



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

Fiscal Year 2025

Department of Buildings

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I. Annual Commitment, Accountability, and EEO Statement (EEO Policy Statement).

[This statement provides the Agency Head with an opportunity to articulate, in their own language, the agency's commitment to the values of diversity, equity, and inclusion (DEI), and equal employment opportunity (EEO). It should proclaim the assurance of a discrimination-free workplace, integration of this plan into the agency's strategic mission, and a declaration that all senior executives, managers, supervisors, and employees are accountable for upholding these values and are charged, within their scope of responsibility, to effectively implement the agency's DEI-EEO Plan. It must include the name and contact information of agency EEO Officer.]

The Department of Buildings (DOB) remains committed to creating a diverse workforce that reflects the City's population, in which the contributions of all employees are equally valued. All personnel are encouraged to work together to maintain an atmosphere of appreciation for the diversity reflected in our staff. The Department is committed to promoting EEO and diversity in the workplace to ensure that all employees, interns, temporary workers, consultants, applicants, and members of the general public are aware of their rights and obligations under the City's EEO Policy as well as available resources.

As such, managers and those in supervisory positions are reminded of their obligation to enforce the EEO Policy, including reporting discriminatory conduct and making employees aware of their right to access resources through the EEO Office, such as seeking a reasonable accommodation. Managers are advised of their obligation to assist the EEO Office in any EEO related inquiry and direct employees who may have concerns involving EEO related matters. The EEO Office ensures that all employees are trained on how to conduct themselves within the workplace and learn more about the reasonable accommodation process, by attending a mandatory Reasonable Accommodation & Workplace Etiquette training. The Reasonable Accommodation & Workplace Etiquette training is offered only through the EEO Office and is open to all staff regardless of title.

During the second quarter of FY25, I will issue an agency-wide email with the Policy Statement reinforcing the Agency's commitment to compliance with the City's EEO Policy and all applicable federal, state, and local laws.

This was a reminder to all employees of the importance of all applicable mandates and the rights and protections afforded to them under the City's EEO Policy. As part of the Department's continued efforts to reinforce the City's EEO Policy, I will reissue a Policy Statement in the beginning of calendar year 2023 to reinforce the Agency's commitment to promoting an environment free from discrimination and hostility. This Policy Statement addresses the compliance trainings and respective training cycles to ensure all respective staff are aware of their individual rights and the impact on the workplace.

Department of Buildings EEO Officer, Lisa Atkinson, 212-393-2718, and the Department's EEO Unit will continue to serve as a resource for agency managers and supervisors by providing them with best practices and direction in addressing any identified EEO issues. The Agency EEO

Officer's and the EEO Office's contact information is available to all employees via the intranet and is communicated to all new hires during mandatory new hire orientation.

Employees, interns, temporary workers, consultants, applicants, and members of the general public can contact the Agency EEO Officer and the Department's EEO Unit with any questions, inquiries, concerns, or complaints they may have regarding their EEO rights.

The agency will report to DCAS on the steps undertaken to comply with Executive Order No. 16 of 2016 and Executive Order 21 of 2016 and the provisions of the various Executive Orders and laws (e.g., Local Law 92, Section 201g of the New York State Labor Law, Local Law 101, and Local Law 93) prohibiting employment discrimination in New York City. The agency disseminated and posted policies and required posters through all Borough Offices in accordance with all EEO related mandates.

☒ This statement is the same as last year.

NOTE: If this statement has been in use for more than two years the Agency Head should issue a revised statement.

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

II. Recognition and Accomplishments

[Describe below key initiatives and accomplishments that your agency undertook last fiscal year (2024) to advance DEI and EEO goals, for example, recognizing employee contributions to DEI goals through awards and employee appraisal, introducing new equity programs, training all staff on mandatory training, or launching employee resource groups. If some of the accomplishments listed below are a continuation of what was included in previous Annual plans, you will need to provide a statement on how it has changed and/or developed in the past year. Add additional lines as needed.]

