offices, where various matters are discussed including the recruitment sources used to advertise vacant positions that are not subject to a Civil Service list. In doing so, the agency is taking a proactive approach to address underutilization in the categories identified in the CEEDS report.</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

	<p>EEO and HREX have taken an interest in addressing the underutilization of women in the DOB workforce, by focusing on recruiting more female inspectors and engineers. In Q2 of FY 20, EEO in conjunction with Human Resources began facilitating informal focus groups with current female inspectors and engineers to get a better understanding of why they chose to work at DOB and brainstorm ways to make DOB attractive to female job seekers in these fields. The data collected from these informal focus groups led to the development of a working group dedicated to recruiting qualified female science professionals for the agency. This team includes staff from HREX, EEO, Communications, Buildings University and representatives from technical/inspectorial disciplines. The team is tasked with creating effective recruitment methods that are aligned with the data collected and suggestions made during the focus groups. The team met during Q3 of FY20 for introductions and for goal setting. Team progress will be updated on future Quarterly reports.</p> <p>During this period of isolation and the City's hiring freeze, EEO and HREX continue to collaborate to develop effective recruitment plans including identifying</p>				
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	<p>ways and providing guidance to fill potential critical vacancies.</p> <p>EEO and HREX finalized the protocol for the internal Structured Interviewing Process with respect to establishing question banks. The first phase involving the Inspectorial disciplines was finalized in Q4 and the second phase for Technical and Administrative review will take place in FY 21. An update will be provided after each phase is completed.</p>				
<p>The Department Career Counselor will continue to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p>	<p>EEO, in conjunction with Buildings University, and HREX continues to work collaboratively to identify appropriate internal and external training opportunities necessary for employees to develop the skills and competencies necessary for advancement.</p> <p>DOB has taken our training programs virtual and has hosted several online trainings during Q4. Civility in the Workplace was hosted on April 30<sup>th</sup> and Structured Interviewing on June 9<sup>th</sup>. EEO has also created a Workplace Etiquette training that will be piloted in Q1 of FY21</p> <p>DOB EEO also created and delivered virtual EEO folder for all employees hired on Q4. Live training will be coordinated when employees are allowed to return to the office.</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

<p>Evaluate how best to develop a pipeline of talent including explore the development of certain trainee positions.</p>	<p>The agency continues to explore avenues for developing a pipeline of talent, which includes speaking with incumbent staff and consulting with other agencies regarding the recruitment methods and internal staff development they've found to be effective.</p> <p>The agency has begun reviewing the demographic breakdown of agency leadership in order to develop training and development opportunities to ensure promotional opportunities are available to all staff. This will be ongoing throughout FY 21.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>
<p>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.</p>					
<p>Human Resources and EEO staff members review underutilization data and continue to coordinate to develop ideas for attracting a more diverse talent pool. DOB utilizes a number of recruiting tools, including advertising in print and online publications, conducting interview days, participating in job fairs and coordinating with professional organizations. CEEDS data indicates underutilization among women and minorities in the following job groups:</p> <ul style="list-style-type: none"> <li>• Management Specialists</li> <li>• Science Professionals</li> </ul> <p>The CEEDS data reflects insignificant changes in the underutilization statistics for Women and Minorities in the Science Professional and Management Specialist titles from Q3 to Q4 of FY 20.</p>					

