

# [Agency Name] FY 2025 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

## FY 2025 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

### Part I: Narrative Summary

**Agency Name:** DEPARTMENT OF BUILDINGS

☐ 1<sup>st</sup> Quarter (July -September), due November 6, 2024

☐ 2<sup>nd</sup> Quarter (October – December), due January 30, 2025

☐ 3<sup>rd</sup> Quarter (January -March), due April 30, 2025

☒ 4<sup>th</sup> Quarter (April -June), due July 30, 2025

**Prepared by:**

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Name	Title	E-mail Address	Telephone No.
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**Date Submitted:** 8/11/2025

**FOR DCAS USE ONLY:**

***Date Received:***

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## Instructions for Filling out Quarterly Reports FY 2025

**[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2025.**

**For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2025 DEI-EEO plan. Insert these statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI.**

**For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]**

1. Please save this file as **"XXXX Quarter X FY 2025 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 2025 DEI-EEO Report.Part II 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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## I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☒ Yes, On (Date): \_\_\_\_\_ ☐ No

☐ By e-mail

☐ Posted on agency intranet and/or website

☐ 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:**

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

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1. Each month we generate Years of Service Award certificates to employees who've reached an anniversary milestone of DOB employment (one year, five years and increments of five years thereafter e.g. 10, 15 etc.). The certificates are delivered to employees at their work location, and a roster is published in our monthly internal newsletter.
2. We now have seventeen ERGs (employee resource groups). Some ERGs were in existence for many years; others are newly created. The Employee Engagement Team (EET) reaches out to all ERG members in advance of their corresponding annual celebrations to help coordinate diverse and inclusive educational Agencywide events. We also advertise these events via Agencywide emails, intranet posts, physical flyers and word of mouth. We believe these strategies helped increase more expansive and diverse attendance.

### III. Workforce Review and Analysis

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

Q1 (9/30/2024): 1556 Q2 (12/31/2024): 1539 Q3 (3/31/2025): 1579 Q4 (6/30/2025): 1607

#### 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

☐ On-boarding of new employees

☐ Newsletters and internal Agency Publications

#### III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS 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.

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☒ Yes - on (Dates):

Q1 Review Date: \_\_\_\_\_ Q2 Review Date: \_\_\_\_\_ Q3 Review date: \_\_\_\_\_ Q4 Review date: \_\_\_\_\_

**The review was conducted with:**

☒ Agency Head  
☒ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

☒ Agency Head  
☒ Human Resources  
☐ General Counsel  
☐ Other \_\_\_\_\_  
☐ Not conducted

## IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2025

**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 2025.**

### A. Workforce:

Please list the **Goals, Planned Programs, Initiatives, and Actions aimed at Workforce** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

#### 1. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]

As part of the retention strategy, DOB issues an Employee Engagement Survey every two years. The 2023 survey responses were analyzed and focus groups comprised of diverse employees (diverse titles, different units, different number of years working in DOB, other City experience, etc.) were gathered to examine and interpret responses. The Employee Engagement Team synthesized this feedback in a presentation to senior leadership in response, as on able changes are being made to increase

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employee satisfaction. For instance, many employees complained that there are wide gaps between bathroom stalls which lead to decreased privacy. After the discussion with senior leadership, they brought this to attention to our Asset Management and Budget teams who purchased dividers that were quickly installed in all bathrooms.

The Department is working on ensuring a diverse and inclusive workforce that is reflective of the diversity within New York City. Our goal is to increase the BIPOC applicants in the agency's technical and inspectorial titles. We are looking to create a recruitment pipeline for the Inspectors, Plan Examiners, Architects and Engineers positions by partnering with local high schools, colleges and universities. It will be mandatory for all supervisors to undergo supervisory training that addresses diversity and inclusion concerns such as managing a multi-generational workforce.

[In addition to the strategic goals above, please indicate here specific actions and initiatives planned with respect to Workforce.]

After future events, we will review the age of all attendees to determine if multigenerational employees are participating in Agencywide events. After gathering the data we will review our advertising strategies.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

### **Workforce Goal/Initiative #1 Update:**

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

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### **2. [Copy the planned Workforce Goal/Program/Action from FY 2025 DEI-EEO plan]**

The Employee Engagement unit works to assist each ERG (including of women and minorities) to host educational and informative Agencywide events. Employee Engagement Survey Focus Group members asked for more cross training courses in same titles across different divisions and bureaus.

