

New York County Public Administrator

- **Summary Compliance Report** **July 31, 2008**
- **Letter of Compliance Satisfaction** **July 31, 2008**



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: New York County Public Administrator

Agency Head: Ethel J. Griffin, Commissioner

EEO Officer: Pat Fang

Audit period: **January 1, 2005 – June 30, 2006**

Date of Preliminary Determination Letter: *March 1, 2007*

Date of Response Letter: *April 9, 2007*

Date of Final Determination Letter: *May 11, 2007*

Compliance Initiated: *October 2007*

Compliance Completed: *June 2008*

Covering Months: *October 2007 - March 2008*

Date: **July 31, 2008**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Desk Audit of Compliance by the New York County Public Administrator (NYCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, the EEOC initiated Audit Compliance with the NYCPA in October 2007. The NYCPA's final Monthly Compliance Report was submitted on March 19, 2008.

All four required actions were completed and accepted. The following is a summary of the compliance reports:

1. The NYCPA should post the Citywide EEO Policy Statement (Section I of the Citywide EEO Policy) in its office.

The New York County Public Administrator indicated in her response to our final determination that the Citywide EEO Policy Statement has been posted in the agency's office.

This required action was implemented in April 2007.

2. The NYCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO officer, or designate a trained EEO professional from another City agency to administer the program.

The EEO officer completed the DCAS basic training for EEO Professionals in June 2007. A copy of the certificate of completion was provided at the compliance initiation meeting.

This required action was implemented in June 2007.

3. The NYCPA should provide basic EEO training to all current and new employees.

The General Counsel from the Manhattan Borough President's Office provided EEO training to all NYCPA employees on March 31, 2008.

The required action was implemented in March 2008.

4. The NYCPA should disseminate an agency-wide memorandum to discuss audit findings.

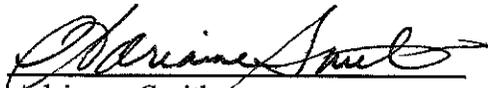
The NYCPA Commissioner distributed a June 17, 2008 memorandum to all NYCPA employees to discuss the EEPC audit findings. A copy of the memorandum is attached.

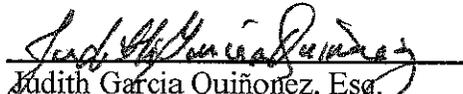
The required action was implemented in June 2008.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Commissioner Ethel J. Griffin, informing her that the NYCPA has implemented all of the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Adrienne Smith
Auditor/Compliance Officer


Judith Garcia Quiñonez, Esq.
Counsel/Compliance Director


Abraham May, Jr.
Executive Director

Attachment



Public Administrator

County of New York

ETHEL J. GRIFFIN, *Commissioner*
Public Administratrix

THOMAS R. PURCELL, *Deputy Commissioner*
Deputy Public Administrator

Memo

To: Public Administrator Employees
From: Ethel J. Griffin 
Date: June 17, 2008
Subject: Equal Employment Practices Commission Audit Compliance

The Equal Employment Practice Commission (EEPC) recently completed a Desk Audit of this Office's compliance with the City's Equal Employment Opportunity Program. The auditors looked at our current practices to ascertain how the agency is addressing Equal Employment Opportunity (EEO) issues. I am pleased to report that we have successfully complied with the four procedural recommendations.

1. We have posted the Citywide EEO Policy Statement in the Office.
2. The EEO Officer has received the recommended training through DCAS in May 2007.
3. The General Counsel from the Borough President's Office conducted a training course for the employees.
4. The final recommendation is that I write this Memorandum discussing the audit findings.

I want to reaffirm the Office of the New York County Public Administrator's strong commitment to maintaining fair employment practices for all employees and job applicants. We are committed to ensuring that we prevent discrimination and ensure that all employees are aware of their rights and obligations under this policy. We should all dedicate ourselves to creating a work environment that tolerates and appreciates differences between employees and work together to maintain an atmosphere of appreciation for the diversity that is reflected in our staff.

All employees are encouraged to use the resources available and to address any concerns with EEO Officer, Pat Fang.



Public Administrator

County of New York

ETHEL J. GRIFFIN, *Commissioner*
Public Administratrix

THOMAS R. PURCELL, *Deputy Commissioner*
Deputy Public Administrator

June 17, 2008

Jimmy Yan
General Counsel
Manhattan Borough President's Office
Municipal Bldg., 19th Fl. So.
New York, NY 10007

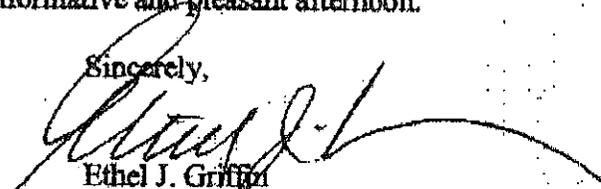
Dear Mr. Yan:

The Equal Employment Opportunity Training presentation you gave to the employees of the Office of the New York County Public Administrator (OPA) on March 31, 2008 was excellent and clearly demonstrated your expertise in the area. You were able to provide a great deal of information regarding the rules, regulations and procedures involved in the New York City program in a short period of time. The discussion with the employees that followed the presentation was invaluable and afforded a forum for questions as well as an opportunity for them to address specific issues. In addition, the material you distributed was most helpful, and will serve as a resource for each of us.

I would like to request that the OPA be included in your training presentation schedule for next year. I have pointed out the need to EEPC need for small agencies such as this one to become better informed on this topic by experts like you.

Thank you again for such an informative and pleasant afternoon.

Sincerely,



Ethel J. Griffin

New York County Public Administratrix

Cc: Borough President Scott M. Stringer



EQUAL EMPLOYMENT PRACTICES COMMISSION

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Deputy Director

July 31, 2008

Ethel J. Griffin

Commissioner

New York County Public Administrator

31 Chambers Street, Room 311

New York, NY 10007

Re: Resolution #08/02-941C: Implementation of Corrective Actions Pursuant to the Desk Audit of Compliance by the New York County Public Administrator's Office (NYCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees from January 1, 2005 to June 30, 2006.

Dear Commissioner Griffin:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the New York County Public Administrator's Office (NYCPA) for a period not to exceed six months. The compliance period was October 1, 2007 through March 31, 2008. The NYCPA's Final Compliance Report was submitted on June 17, 2008.

The goal of monitoring was to determine if the NYCPA implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. This Commission has determined that the NYCPA has implemented the recommended corrective actions as required by Chapters 35 and 36 of the New York City Charter to the Commission's satisfaction. The New York County Public Administrator's Office is now in compliance with the requirements of the

EEPC's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

We commend you for seeking the assistance of the Manhattan Borough President's Office to provide EEO training for your employees.

On behalf of this Commission, I want to thank you and EEO Officer Pat Fang for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.
Chair

C: Pat Fang, EEO Officer, NYCPA