**B. WORKPLACE:**

List the <b>Workplace Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys):	Please describe the steps that your agency has taken to meet the <b>Workplace Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to create an inclusive work environment that values differences that each of your unique employees brings to work, and to maintain focus on retaining talent across all levels.</b>	Q1 Update	Q2 Update	Q3 Update	Q4 Update
Staffing and Employee Engagement	Our ERGs have been creative in identifying ways to keep staff engaged despite having most of our workforce working from home. As mentioned above, the Jewish Heritage Committee hosted a Virtual Challah Bake and the LGBTQ ERG hosted several virtual events commemorating Pride Month. In response to the ongoing civil unrest surrounding racial inequity and police brutality, EEO and Human Resources facilitated a live discussion about how the national conversation about racism is impacting life at work for everyone, particularly Black people. There were several takeaways from the discussion concerning how to make DOB a more just place to work for all employees with emphasis on racial equity and inclusion. The suggestions made during the discussion are being reviewed and an update will be provided in FY 21.	<input type="checkbox"/> Planned <input type="checkbox"/> Not started <input type="checkbox"/> Delayed <input type="checkbox"/> Deferred <input checked="" type="checkbox"/> Ongoing <input type="checkbox"/> Completed	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>



<p>Employee Engagement Survey</p>	<p>During Q3 of FY20, our Commissioner released the results of the 2019 Employee Engagement survey to all Buildings’ staff. In it, she stated that the agency needs to improve three major areas: (1) employee recognition, (2) professional development, and (3) employee retention.</p> <p>In an effort to address the concerns raised by our employees in the survey, the Human Resources &amp; Employee Experience (HREX) unit invited Buildings’ staff to focus groups to dive deeper into these 3 areas and collect specific feedback from employees that will ultimately inform the design of solutions, projects and programs that reflect the needs of employees.</p> <p>Implementing the results of the engagement survey will be ongoing throughout FY21.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/></p>
<p>Please specify any other EEO-related activities during the quarter (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe briefly the activities, including the dates when the activities occurred.</p>					
<p>The Agency continues to utilize its weekly “Friday Feature” to highlight the accomplishments of our diverse staff across all industries housed at DOB.</p>					

**C. COMMUNITY:**

List the <b>Community Goal(s)</b> included in <i>Section IV: Proactive Strategies to Enhance Diversity, EEO and Inclusion</i> , which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., community outreach and engagement, MWBE participation and customer satisfaction surveys):	Please describe the steps that your agency has taken to meet the <b>Community Goal(s)</b> set/declared in your plan. ○ <b>Include steps that were taken or considered to establish your agency as a leading service provider to the citizens of New York City focused on inclusion and cultural competency, while reflecting the vast communities that are served.</b>	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
Youth Engagement	<p>The EEO Office, the Office of Human Resources and Employee Experiences, and the new Program Manager for Youth and Industry Engagement are working together to make employment at DOB an attractive employment option for past and present DOB college interns as well as new graduates with an interest in the work performed by DOB.</p> <p>In Q3, the agency hosted its second incarnation of the DOB Scholars Program which had its successful launch last year. The DOB Scholars Program is a unique academic partnership between CUNY and a regulatory city agency. The DOB Scholars is a curriculum, networking, and career development program for CUNY students interested in engineering (civil, mechanical or electrical), architecture, sustainability &amp; energy, construction management, construction trades, inspection, law enforcement, public policy/government, and public safety. The program consists of 10 seminars over the</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

	<p>course of the spring semester from various units within the Department of Buildings. 43 students were accepted into the program. All programs will be delivered via a virtual format until further notice.</p>				
<p>Implementation of DOB NOW</p>	<p>Much of the agency’s operations moved online during Q4. DOB Now, the agency’s comprehensive system for providing more efficient inspections and online plan review, was put to the test during Q4.</p> <p>The goal of DOB Now is to make it easier to submit applications, make payments, schedule appointments, check the status of an application or inspection, pull permits, and apply for renewals.</p> <p>DOB NOW’s four main components:</p> <ul style="list-style-type: none"> <li>• <b>DOB NOW: Inspections</b> is the name for Inspection Ready. All current functionality remains the same for online scheduling, tracking, and notifications as well as enforcement and development inspections.</li> <li>• <b>DOB NOW: Build</b> gives online access to job filings, permits, and Letters of Completion.</li> <li>• <b>DOB NOW: Safety</b> gives online access to compliance filings, such as for façades, elevators, or boilers.</li> <li>• <b>DOB NOW: Licensing</b> allows online exam filing, issuance, and renewal for Licensees.</li> </ul>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