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

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

Please provide the total agency headcount as of 6/30/2024

Total Headcount: 1576

[This figure is available on the total line for your agency in the FY 2024 Q4 EBEPR210 CEEDS report]

[Pursuant to Local Law 27 (2023), provide an analysis of your agency's compensation data and measures to address pay disparity and occupational segregation in FY 2024.

The term "occupational segregation" means a group's under-representation or over-representation in certain jobs or fields of work, when such group is protected by the employment related provisions of the city's human rights law and such group does not benefit from greater pay, responsibility, flexibility, stability, prestige, or other indicators of job desirability.

1. [While DCAS will engage an external vendor to conduct a pay equity analysis of the city government workforce, agencies must conduct their own analysis of compensation practices and measures to address pay disparity and occupational segregation with regard to the various titles they use.
 - Describe your agency's analysis of compensation data, including conformity with collective bargaining agreements and Mayor's Personnel Orders (MPO).
 - Also describe possible indicators of occupational segregation such as significant over- or under-utilization of certain ethnic or gender categories in major Job Groups.
 - If such analysis was conducted in previous years, describe actions undertaken to reduce occupational segregation.]

The Department has commenced a comprehensive pay parity analysis through the EEO/Diversity Office and Human Resources in FY 2025. This systemic analysis examines compensation patterns across all titles and levels to identify and address disparities, ensuring fair and equitable pay practices. The work includes developing standardized processes for salary adjustments to create lasting institutional change. The goal of the pay disparity analysis is to develop and implement a transparent and equitable process that includes clear criteria for employees' promotions and salary increases. One of the disparities in the agency

was amongst the HREX Directors. After looking at the analysis, it was noted that 1 of the Directors was being underpaid and a salary increase has been requested, sent off to OMB for correction.

2. [Describe steps taken to encourage all employees at your agency to update self-ID information regarding race/ethnicity, gender, and veteran status through either NYCAPS Employee Self Service (ESS) or other means.]

In FY 2025, the agency will remind and encourage its employees to update self-ID information regarding race/ethnicity, gender, and veteran status through any of the following means:

- ☒ NYCAPS Employee Self Service (by email; strongly recommended every year)
- ☐ Agency's intranet site
- ☒ On-boarding of new employees
- ☒ Employees unable to complete the self-identification form using ESS will be provided an opportunity to submit paper form to the EEO Office.
- ☒ In FY 2025, the agency will inform and remind employees of the option to add preferred name in ESS.

Below please provide the number of employees in your agency whose demographic information is unknown (these numbers are available on the total line of CEEDS report EBEPR210).

Unknown Race/Ethnicity 57 Unknown Gender 3 Unknown Both 60

[Note: If necessary, the agency can reach out to DCAS CEI for guidance on interpreting their underutilization reports. However, it is the agency's responsibility to use that data to inform its recruitment plans and efforts to reduce/eliminate underutilization.]

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

[Select the options that apply to your agency.]

Agency Head

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Human Resources

☒ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

General Counsel

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

Other (____ specify)

☐ Quarterly ☐ Semi-Annually ☐ Annually ☐ Other _____

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

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

[State below the goals of your strategy for FY 2025 and programs focused on promoting equity, increasing diversity, assuring equal employment opportunity, and enhancing the value of inclusion at your agency. Categorize your goals according to the strategic area targeted.]

A. WORKFORCE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workforce.

[Workforce goals should be directed at the composition of your workforce, recruitment, retention, promotion, and professional development.]

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 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.

Planned Programs, Initiatives, Actions aimed at Workforce:

[Describe how your agency will address underutilization in FY 2025. Please mention here major job groups experiencing underutilization of women and minorities in your agency, and how your agency plans to address the underutilization. This should also include details of how the quarterly reports and dashboards will be used, partnership with the human resources office, initiatives around targeted recruitment, professional development for existing employees, and focus on civil service exams.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

Your actions listed below require internal agency collaboration and are not limited to the EEO Office.