**Please describe the steps that your agency has taken to meet this goal/initiative. Include actions aimed at the composition of your workforce, recruitment, retention, promotion, and professional development to enhance equity, inclusion, and race relations in an integrated agency workforce. Pay attention to age inclusivity, non-traditional minorities, and engagement of traditional and older employees. A well-balanced, integrated workforce should help establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?**

The agency has engaged in several events that focused on the location where the events would take place. We are working on hosting events at our different borough locations. However after visiting the locations and looking over the areas we found that some of our locations are too small to host the events. For instance our Bronx location is too small for the current staff, therefore we cannot host events at that location but will provide information and offer all staff the ability to have travel time to attend our lunch and learn events as long as they are registered. The agency has a wide variety of diverse employees within our agency. We focused on Invisible disabilities this quarter due to the population of older employees and neurodivergent employees. During the training a short section on the 55a program was presented to attendees. Information was given to all who attended. The EEO Office and the Buildings University team met up to discuss what DCAS trainings should be offered to all employees. It was decided that based on the demographics of our staff to push for

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attendance to the following courses.

Course Title	DOB Target Audience	Number of Cohorts
Effective Communication Skills: Navigating Conflict	All Employees Eligible	3
Creating a culture of Inclusion, from Microaggressions to Microaffirmations	All Employees Eligible	2
Managing the Multigenerational Workforce	All Employees Eligible	2
The Conflict Resolution Strategies for the Culturally Diverse Workplace	Supervisors & Managers	2

### Workforce Goal/Initiative #2 Update:

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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### **3. Efforts to reduce Workforce underutilization:**

**Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.**

The EEO Office will collaborate with the following HREX units, Employee Engagement unit, Workforce Planning unit, and Recruitment unit, to ensure that we are addressing any underutilization within the Science Professional and Management Specialist groups.

**The HREX units, Buildings University unit, and EEO staff are working changing how we recruit, attend hiring pools, and the interview process for out Science Professional groups to change our numbers in Women Inspectors. Women Inspectors leave the agency or turnover to Assistant Plan Examiners on a higher percentage than our Male inspectors. EEO has looked into how women inspectors are treated when working in the field and is planning to host a session for all women inspectors to discuss their needs for retention and hiring purposes.**

### **B. Workplace:**

**Please list the Goals, Planned Programs, Initiatives, and Actions aimed at Workplace included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025*, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).**

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## **1. [Copy Workplace Goal/Program/Action from FY 2025 DEI-EEO plan]**

In 2025, The Department will launching new Professional Development trainings in response to staff feedback, through employee engagement surveys, that highlighted the need for clear career advancement opportunities. The Department is working to create structured promotion pathways and succession planning frameworks, enabling equitable professional growth throughout the agency.

The EEO Office will build upon equity and inclusion in the workplace through ensuring equitable access to mental health, wellness, and conflict resolution across all levels. The plan is to establish a committee to identify specific concerns as well as potential strategies and resources in developing the program. We will conduct employee engagement possibly through an anonymous survey to ascertain specific areas of need.

- Develop training for staff to serve as liaisons in each borough, focusing on topics such as mediation and peer support.
- Partner with the City's Employee Assistance Program to conduct workshops and streamline process for accessing available resources.

**Due to the EEO Office being short staffed it has been unable to implement some of the programs listed within the EEO Plan but has started to work on the creation of the programs.**

### **Workplace Goal/Initiative #1 Update:**

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 checked="" 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 checked="" 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 checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed

## **5. Other Workplace Activities:**

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

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During FY25 Q4 the Employee Engagement unit participated in 17 engagement activities with DOB staff. In these 16 activities/events 852 employees participated and attended the events. There were more participants that attended than the number of participants who registered. Also 58 diverse employees received recognition certificates. After employees reached out to the Employee Engagement Team about future learning training opportunities. The EEO Office created an Autism Awareness Training and presented at a Lunch and Learn session.

Employee Recognition	Month	# of Employees
Recognition Certificates	April	22
Recognition Certificates	May	16
Recognition Certificates	June	20

<u>Event Title</u>	<u>Date</u>	<u># of Employees RSVP</u>	<u># of Employees Attended</u>
<u>NYC Let's Move Step Challenge</u>	<u>April 1 - 30</u>	<u>192</u>	<u>155</u>
<u>Arab Heritage ERG Celebration</u>	<u>4/23/2025</u>	<u>95</u>	<u>136*</u>
<u>Take Your Child to Work Day</u>	<u>4/24/2025</u>	<u>72</u>	<u>70</u>
<u>Autism Awareness</u>	<u>4/30/2025</u>	<u>33</u>	<u>34*</u>
<u>Denim March</u>	<u>4/30/2025</u>	<u>N/A</u>	<u>5</u>
<u>Asian American Pacific Islander Celebration</u>	<u>5/14/2025</u>	<u>50</u>	<u>45 (50% increase from last year)</u>
<u>Jewish American Heritage Month Celebration</u>	<u>5/21/2025</u>	<u>55</u>	<u>47 (27% increase from last year)</u>