	<p>This is a long-term project with the modules for various job filings being launched in phases throughout the Fiscal Year.</p> <p>The Department of Buildings IT Unit continues to work with DOITT and MOPD with regards to Website Accessibility and making the Department's webpage accessible to people with disabilities. DOITT provided DOB with links to pages on the department's website that were identified as needing to be updated with regards to website accessibility.</p>				
Procurement Process	As part of its diversity and inclusion efforts, the Agency has taken proactive steps, where practicable, to increase M/WBE participation. This includes setting M/WBE goals above the 30% mandated minimum. The Department has also been evaluating electronic compliance tracking systems to improve goal setting and enhance compliance.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
List <b>Recruitment Strategies and Initiatives</b> which you set/declared in your FY 2020 Diversity and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training):	Please describe the steps that your agency has taken to meet the <b>Recruitment Goal(s)</b> set/declared in your plan.	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
Recruitment Efforts	During this period of isolation and the City's hiring freeze, EEO and Human Resources continue to collaborate to	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>

	develop effective recruitment plans including identifying ways and providing guidance to fill potential critical vacancies.	<input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Structured Interviewing Training and Unconscious Bias	EEO has delivered one virtual Structured Interviewing training during Q4 and will continue virtual training going into FY 21 until further notice.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

**B. INTERNSHIPS/FELLOWSHIPS**

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

Type of Internship/Fellowship	Current	Total	Race/Ethnicity [#s]	Gender [#s]
				[N-B=Non-Binary; O=Other; U=Unknown]
1. Urban Fellows	0	TBD		M ___ F ___ N-B ___ O ___ U ___
2. Public Service Corps	1			M <b>1</b> F ___ N-B ___ O ___ U ___
3. Summer College Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
4. Summer Graduate Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
5. CUNY Interns	43			M ___ F ___ N-B ___ O ___ U 43
6. CTE Interns	5			M <b>4</b> F <b>1</b> N-B ___ O ___ U ___
7. Ladders for Leaders Interns	0	TBD		M ___ F ___ N-B ___ O ___ U ___
8. Environmental Defense Fund Fellow	1			M ___ F <b>1</b> N-B ___ O ___ U ___
9. CORO Fellows	0	TBD		M ___ F ___ N-B ___ O ___ U ___

*Additional Comments:* All programs are delivered via a virtual format

**C. 55-A PROGRAM (UPDATE NEEDED)**

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

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

During this Quarter, a total of 0 new application for the program were received.

During this Quarter no participants left the program

**The 55-a Coordinator has achieved the following goals:**

1. Disseminated 55-a information through:

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

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

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

**V. SELECTION (HIRING AND PROMOTION)**

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

List additional <b>Selection Strategies and Initiatives</b> which you outlined in your FY 2020 Diversity and EEO Plan ( <i>include use of structured interviewing, EEO or APO representatives observing interviews, review of placement demographics, review of e-hire applicant data</i> ).	Please describe the steps that your agency has taken to meet the <b>Selection (Hiring and Promotion) Goal(s)</b> set/declared in your plan.	<b>Q1 Update</b>	<b>Q2 Update</b>	<b>Q3 Update</b>	<b>Q4 Update</b>
Career Counseling: Advising employees of opportunities for promotion and career development;	Buildings University Career Counselors will continue to explore professional development training opportunities for the Departments workforce throughout the fiscal year.	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires), especially for mid- and high-level discretionary positions;	<p>All vacancies are posted on ESS as well as the Department’s website. All internal candidates who meet minimum qualifications are interviewed.</p> <p>For external candidates, the Department will also post using a variety of external sources, including organizations comprised of underrepresented groups. Additionally, as appropriate, the Department seeks the assistance of the 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</p>	<input type="checkbox"/> <b>Planned</b> <input type="checkbox"/> <b>Not started</b> <input checked="" type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Delayed</b> <input type="checkbox"/> <b>Deferred</b> <input type="checkbox"/> <b>Ongoing</b> <input type="checkbox"/> <b>Completed</b>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