[Note: Please address the specific recruitment, selection and promotion strategies, sources, and procedures in Sections V and VI, below.]

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.

B. WORKPLACE

State your Agency's general goals and strategies to enhance DEI and EEO aimed to enhance your agency workplace and cultural environment.

[Workplace goals have to do with inclusion, workplace culture, and employee activities.]

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 trainings in same titles across different divisions and bureaus.

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.

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

Planned Programs, Initiatives, Actions aimed at Workplace:

[Describe specific actions designed to create inclusive workplace culture, enhance equity, and initiatives undertaken to address race relations in the agency. (e.g., modeling inclusive language such as preferred pronouns and age-inclusive language on job postings, celebrating heritage months, ensuring worksite and meetings are accessible, creating agency specific surveys or implementing initiatives based on previous agency specific surveys, etc.).]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

The Department recognizes that, internally, there are various disparities to address including with respect to employee salaries, promotions, and professional development opportunities. The pay disparity and lack of professional development opportunities particularly impacts women of color (who represent the highest percentage of administrative roles in the agency) and BIPOC employees.

[Please select below the options that apply to your agency.]

- ☐ Promote employee involvement by supporting Employee Resource Groups (ERGs). List below the names of existing ERGs:

1. Islamic Heritage

2. Black History Month

3. Irish American Heritage
4. Women's History Month
5. Greek Heritage
6. Arab Heritage
7. Asian American Pacific Islander
8. Jewish Heritage
9. Caribbean Heritage
10. Pride– LGBTQIA+
11. Disability Pride/Awareness
12. Hispanic Heritage
13. Italian Heritage
14. Native American Heritage
15. Veterans Appreciation
16. Health & Wellness
17. Youth Mentorship

☐ Agency does not presently have any ERGs.

☐ Agency will create a Diversity Council to leverage equity and inclusion programs

☐ Agency Diversity Council is in existence and active

☒ Agency will sponsor focus groups, Town Halls and learning events on race, equity, and inclusion

☒ Agency will inform employees of their rights and protections under the New York City EEO Policy

☒ Agency will ensure that its workplaces post anti-hate or anti-discrimination posters

C. COMMUNITY and EQUITY, INCLUSION and RACE RELATIONS

State your Agency's general goals and strategies to enhance DEI and EEO in areas of Community and Race Relations.

[Community goals should be directed at the external environment of your agency, that is the public, communities, organizations, and other entities served by your agency.]

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.

Planned Programs, Initiatives, Actions aimed at Community, Equity and Race Relations:

[In addition to the strategic goals above, please describe in details specific initiatives, programs and policies planned with respect to your agency's services to the community. This should include initiatives to enhance equity, improve community relations and increase awareness about services offered by your agency.]

[Also describe special initiatives to enhance equity, inclusion, and race relations in your agency programs and activities. Pay attention to age inclusivity, non-traditional minorities inclusion initiatives, engagement of traditional and older employees in inclusion efforts and discussion forums.]

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.
- 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.

[Please select below the options that apply to your agency.]

In FY 2025, the agency will:

- ☒ Continue or plan to promote diversity and EEO community outreach in providing government services
- ☒ Promote participation with minority and women owned business enterprises (MWBES)
- ☐ Expand language services for the public

V. Recruitment

A. Recruitment Efforts

[Summary of Recruitment Efforts – Include proactive strategies and practices your agency will use to build and retain a diverse and inclusive workforce. Strategies should include steps that

will be taken to promote discretionary positions, use of underutilization reports to inform recruitment efforts, and review of current policies procedures and practices related to recruitment and training hiring managers and recruiters on DEI courses.

NOTE: This section must be prepared jointly by Agency DEI-EEO and HR.