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<u>Blood Pressure Measurement Queens</u>	<u>5/21-6/26</u>	<u>N/A</u>	<u>56</u>
<u>Blood Pressure Measurement Manhattan</u>	<u>5/14/2025</u>	<u>N/A</u>	<u>2</u>
<u>Chair Massage Pad Pilot Manhattan</u>	<u>5/13-5/22</u>	<u>28</u>	<u>25</u>
<u>Chair Massage Pad Pilot Queens</u>	<u>6/4-6/26</u>	<u>N/A</u>	<u>34</u>
<u>Caribbean American Heritage Month Celebration</u>	<u>6/11/2025</u>	<u>67</u>	<u>68* (94% increase from last year)</u>
<u>Hispanic Heritage ERG Summer Kick Off</u>	<u>6/17/2025</u>	<u>54</u>	<u>14</u>
<u>Hispanic Heritage ERG Summer Kick Off Part 2</u>	<u>6/23/2025</u>	<u>N/A</u>	<u>57</u>
<u>Pride ERG Celebration</u>	<u>6/25/2025</u>	<u>39</u>	<u>49* (49% increase from last year)</u>
<u>Pride Stonewall National Monument</u>	<u>6/25/2025</u>	<u>15</u>	<u>15</u>
<u>NYC Pride March</u>	<u>6/29/2025</u>	<u>13</u>	<u>40* (150% increase from last year)</u>

### C. Community and Equity, Inclusion and Race Relations:

Please list the Planned Programs, Initiatives, Actions aimed at Community, Equity, Inclusion and Race Relations included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2025, which you set/declared in your FY 2025 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

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### **1. [Copy Community/Equity/Inclusion Goal/Program/Action from FY 2025 DEI-EEO plan]**

The EEO Officer worked with a team of employees from various units within the agency to work on the agency's first Racial Equity Plan. The Department recognizes that some owners may be unaware of certain requirements including those pertaining to various periodic inspections. As an agency charged with public safety, the Department has a role in educating New Yorkers, whether they own or rent, so they have an understanding of the regulatory framework with which owners must comply. To that end, the Department believes outreach and community engagement is a critical tool in educating owners and tenants. The Department is committed to evaluating its outreach efforts to determine whether and how such efforts can be expanded or modified to more effectively engage with marginalized communities to address disparities that may exist in various boroughs as a result of historical harms.

Evaluate existing outreach strategies to determine whether and how they need to be modified to more effectively engage with tenants and homeowners in marginalized communities.

Understanding that summonses/violations and associated penalties may have a disproportionate impact on small homeowners, the Department implemented the Homeowner Relief Program as an alternative to penalties. It provides owners of one- and two-family homes in all boroughs (who have not received a DOB-issued violation in the past five years) and also new owners who recently purchased a one- or two-family home the opportunity to avoid penalties if the violating conditions are corrected within a specified timeframe. The Department's goal is ultimately compliance, and it recognizes that issuing violations to owners of these smaller properties, who likely have limited resources, is not the best path to compliance.

The Community Affairs unit is undergoing reorganization at this time and updates will be provided throughout FY25 in the quarterly reports.

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

### Community/Equity/Inclusion Goal/Initiative #1 Update:

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. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

We will analyze the impact of agency penalties to address any potential disproportionate impact on owners of one- two- or three family buildings.

- Analyze Homeowner Relief Program statistics to determine efficacy of such program as an alternative mechanism for achieving compliance with applicable code and rules with respect to owners of smaller properties.
- Evaluate existing outreach strategies to determine whether and how they need to be modified to more effectively engage with tenants and homeowners in marginalized communities.
- Employ surveys/questionnaires to identify the specific issues/concerns relevant to particular communities.

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- Partner with community-based organizations to reach target audiences with the goal of educating communities regarding prevalent violations that are specific to their respective zip codes/community boards.

### IV. Recruitment

#### A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2025 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. [Copy Recruitment Initiatives/Strategies from FY 2025 DEI-EEO plan]

DOB is continuing to make efforts to build and retain a diverse and inclusive workforce. DOB has continued to post jobs at area colleges and law schools, post positions on Indeed as well as increase our social media presence for job postings. We have filled new Sustainability positions and continue to post on various job boards such as Energy Jobs and Green Jobs for any remaining vacancies. We are reviewing opportunities to participate in veterans' events and fairs and partner with HBCU (Historically Black Colleges and Universities).

HREX is continuing to meet regularly with EEO and DEI and review various reports and demographics and determine areas which require more attention. By reviewing these demographics on a routine basis, we can access which sources provide a diverse candidate pool and will continue to look for more sources and strategies and initiatives to recruit to any underutilized group. HREX continues to research new opportunities to participate in, which may yield better demographics for the agency.

**Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?**

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DOB is continuing to make efforts to build and retain a diverse and inclusive workforce. DOB has continued to post jobs at area colleges and law schools, post positions on Indeed as well as increase our social media presence for job postings. Posted attorney, Energy and Engineering jobs on the Latina Attorneys Cafecito network, the Dominican Bar Association, PSJD, ASME, Energy Job and Green Jobs. We participated in a veteran mentor event with Edge4Vets and the NYC DVS Veterans Transition Event at CitiField in Q4. We were represented at these veteran events by ambassadors from our Veteran Employee Resource Group. We are also reviewing opportunities to participate in more fairs and to partner with HBCU (Historically Black Colleges and Universities). In Q4, HREX collaborated with our Inspector and Attorney units on various recruitment efforts. HREX and EEO have been collaborating with the Inspector teams to revise current interview questions to lead to a more diverse and effective workforce. These efforts are ongoing and are being used across multiple disciplines. HREX is continuing to meet regularly with EEO and DEI and review various reports and demographics and determine areas which require more attention. By reviewing these demographics on a routine basis, we can access which sources provided a diverse candidate pool and will continue to look for more sources and strategies and initiatives to recruit to any underutilized group. HREX continues to research new opportunities to participate in, which may yield better demographics for the agency.

In addition, we attended several job fairs in Q4 including the below:

Activity
NYU Full Time Career Fair
Rep. Hakeem Jeffries Career Fair
NYS Department of Labor
BMCC STEM Career Fair
Edge4Vets Mentor Event
NYC DVS Veterans Transition Event at CitiField
East Flatbush Village Jobs in Trade Fair
Council Member Sandy Nurse Career Fair



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NYS Public Service Career Fair

## **Recruitment Initiatives/Strategies #1 Update:**

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

More events will be scheduled throughout the year as fiscally able. We recruit for open-competitive positions and promote civil service exams at all events.

## **B. Recruitment Efforts for Civil Service Exams**

Our Agency's Civil Service efforts will continue to include sending individually tailored emails to employees and candidates regarding the filing period for specific exams. There continue to be ongoing Civil Service agencywide email campaigns to advise employees of Civil Service 101 sessions and all upcoming exams. Our Agency also includes Civil Service 101 training as part of New Hire Orientation. All employees are advised during orientation to file for exams as soon as they become available. The link to the DCAS website to sign up for Civil Service exams and the newsletter is also shared on all Offer and Start Date emails to our candidates, and they are advised at all New Hire Orientations. The Civil Service process and Civil Service Exams are discussed with all applicants and candidates we meet at our recruitment events including

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job fairs, hiring halls, list calls and interviews.

We continue to host our own interview days and list calls for our vacant positions as well as attend job fairs, DCAS' hiring halls and citywide lists calls to continue to hire a diverse staff.

In FY2025 DOB partnered with DCAS to further DOB's Recruitment and Civil Service efforts including going to job fairs, schools and venues to ensure the diverse recruitment of positions and civil service exams.

**List all recruitment events that were held by the agency to promote open-competitive civil service examinations.**

Quarter #	Event Date	Event Name	Borough
Q4	4/1/2025	Administrative Investigator List Call Exam 3505	Manhattan
Q4	4/1/2025	NYU Full Time Career Fair	Manhattan
Q4	4/2/2025	Construction Inspector Interviews	Manhattan
Q4	4/4/2025	Rep. Hakeem Jeffries Career Fair	Brooklyn
Q4	4/7/2025	Paralegal Aide List Call Exam 1140	Manhattan
Q4	4/8/2025	NYS Department of Labor	Virtual
Q4	4/9/2025	Paralegal Aide List of Passers	Manhattan
Q4	4/9/2025	Paralegal Aide List of Passers	Manhattan
Q4	4/9/2025	Plumbing Inspector Interviews	Manhattan
Q4	4/9/2025	BMCC STEMCareer Fair	Virtual
Q4	4/11/2025	Clerical Associate Interviews	Manhattan
Q4	4/14/2025	Edge4Vets Mentor Event	Manhattan
Q4	4/16/2025	Procurement Analyst List Call Exam 0196/1194	Manhattan
Q4	4/16/2025	Construction Inspector Interviews	Manhattan
Q4	4/23/2025	Procurement Analyst Interviews	Manhattan
Q4	4/23/2025	Construction Inspector Interviews	Manhattan
Q4	4/30/2025	Civil Engineer List Call Exams 4524 & 4030	Manhattan
Q4	4/30/2025	Plumbing Inspector Interviews	Manhattan
Q4	4/30/2025	Administrative Staff Analyst List Call Exam 9058 ALE Selective Cert	Manhattan