	<p>must submit the completed interview log in conjunction with the Personnel Action Request (PAR) form.</p> <p>All questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
<p>Reviewing the methods by which candidates are selected for promotion or to fill vacancies (new hires) filled through civil service lists;</p>	<p>In Q4, the Department had 1 list calls for the title listed below which yielded 4 internal appointments in the following position:</p> <ul style="list-style-type: none"> <li>Assistant Plan Examiner</li> </ul> <p>The Department will continue utilizing civil service lists to fill positions throughout FY 21.</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>
<p>Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment);</p>	<p>The Department utilizes its internal Hiring Guide as a resource for supervisors and managers involved in the hiring and selection process. This guide is periodically updated to include best practices which include a requirement for all managers, or anyone involved in the interview process to receive mandatory Structured Interviewing Training through the EEO Office. This guide also informs managers of the compliance required under Executive Order 21 advising them that pre-offer salary inquiries are not permitted. Inquiries regarding salary can only be</p>	<p><input type="checkbox"/> Planned  <input type="checkbox"/> Not started  <input checked="" type="checkbox"/> Ongoing  <input type="checkbox"/> Delayed  <input type="checkbox"/> Deferred  <input type="checkbox"/> Ongoing  <input type="checkbox"/> Completed</p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>



	<p>made subsequent to a conditional offer of employment that includes a salary.</p> <p>In order to ensure that the selection process is fair and impartial, there are multiple levels of review during the selection process. Hiring Managers are responsible for preparing the PAR, including compiling and reviewing all required supporting documentation. The PAR package is then submitted to the Bureau Manager for review and approval. If approved by the Bureau Manager, the package is then forwarded to Human Resources, which also reviews the documents submitted, including the interview logs. Human Resources will coordinate with the EEO Office and the General Counsel's Office, as necessary, based upon its review of the documentation submitted.</p> <p>All title promotions and salary increases must be submitted with justification for the proposed increase and responsibilities that align with the position. In determining whether a salary increase/promotion is appropriate, Human Resources will review the justification to determine whether the proposed responsibilities align with the employee's civil service title and level. This review also includes a parity analysis of the unit's reporting structure and</p>				
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	<p>compensation of employees within the unit and also includes a review a similar titles across the Agency. As appropriate, Human Resources coordinates with EEO and/or the General Counsel’s Office to address any potential disparate impact or civil service concerns.</p> <p>As stated above, all questions and interview panels must be reviewed and approved by the EEO Office when hiring for mid- and high-level discretionary positions.</p>				
<p>Analyzing the impact of layoffs or terminations on racial, gender and age groups;</p>	<p>In the event of layoffs, terminations or demotions due to legitimate business/operational reasons, Human Resources in consultation with EEO, will analyze the proposed actions to determine whether there is a potential for adverse impact on protected groups. Where such actions have a potential for disparate impact on any protected group, the Department will review the actions to ensure that the targeted titles were selected based on objective criteria and justified by business necessity. Human Resources will consult with EEO and the General Counsel’s office, and appropriate measures will be taken prior to such layoffs or terminations being finalized</p>	<p><input type="checkbox"/> <b>Planned</b>  <input type="checkbox"/> <b>Not started</b>  <input checked="" type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Delayed</b>  <input type="checkbox"/> <b>Deferred</b>  <input type="checkbox"/> <b>Ongoing</b>  <input type="checkbox"/> <b>Completed</b></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>	<p><input type="checkbox"/>  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/></p>

Other Selection Strategies and Initiatives:		<input type="checkbox"/> Planned	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Not started	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Delayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Deferred	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Ongoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/> Completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**VI. TRAINING**

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

**VII. REASONABLE ACCOMMODATION**

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

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

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

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

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

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

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

- The agency has reviewed its practices (including application and interview forms) regarding prohibition on inquiry about pay history.
- All personnel involved in job interviews are required to go through structured interview training.