DOB will continue to make efforts to build and retain a diverse and inclusive workforce. While the city's partial hiring freeze is starting to slowly lift, we continue to, when fiscally able, attend hiring halls, career fairs and other recruitment events. In addition, DOB will continue to post jobs at area colleges and law schools, post positions on Indeed as well as increase our social media presence for job postings. Further, as we work to fill several new Sustainability positions, we have begun posting on job boards such as Energy Jobs and Green Jobs. In order to continue increasing our efforts to attract Veterans, our Veterans Employee Resource Group (ERG) represented DOB at a Veterans Transition Event held at Citi Field in May 2024. We are reviewing opportunities to participate in additional veterans' events and fairs and partner with HBCU (Historically Black Colleges and Universities).

HREX will continue 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.

B. Recruitment for Civil Service Exams

[Summary of recruitment efforts that will be undertaken in FY 2025 to promote open competitive and promotion civil service exams.]

Our Agency's Civil Service efforts will continue to include sending individually tailored emails to employees 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. The link to the DCAS website to sign up for Civil Service exams is also shared on all Offer and Start Date emails to our candidates. The Civil Service process and Civil Service Exams are discussed with all applicants and candidates we meet at our recruitment events including job fairs, hiring halls and list calls.

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

In FY2025 DOB is partnering 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 any planned recruitment events for FY 2025 that will be held by the agency to promote open-competitive civil service examinations. [This list should be updated in your quarterly reports]

Event Date	Event Name	Borough
7/23/2024	City Hall Hiring Hall - Brooklyn	Brooklyn
9/25/2024	NJIT Career Fair	Out of State
9/25/2024	BMCC Career Fair	Manhattan

List planned expenditures for FY 2025 related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$)
Bronx	\$150.00
Brooklyn	0
Manhattan	\$600.00
Queens	0
Staten Island	0
Other (include online)	\$400.00

C. Recruitment Sources

[List diverse recruitment sources, the target population your agency hopes to reach through these resources and whether the use of these sources resulted in previous hires. Recruitment sources should reflect your agency's effort to reduce underutilization in specific job groups and to otherwise diversity your workforce.]

1. **Energyjobs.com**
2. **Greenjobs.com**
3. **Indeed**
4. **PSJD (Public Service Juris Doctor) Website**
5. **DOB Social Media (Twitter, Facebook, LinkedIn, Instagram)**

6. **Job Fairs and DCAS Hiring Halls**
7. **Civil Service List Calls and Canvasses**

D. Internships/Fellowships

[Indicate the type of internship/fellowship opportunities available at your agency. Please provide the number of student interns/fellows employed in FY 2024 and their demographic profiles, based on self-ID data. Indicate your plans to provide internship/fellowship opportunities in FY 2025. What are the sources you plan to draw upon in recruiting and hiring interns? Are you providing opportunities for interns to advance to entry-level positions in your agency? Did the agency hire interns in the past? Explain the reason if your agency does not offer internship /fellowship opportunities.]

The following internships and fellowships were available at the Department of Buildings in **FY24**.

Total # of internships, externships, and fellowships at DOB in FY24: **96 opportunities in FY24**

July 2023- June 2024

1. **College Aide positions (44 interns)**

College Aides are year-round internships for undergraduate and graduate level students. College Aides are eligible to work a maximum of 17 hours per week during an academic semester and a maximum of 35 hours per week during academic breaks. College Aides are in technical and administrative roles here at the Department of Buildings.

2. **SYEP internship positions (9 interns)**

This is a 6-week summer program for NYC youth that can work up to 25 hours a week. The positions sourced for SYEP are administrative/ clerical positions.

3. **CTE Internships (4 interns)**

These are high school level internships where the DOB partnered with Career and Technical High Schools to establish STEM internship positions. Interns came from Energy Tech and Brooklyn Tech High School and were former DOB Youth Leadership Council members who could then apply themselves after what they theoretically learned from the Agency's programming about its operations. Positions were sourced by Unit's availability given that the internships started in the late afternoon, after a student's school day. Interns worked in IT Operations and Development and Technical Affairs. Internship were funded by the school ranged between 100-110 hours.