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Q4	4/30/2025	Computer Specialist (Software) Interviews	Manhattan
Q4	5/3/2025	NYC DVS Veterans Transition Event at CitiField	Queens
Q4	5/6/2025	Pride In Employment - An Inclusive Job Fair	Bronx
Q4	5/7/2025	Construction Inspector Interviews	Manhattan
Q4	5/8/2025	East Flatbush Village Jobs in Trade Fair	Brooklyn
Q4	5/14/2025	Construction Inspector Interviews	Manhattan
Q4	5/16/2025	Electrical Inspector Interviews	Manhattan
Q4	5/17/2025	Council Member Sandy Nurse Career Fair	Brooklyn
Q4	5/20/2025	Computer Systems Manager List Call Exam No 4524	Manhattan
Q4	5/21/2025	Plumbing Inspector Interviews	Manhattan
Q4	5/21/2025	Assistant Electrical Engineer List Call Exam 3108	Manhattan
Q4	5/23/2025	Assistant Electrical Engineer List Call Exam 3108	Manhattan
Q4	5/28/2025	Civil Engineer List Call Exam 4030	Manhattan
Q4	5/28/2025	Construction Inspector Interviews	Manhattan
Q4	6/3/2025	Associate Staff Analyst List Call Exam 9061 SQL & DAV Selective Cert	Manhattan
Q4	6/3/2025	Computer Systems Manager Interviews	Manhattan
Q4	6/4/2025	Clerical Associate List Call Exam No 1190/3120	Manhattan
Q4	6/4/2025	Inspector (Construction) List Call	Manhattan
Q4	6/4/2025	Construction Inspector Interviews	Manhattan
Q4	6/4/2025	Electrical Inspector Interviews	Manhattan
Q4	6/4/2025	Elevator Inspector Interviews	Manhattan
Q4	6/5/2025	Investigator List Call Exam 2083/2079	Manhattan
Q4	6/6/2025	Associate Staff Analyst Interviews	Manhattan
Q4	6/9/2025	Associate Investigator List Call Exam 0111	Manhattan
Q4	6/9/2025	Associate Investigator Interviews	Manhattan
Q4	6/10/2025	NYS Public Service Career Fair	Brooklyn
Q4	6/11/2025	Construction Inspector Interviews	Manhattan
Q4	6/12/2025	Associate Investigator Interviews	Manhattan
Q4	6/17/2025	Certified IT Administrator List Call Exam 0112	Manhattan
Q4	6/17/2025	Computer Specialist (Software) List Call Exam 1139	Manhattan

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Q4	6/18/2025	Administrative Staff Analyst List Call Exam 9058 SAE, SAS, &SPS Selective Cert	Manhattan
Q4	6/18/2025	Construction Inspector Interviews	Manhattan
Q4	6/23/2025	Computer Specialist (Software) Interviews	Manhattan
Q4	6/25/2025	Construction Inspector Interviews	Manhattan
Q4	6/25/2025	Civil Engineer List Call Exam 4030	Manhattan
Q4	6/25/2025	Assistant Mechanical Engineer List Call Exam No 3109	Manhattan
Q4	6/25/2025	Associate Investigator Interviews	Manhattan

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$150	\$150	\$0	\$0
Brooklyn	\$0	\$0	\$0	\$0
Manhattan	\$600	\$600	\$1400	\$250
Queens	\$0	\$0	\$0	\$0
Staten Island	\$0	\$0	\$0	\$0

### C. Recruitment Sources

List recruitment sources used to fill vacancies in the current Quarter (include Q#)

1. NYLS
2. NYU (Sent to PILC)
3. CUNY
4. Hofstra

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5. Fordham
6. Energyjobs.com
7. Indeed
8. PSJD (Public Service Juris Doctor) Website
9. Latina Attorneys Cafecito network
10. Green Jobs
11. American Society of Mechanical Engineers (ASME)
12. Dominic BAR Association
13. DOB Social Media (Twitter, Facebook, LinkedIn, Instagram)
14. Job Fairs
15. Civil Service List Calls and Canvasses

### D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2025. **[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. Youth Leadership Councils Program Participants:

\*This information was reported in Q2 of FY24. sample size is **27** of 29 cohort members. 2 cohort members chose not to disclose any information.\*

Q1 Total:   29   Q2 Total:            Q3 Total:            Q4 Total:           

Race/Ethnicity\* [#s]: Black   4   Hispanic   3   Asian/Pacific Islander  14  Native American   0  White   5  Two or more Races   1 

Gender\* [#s]: M  17  F  10  N-B   0  O     U   2 

2. DOB Scholars Educational Cohort:

Q1 Total:            Q2 Total:            Q3 Total:   22  Q4 Total:   18

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Race/Ethnicity\* [#s]: Black 3 Hispanic 5 Asian/Pacific Islander 5 Native American 0 White 2 Two or more Races 3

Gender\* [#s]: M 11 F 7 N-B 0 O 0 U 0

### 3. NJIT Interns:

\*The sample size is 2 participants.

Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: 2 Q4 Total: 2

Race/Ethnicity\* [#s]: Black \_\_\_\_\_ Hispanic 2 Asian/Pacific Islander \_\_\_\_\_ Native American \_\_\_\_\_ White \_\_\_\_\_ Two or more Races 2

Gender\* [#s]: M 1 F 1 N-B \_\_\_\_\_ O \_\_\_\_\_ U \_\_\_\_\_

### 4. Other (specify): CUNY Spring Forward Interns

\*The sample size is 16 participants.

Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: 16 Q4 Total: 16

Race/Ethnicity\* [#s]: Black 1 Hispanic 3 Asian/Pacific Islander 7 Native American \_\_\_\_\_ White 1 Two or more Races 3

Gender\* [#s]: M 13 F 3 N-B \_\_\_\_\_ O \_\_\_\_\_ U \_\_\_\_\_

### 5. Other (specify): Career and Technical Education (CTE Intern)

\*The sample size is 16 participants.

Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: 1 Q4 Total: 16

Race/Ethnicity\* [#s]: Black \_\_\_\_\_ Hispanic 1 Asian/Pacific Islander \_\_\_\_\_ Native American \_\_\_\_\_ White \_\_\_\_\_ Two or more Races \_\_\_\_\_

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Gender\* [#s]: M 1 F    N-B    O    U   

### 6. Summer College Interns:

\*The sample size is 21 participats

Q1 Total:    Q2 Total:    Q3 Total:    Q4 Total:   21  

Race/Ethnicity\* [#s]: Black 2 Hispanic 5 Asian/Pacific Islander 7 Native American 0 White 6 Two or more Races 3

Gender\* [#s]: M 7 F 11 N-B 0 O    U 3

### 7. Summer Graduate Interns:

\*The sample size is 6 participants.

Q1 Total:    Q2 Total:    Q3 Total:    Q4 Total:   6  

Race/Ethnicity\* [#s]: Black 0 Hispanic 0 Asian/Pacific Islander 0 Native American 0 White 2 Two or more Races 1

Gender\* [#s]: M 0 F 5 N-B 0 O 0 U 1

### 8. College Aides

\*The sample size is 24 participants. 7 participants did not provide information on their race.

Q1 Total:   5   Q2 Total:    Q3 Total:    Q4 Total:   24  

Race/Ethnicity\* [#s]: Black 3 Hispanic 2 Asian/Pacific Islander 5 Native American 1 White 6 Two or more Races 2

Gender\* [#s]: M 11 F 13 N-B    O    U   

### 9. Other (specify):

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Q1 Total: \_\_\_\_\_ Q2 Total: \_\_\_\_\_ Q3 Total: \_\_\_\_\_ Q4 Total: \_\_\_\_\_

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

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

### Additional comments:

Indicate your plans to provide internship/fellowship opportunities in FY 2025.

In FY25, our agency is looking to restore more College Aide lines within our payroll.

Alternatively, for positions not on Agency payroll, the Youth and Industry Engagement Team is looking to develop more partnerships with high schools and local colleges to provide compensated internships at no cost to the Agency and academic credit-based internships to meet the needs of the Unit's requesting positions that do not have College Aides. The Youth and Industry Engagement Team will focus on developing more partnerships in FY25 with colleges, trade schools, and high schools.

Currently our Agency's leadership is working with New York Public Schools to develop a pipeline of Inspectorial internships positions for high school students.

What are the sources you plan to draw upon in recruiting and hiring interns?

For recruiting opportunities on agency payroll such as College Aides or Summer Interns, we share opportunities directly with prospective students who indicated interest from filling out a recruitment form on the Student Opportunities webpage on the DOB website. The Youth and Industry Engagement Team, along with Recruitment Team in staffing management attends job fairs and college events as part of recruitment. The majority of positions are sourced from partner employers, so the recruitment portion of this

Are you providing opportunities for interns to advance to entry-level positions in your agency?



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Yes, in FY24, the agency was able to transition some College Aides into ENTRY-LEVEL FULL-TIME positions as Assistant Construction Inspector. The Youth and Industry Engagement Team and Workforce Planning try to identify positions that interns are eligible for based on resumes provided by the intern on file. If a position is not available, we also do encourage the filing of civil service exams they may qualify for.

### E. 55-A Program

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

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

Q1 (9/30/2024): \_\_11\_\_ Q2 (12/31/2024): \_\_10\_\_ Q3 (3/31/2025): \_\_11\_\_ Q4 (6/30/2025): \_\_10\_\_

During the 1st Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 1st Quarter \_\_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 2nd Quarter, a total of \_\_1\_\_ [number] new applications for the program were received.

During the 2nd Quarter \_\_1\_\_ participants left the program due to [state reasons] left for another city agency.

During the 3rd Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 3rd Quarter \_\_0\_\_ participants left the program due to [state reasons] \_\_\_\_\_.

During the 4th Quarter, a total of \_\_0\_\_ [number] new applications for the program were received.

During the 4th Quarter \_\_1\_\_ participants left the program due to [state reasons] left for another city agency.