**C. LOCAL LAW 92: ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING**

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

**D. LOCAL LAW 93: RISK ASSESSMENT SURVEY**

**Please provide a short description of planning and progress in implementation of strategies aimed to reduce/minimize the risk of sexual harassment in your agency.**

*Within the timeframe provided in your Annual Plan, provide any progress on the following, and if none write N/A:*

*Risk 1: Homogenous Workplace:*

Human Resources and EEO continue to meet monthly to review recruiting strategies to address underutilization titles within the workforce.

*Risk 2: Cultural and Language Differences in the Workplace:*

Human Resources and EEO continue to promote diversity and inclusion as part of addressing cultural and language

differences to help promote a more inclusive workforce. EEO and Human Resources created a tentative calendar of events for FY 2020 to promote more inclusiveness amongst the workforce.

*Risk 3: Workplaces with Significant Power Disparities:*

EEO has put together a tentative list of training targeted for Managers and Supervisors as a means of increasing awareness and responsibility under the City's EEO Policy. In Q1 of FY 2020, the agency will begin offering "Making the Most of a Multigenerational Workplace" and "Workplace Civility" to address workplaces with significant power disparities and create a culture of respect where all employees regardless of title are valued.

*Risk 4: Isolated Workplaces:*

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

*Risk 5: Decentralized Workplaces:*

EEO and Buildings University developed a training calendar for FY 2020 for mandatory trainings for all levels of staff, at all locations to promote awareness of the EEO Policy and all applicable mandates

## E. LOCAL LAW 97: ANNUAL SEXUAL HARASSMENT REPORTING

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

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

## F. LOCAL LAW 101: CLIMATE SURVEY

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

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

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

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

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

## IX. AUDITS AND CORRECTIVE MEASURES

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC EEPC or another governmental agency specific to our EEO practices.
- The agency is involved in an audit; please specify who is conducting the audit: \_\_\_\_\_.
- Attach or list below audit recommendations.
- The agency has submitted or will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2020.

**APPENDIX: [AGENCY NAME] EEO PERSONNEL DETAILS**

**EEO PERSONNEL FOR 1<sup>ST</sup> QUARTER, FISCAL YEAR 2020**

**A. PERSONNEL CHANGES**

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



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

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

<b>DIVERSITY AND EEO STAFFING IN [AGENCY NAME] AS OF QUARTER (I) FY 2020 *</b>					
<u>Name</u>	<u>Civil Service Title</u>	<u>EEO\ Diversity Role</u>	<u>% of Time Devoted to EEO &amp; Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
Kareem Gabriel	EEO-DOB	EEO Officer/Director	100%	kgabriel@buildings.nyc.gov	212.393.2718
Elizabeth Lundi	Associate Labor Relations Analyst	<u>Deputy EEO Officer</u>	100%	elundi@buildings.nyc.gov	212.393.6632
Elizabeth Lundi		<u>ADA Coordinator</u>			
Elizabeth Lundi		<u>Disability Rights Coordinator</u>			
Kareem Gabriel		<u>Disability Services Facilitator</u>			
Kareem Gabriel		<u>55-a Coordinator</u>			
Allison Ginsburg		<u>Career Counselor</u>		aginsburg@buildings.nyc.gov	212.393.2167
Rachel Alba	EEO Investigator	<u>EEO Counselor/ Investigator</u>	100%	ralba@buildings.nyc.gov	212.323.8075
Cindy Contreras	EEO College Aide	<u>Intern</u>	100%	CContreras@buildings.nyc.gov	212-292-2254
Debra Palmieri-Russo		<u>EEO Training Liaison</u>		DePalmieri@buildings.nyc.gov	212.393.2214

\* Please insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above just indicate it on the chart.