4. **Law School Externships (5 externs)**

These opportunities are academic credit based for Law school students and FY24 was the first year the agency piloted out externship opportunities. The Youth and Industry Engagement Team partners with Brooklyn Law and New York Law School to source externs for legal units seeking

them in the Agency. Externships range from 140- 168 hours depending on the terms of the school.

5. Academic Credit Based Internships (2 interns)

In FY24, academic credit-based internships were piloted and established with John Jay College of Criminal Justice in the Spring 2024 semester. Two interns had 96 hours internship related to their major/ required course in IAD.

6. Summer 2023 National Science Foundation Scholars (2 interns)

This is a partnership DOB has with City Tech for a grant from the National Science Foundation to provide technical internships to a specialized Engineering Cohort during the Summer Semester. This is a 6-year long commitment. In FY24, DOB was in its second year of this partnership. City Tech provides stipends to the interns. It is a 6 -week internship at 25 hours a week.

7. Summer 2024 Law School Internships (2 interns)

The Youth and Industry Engagement Team worked with New York Law School and NYU to provide school funded compensations internships for Law School students. These two interns received funding from their schools during Summer 2024. Internships were 280 hours.

8. Civil Service Pathways Fellow (1 fellow: fellowship will end in FY25)

Civil Service Pathways Fellow is a two-year program for recent CUNY undergraduate students. Former DOB CUNY Intern in Code Development interviewed and began fellowship in Business Support Services in February 2023. Fellow is considered a full-time employee working 35 hours per week. Fellowship ends in February 2025.

9. Summer Interns on (Agency Payroll) in Summer 2024: **25** interns: 21 Summer College Interns and 4 Summer Graduate Interns

DOB Summer Interns are internship positions on our agency payroll for undergraduate and graduate students that last for a max of 35 hours per week 13 weeks from start date or until September 6th, which is end date from DCAS. Summer Interns are sourced from requests made to the Youth and Industry Engagement Team internally through annual forms.

10. Summer Interns on Agency Payroll in Summer 2023

1 Summer College intern began in FY25 on 7/5/24 (37 other interns started in June 2023 in FY24: 34 Summer College Interns and 4 Summer Graduate Interns)

DOB Summer Interns are internship positions on our agency payroll for undergraduate and graduate students that last for a max of 35 hours per week 13 weeks from start date or until September 6th, which is end date from DCAS. Summer Interns are sourced from requests made to the Youth and Industry Engagement Team internally through annual forms.

11. Summer 2023 EDF Climate Corps Fellow: 1

Environmental Defense Fund Climate Corps Fellowship is a summer fellowship for a student to support the initiatives of the Sustainability Bureau. In Summer 2023, the Agency was able to fund a fellow for 1 week of training and 11 weeks of work at DOB. Fellow worked on Local Law 97. In FY24, due to budgetary constraints, the Agency was not able to hire a fellow for Summer 2024. However, in FY25, the Youth and Industry Engagement Team is working with Sustainability Bureau to reapply for the Summer 2025 fellowship.

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.

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 these positions are sourced from partner employers.

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.

The agency provided the following internship opportunities in FY 2024:

Type of Internship/Fellowship	Total	Race/Ethnicity *[#s] * Use self-ID data	Gender * [#s] * Use self-ID data
1. Urban Fellows	0	0	M_0_ F_0_ Non-Binary 0 Other 0 Unknown 0

2. Public Service Corps	0	0	M _0_ F _0_ Non-Binary 0__ Other 0__ Unknown _0_
3. Summer College Interns	20	Black 0 Hispanic _3_ Asian/Pacific Islander __4_ Native American _0_ _ White _6_ Two or more Races _0_ Unknown 7	M 10 F 7 Non-Binary 0 Other 1 Unknown 2
4. Summer Graduate Interns	4	4- Asian/ Non-Hispanic	M 0 F 4 Non-Binary 0 Other 0 Unknown 0
5. Civil Service Pathways Fellows	0	0	M _0_ F _0_ Non-Binary _0_ Other 0__ Unknown 0
6. Other (specify): Youth Leadership Councils Program	30	Black [2], Hispanic [0], Asian/Pacific Islander [19], Native American [0], White [3] , Two or more Races [0]	M 12 F 15 Non-Binary _0_ Other _0_ Unknown 3__

E. 55-a Program

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

- Presently, the agency employs 11 [number] 55-a participants. [Enter '0' if none]
- There are 2 [number] participants who have been in the program less than 2 years.