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

##### 1. Disseminated 55-a information –

by e-mail: ☐ Yes ☐ No

in training sessions: ☒ Yes ☐ No

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on the agency website: ☐ Yes ☐ No

in agency newsletter: ☐ Yes ☐ No

Other: \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_

### VI. Selection (Hiring and Promotion)

**Please review Section VI of your FY 2025 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 2025 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*).

Please describe the steps that your agency has taken to meet these objectives.

Vacancies are reviewed by HREX and Budget teams before positions are posted. HREX reviews all language in the postings to ensure all verbiage meets EEO requirements. Budget and OMB approval is required to fill all positions through external and promotional recruiting. HREX reviews all resumes to ensure candidates meet the minimum qualification requirements and EEO reviews all interview questions prior to interviews. All interviewers receive Structured Interviewing Training and are advised to reach out to the HREX and EEO offices during the interview process. HREX reviews all interview logs prior to making conditional offers to ensure all interviewing procedures were completed for fairness. HREX and EEO will observe interviews as needed for all levels. HREX and EEO will conduct anonymous resume screening for high level discretionary positions. These actions are performed by HREX and EEO teams during the recruitment process of all positions to ensure the fairness of the selection process for external and promotional hiring.

### VII. Selection (Hiring and Promotion)

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**Please review Section VI of your FY 2025 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 2025 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*).

Please describe the steps that your agency has taken to meet these objectives.

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

Career counseling services are promoted at every DOB new hire orientation, and advertisements are posted on the Intranet, which are viewable by incumbent employees. The Career Counselor is currently undergoing training that is led by DCAS and working on a survey to disseminate to the staff.

A career counselor is available to conduct confidential private sessions with employees to provide guidance with respect to short and long-term career goals, resume building, interview preparation, networking strategies, informational interviews and recourses available.

Career Counseling is the process that assists individuals make and implement informed occupational choices, while taking into consideration factors that influence the individual's career development, including their skills, interests, abilities, values, office title, civil service title, working background, and circumstances. The Career Counselor is located in our Building University, which facilitates all communications Agency-wide pertaining to career

During Quarter 1, DOB's EEO Officer and Building University Career Counselor and other staff have worked on the new Intake form for Career Counseling applicants to follow the directives from Local Law 75 of 2024. BU staff worked on what steps will be taken during the intake and sessions with the Career Counselor. More work will be done in the future quarters.

**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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The agency has implemented a new Par review process for all positions within the agency. There is now a streamlined process that works to quickly review and implement promotions and appointments for the various units within the agency.

### **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 EEO Officer and EEO staff are active participants in the selection of candidates for appointment and/or promotion. The EEO Office sits in all senior and executive level interviews but will also frequently sit in other front-line staff positions for observations. All interview questions are sent to the EEO Office for review to ensure that all questions are following the Structured Interview process. The EEO Officer presents the Structured Interview and Unconscious Bias training on a quarterly basis for all new hiring managers and allows any hiring manager the opportunity to attend for a refresher into the training. EEO and HR are working on changing formats on our entry level technical interview process selections. All promotions are sent to the EEO Office to be vetted before sending off to OMB approval.

Ensure that all vacancy announcements include the revised NYC EEO 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 for an interview.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log and/or SmartRecruiter 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.

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

- ☒ 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 2025.
- ☒ The agency will analyze the impact of layoffs or terminations on racial, ethnic, 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).

The EEO Office and HREX units work together to review the impacts of layoffs or terminations based on racial, gender and age groups. There is a plan to implement a new process for the units to work on reviewing analytical data to ensure that there is no impact of layoffs or terminations based on racial, gender, and age groups. It will be worked on in FY26 Quarter 1 where the EEO Office will hopefully be full staffed

### 5. Other:

#### During this Quarter the Agency activities included:

# of Vacancies		# of New Hires	# of New Promotions
Q1	# <u>87</u>	# <u>29</u>	# <u>20</u>
Q2	# <u>196</u>	# <u>29</u>	# <u>11</u>
Q3	# <u>162</u>	# <u>72</u>	# <u>33</u>
Q4	# <u>140</u>	# <u>60</u>	# <u>22</u>

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### VII. Training

*Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).*

### VIII. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwa-ctwapx02.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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### IX. 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 “DEI-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: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

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

Q1: ☒ Yes ☐ No

Q2: ☐ Yes ☐ No

Q3: ☐ Yes ☐ No

Q4: ☐ Yes ☐ No

- ☒ 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://mspwwa-ctwapx02.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 “DEI-EEO Training Summary” (in MS Excel).*

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### 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: \_\_\_\_\_.
- ☐ Attach the audit recommendations by EEPC or the other auditing agency.
- ☐ If needed, the agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for previous FY(s) as recommended by EEPC.
- ☐ The agency received a Certificate of Compliance from the auditing agency in 2023 or 2024.