- In the last fiscal year, a total of **2** [number] new applications for the program were received and **4** participants left the program due to [state reasons] **resignation and new job opportunity**.

[Describe your agency's plans to utilize the 55-a Program to hire and retain qualified individuals with disabilities. This should include the goals for the Program, strategies your agency will use to educate hiring managers and those involved in the recruitment process, any challenges your agency has or foresee in recruiting and hiring 55-a candidates. If your agency hires for competitive titles and does not use the program, please explain why.]

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

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

The 55A Coordinator in partnership with the HREX unit will host two 55A workshop for employees to attend to learn more about the 55A program. We have begun speaking to employees who are in provisional titles to inform them about the possibility of being eligible to apply for the 55A program while also encouraging them to take the civil service exams they are qualified to take.

VI. Selection (Hiring and Promotion)

NOTE: This section must be prepared jointly by Agency HR and DEI-EEO. HR must describe the activities and plans of Agency Career Counselors in A) below. EEO must respond to questions in C) below.

A. Career Counselors

[Describe the plans of the agency Career Counselor(s) to promote advancement and transfers within the agency, advise employees of opportunities for promotion, availability of civil service exams, and provide resources to help employees grow and develop future careers.]

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 development.

B. New Hires and Promotions

[Describe planned actions to review and assess the current new hire and promotional procedures for selection, especially for mid- and high-level discretionary positions. Actions may include monitoring the representativeness and fairness of the selection and appointment process, vacancy posting protocols, training of hiring managers, procedures for interviewing applicants, the role of the EEO Officer in the selection and promotion actions, the use of the NYCAPS Applicant Interview Log Report, and efforts to identify and eliminate structural barriers to employment.]

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.

C. EEO Role in Hiring and Selection Process

[Briefly detail which stages of selection involve your EEO Officer (pre- and post-selection).]

In FY 2025, the agency EEO Officer will do the following:

- ☒ 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.
- ☐ Advise Human Resources to use candidate evaluation form for uniform assessment and equity.
- ☒ Periodically review candidate evaluation forms and conduct a job applicant analysis via the NYCAPS eHire Applicant Interview Log 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.
- ☐ Other: _____

D. Layoffs

During periods of layoffs, terminations, and demotions due to legitimate business/operational reasons, what is your protocol for analyzing the impact of such actions based upon gender, race, and age? *[It is most useful to conduct this analysis prior to finalizing the list of titles that will be impacted. Ensure that the Agency General Counsel and the Law Department are involved in the review.]*

- ☒ 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).

VII. Training

[Please refer to **Section IX** to ensure the agency complies with training requirements under local laws and Executive Orders.]

Training Topic	Type of Audience (e.g., All Staff, Front-line Employees, Managers, Supervisors, etc.)	Goal Number of Participants	Projected Dates
1. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (e-learning)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	1576	8/30/2025
2. Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (classroom/live webinar)	All employees – Biennially (Cycle 2 must be completed by March 31, 2025.)	If needed	8/30/2025
3. Sexual Harassment Prevention (e-learning)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	1576	8/30/2025
4. Sexual Harassment Prevention (classroom/live webinar)	All employees – Annually (Cycle 7 runs between September 1, 2024 – August 31, 2025)	If needed	8/30/2025
5. lgbTq – Power of Inclusion (e-learning)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	1576	8/30/2025
6. lgbTq – Power of Inclusion (classroom/live webinar)	Managers, Supervisors, and Front-line employees (must be completed by March 31, 2026) All other employees	If needed	8/30/2025
7. Disability Awareness and Etiquette	All DOB employees	1576	8/30/2025
8. Structured Interviewing and Unconscious Bias (classroom/live webinar)	Managers, Supervisors, & other Hiring staff	300	8/30/2025

9. Other (specify) Reasonable Accommodation & Workplace Etiquette	All DOB employees	1576	8/30/2025
10. Other (specify) Invisible Disabilities	All DOB employees	1576	8/30/2025

VIII. Reasonable Accommodation

[Please indicate the actions your agency will take to ensure that the process of reviewing reasonable accommodation requests is compliant with the EEO Policy as well as the applicable federal, state, and local laws. Additionally, please detail any best practices currently implemented in this area. Lastly, please describe your current appeal protocol.]

- ☒ Managers, supervisors, human resources personnel and discipline personnel are required to report to the EEO Office any reasonable accommodation requests and needs that are received, observed, learned about, or suspected, so that the EEO Office may facilitate discussions, research appropriate accommodations, and assist with the resolution of the matter.
- ☒ Absent of any undue hardship, the agency provides reasonable accommodation for disability, religion, victims of domestic violence, sex offense and stalking, pregnancy, childbirth, or a related medical condition.
- ☒ The agency follows the City's Reasonable Accommodation Procedure.
- ☒ The agency implemented the modifications of Reasonable Accommodation Procedure announced in May 2024.
- ☒ The agency initiates the cooperative dialogue within 10 days from the request for Reasonable Accommodation.
- ☐ The agency grants or denies request within 15 days after from the conclusion of cooperative dialogue.
- ☒ When necessary, in certain time-sensitive circumstances the agency conducts and expedited review and grants or denies request in less than 15 days.
- ☒ The Agency Head or designee must review and grant or deny an appeal fifteen (15) days after submission of appeal.
- ☒ If the review and decision on appeal is not done by the Agency Head.
Provide the name and title of the designee¹ : Mark Sanabria, Assistant Commissioner, Administration
 - ☐ The designee reports directly to the Agency Head.
- ☒ The agency will input the Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database and update the information as needed.

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

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

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

- ☒ The agency plans to train all new employees on Sexual Harassment Prevention within 30 days of start date.
- ☒ The agency will train all current employees on Sexual Harassment Prevention (Cycle 7 – September 1, 2024 – August 31, 2025) as indicated in the Section VII Training above.

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

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

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

- ☒ The agency plans to train all new employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees within 30 days of start date.
- ☒ The agency will train all current employees on Everybody Matters: EEO and Diversity & Inclusion Training for NYC Employees (Cycle 2: April 1, 2023 – March 31, 2025) as indicated in the Section VII Training above.

D. Local Law 27 (2023): Access to Workplace Facilities

- ☒ Employees have access to gender appropriate bathrooms and lactation rooms.
- ☒ Employees are provided with information on how to request workplace accommodations and has access to respective facilities, including access for individuals with disabilities.

[Local Law 27 requires listing a summary of schedule and workplace accommodations that are provided by your agency]. Select the types of accommodations that your agency has provided to your workforce in FY 2024.

- ☒ Reassignment
- ☒ Modification of Work Schedule
- ☒ Flexible leave
- ☒ Modification or Purchase of Furniture and Equipment
- ☒ Modification of Workplace Practice, Policy and/or Procedure
- ☒ Grooming/Attire

E. Local Law 27 (2023): Diversity and Inclusion Training for FY 2025

- ☒ List of diversity and inclusion training for FY 2025 is included in section VII of this annual plan.

F. Local Law 27 (2023): Workforce Information Report for FY 2024

- ☒ The agency will submit the mandated annual report with workforce information to the Mayor, the Speaker of the Council, the Department of Citywide Administrative Services, and the Equal Employment Practices Commission by September 30, 2024.