**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, FY 2025

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 &amp; Title</b>	1.	2.	3.
<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>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
<b>Employee's Name &amp; Title</b>	4.	5.	6.
<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>Date of Change in EEO Role</b>	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:

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<b>For New EEO Professionals:</b>			
<b>Name &amp; Title</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</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>Name &amp; Title</b>	<b>4.</b>	<b>5.</b>	<b>6.</b>
<b>EEO Function</b>	<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)
<b>Percent of Time Devoted to EEO</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>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>			
<b>Name &amp; EEO Role</b>	<b>1. Lisa Atkinson, EEO Officer</b>	<b>2. Laan Gomez, EEO Investigator</b>	<b>3. Catherine Guitian, EEO College Aide</b>
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</b>	<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
<b>2. Sexual Harassment Prevention</b>	<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
<b>3. IgbTq: The Power of Inclusion</b>	<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
<b>4. Disability Awareness &amp; Etiquette</b>	<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
<b>5. 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

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<b>6. Microaggressions</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>7. EEO Officer Essentials: Complaint/Investigative Processes</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>8. EEO Officer Essentials: Reasonable Accommodation</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>9. Essential Overview Training for New EEO Officers</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>10. Understanding CEEDS Reports</b>			

<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	4.	5.	6.
<b>Completed EEO Trainings:</b>			
<b>1. Everybody Matters-EEO and D&amp;I</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>2. 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
<b>3. IgbTq: 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>4. Disability Awareness &amp; Etiquette</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>5. 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>6. Microaggressions</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>7. EEO Officer Essentials: Complaint/Investigative Processes</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>8. EEO Officer Essentials: Reasonable Accommodation</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>9. Essential Overview Training for New EEO Officers</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>10. Understanding CEEDS Reports</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

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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:**

**MAILING ADDRESS:**

**Diversity and EEO Staffing as of \_\_\_\_Quarter FY 2025\***

<b><u>EEO\ Diversity Role</u></b>	<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>% of Time Devoted to EEO &amp; DEI</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b>EEO Officer/Director</b>	<u>Lisa Atkinson</u>	<u>EEO Officer</u>	<u>100</u>	<u>Latkinson@buildings.nyc.gov</u>	<u>(212) 393- 2718</u>
<b>Deputy EEO Officer OR Co-EEO Officer</b>	<u>Pending OMB Approval</u>				
<b>Chief Diversity &amp; Inclusion Officer</b>					
<b>Diversity &amp; Inclusion Officer</b>					
<b>Chief Diversity Officer/Chief MWBE Officer per E.O. 59</b>	<u>Gina Ugarte</u>	<u>Deputy Commissioner</u>	<u>10</u>	<u>gugarte@buildings.nyc.gov</u>	<u>(212) 393- 2020</u>
<b>ADA Coordinator</b>	<u>Lisa Atkinson</u>	<u>EEO Officer</u>	<u>100</u>	<u>Latkinson@buildings.nyc.gov</u>	<u>(212) 393- 2718</u>
<b>Disability Rights Coordinator</b>	<u>Lisa Atkinson</u>	<u>EEO Officer</u>	<u>100</u>	<u>Latkinson@buildings.nyc.gov</u>	<u>(212) 393- 2718</u>

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<b><u>EEO\ Diversity Role</u></b>	<b><u>Name</u></b>	<b><u>Civil Service Title</u></b>	<b><u>% of Time Devoted to EEO &amp; DEI</u></b>	<b><u>Office E-mail Address</u></b>	<b><u>Telephone #</u></b>
<b>Disability Services Facilitator</b>	<u>Lisa Atkinson</u>	<u>EEO Officer</u>	<u>100</u>	<u>Latkinson@buildings.nyc.gov</u>	<u>(212) 393- 2718</u>
<b>55-a Coordinator</b>	<u>Lisa Atkinson</u>	<u>EEO Officer</u>	<u>100</u>	<u>Latkinson@buildings.nyc.gov</u>	<u>(212) 393- 2718</u>
<b>Career Counselor</b>	<u>Melanie Guzman</u>	<u>Associate Staff Analyst</u>	<u>25</u>	<u>melaguzman@buildings.nyc.gov</u>	<u>(212) 393- 2163</u>
<b>EEO Counselor</b>					
<b>EEO Investigator</b>	<u>Laan Gomez</u>	<u>Investigator Employee Discipline</u>	<u>100</u>	<u>lagomez@buildings.nyc.gov</u>	<u>(212) 393- 2254</u>
<b>EEO Counselor\ Investigator</b>					
<b>Investigator/Trainer</b>					
<b>EEO Training Liaison</b>					
<b>Other (specify)</b>	<u>Catherine Guitian</u>	<u>EEO College Aide</u>	<u>100</u>	<u>caguialmanzar@buildings.nyc.gov</u>	
<b>Other (specify)</b>					

\* 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

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once if several roles are performed by the same person.