G. Local Law 28 of (2023): Diverse Recruitment and Retention in City Government

Under LL 28 (2023), agencies must provide information about agency-specific training programs that are required for, or relevant to, an applicant's appointment to a position based on an open-competitive or promotional civil service examination. Additionally, agencies must provide information on expenditures related to recruiting candidates for open competitive and promotional civil service examinations, a list of recruiting events to promote open-competitive civil service examination and a list of any preparatory materials developed for applicants or potential applicants for open-competitive and promotional civil service examinations.

- ☒ The agency submitted all information required by LL 28 for FY 2024 using the form and templates provided.

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

Under Executive Order No. 16 of 2016, the agency must provide supervisory and front-line staff training approved by DCAS on transgender diversity and inclusion. Pursuant to Executive Order No. 16, this training must be provided to all newly hired supervisory and managerial employees and line staff whose work tasks involve contact with the public. The current Cycle 5 runs from April 1, 2024, to March 31, 2026.

- ☒ The agency plans to train all new employees within 30 days of start date.

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

X. Audits and Corrective Measures

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

- ☒ The agency is NOT involved in an audit conducted by NYC EEPCC or another governmental agency specific to our EEO practices.
- ☐ The agency is currently being audited or preparing responses to an audit conducted by the EEPCC or _____ [another governmental agency – please specify] specific to our EEO practices. Upon forwarding our responses to the recommendations issued by the EEPCC, the agency will submit to OCEI an amendment letter, which shall amend the agency plan for FY 2024 to include and implement EEPCC recommendations that will be implemented during the fiscal year.
- ☐ The agency is subject to any other oversight or review by a federal, state or city civil rights agency [please specify] _____. [Please attach a copy of the document setting out the oversight parameters and the agency's most recent report to the oversight agency.]
- ☐ Within the last two years the agency was involved in an audit conducted by the EEPCC or _____ [another governmental agency – please specify] specific to our EEO practices.
- ☐ The agency will continue/be required to implement corrective actions during the year that this plan is in effect [please attach a copy of the audit findings.]
- ☐ The agency received a Certificate of Compliance from the auditing agency. [Please attach a copy of the Certificate of Compliance from the auditing agency.]

XI. Agency Head Signature

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

JAMES S. CDDO

Print Name of Agency Head

James S. Cddo

Signature of Agency Head

June 16, 2025

Date

Appendix A: Contact Information for Agency EEO Personnel and Career Counselors *

Agency EEO Office mailing address:

[Please provide contact information (name, title, e-mail, telephone number and **full office address** if different from the main address above, for the following EEO and HR roles at your agency. If several roles are performed by the same individual enter only the name in further entries. Insert additional rows as needed. **NOTE:** Include staff performing any of EEO or HR-related roles in this listing even if they work in another part of the agency and not in the Office of DEI-EEO.]

*To prevent potential conflicts, the Career Counselor should not be within the EEO Office]

	Title/Function	Name	Email	Telephone
1.	Agency EEO Officer [indicate if 'Acting' or 'Interim']	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
2.	Agency Deputy EEO Officer [if appointed]	Pending		
3.	Agency (Chief) Diversity & Inclusion Officer [if appointed]	N/A		
4.	Chief MWBE Officer per E.O. 59	Gina Ugarte	gugarte@buildings.nyc.gov	212-393-2020
5.	ADA Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
6.	Disability Rights Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
7.	Disability Services Facilitator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
8.	55-a Coordinator	Lisa Atkinson	latkinson@buildings.nyc.gov	212-393-2718
9.	EEO Investigator(s)	Laan Gomez	lagomez@buildings.nyc.gov	212-393-2254

10.	EEO Counselor(s)			
11.	EEO Training Liaison(s)			
12.	Career Counselor(s)	Melanie Guzman	melaguzman@buildings.nyc.gov	212-393-2163
13.	Other (specify) EEO College Aide			