EQUAL EMPLOYMENT PRACTICES COMMISSION

ANNUAL REPORT

CALENDAR YEAR 2003

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

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EEPC ANNUAL REPORT/CALENDAR YEAR 2003

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EXECUTIVE SUMMARY

Introduction

Created in Chapter 36 of the New York City Charter, As Amended, the Equal Employment Practices Commission (EEPC) is an independent agency responsible for monitoring and auditing the equal employment practices, programs, policies and procedures of all city agencies. To address its mandate, the Commission is authorized to perform a number of tasks. Among them are the following:

1. Review the uniform standards, procedures and programs of the Department of Citywide Administrative Services/Office of Citywide Equal Employment Opportunity and every city agency's affirmative employment program, plan, policy or procedure to provide equal employment opportunity of minority group members and women employed by, or seeking employment with, city agencies;
2. Recommend to the Department of Citywide Administrative Services and all other city agencies procedures, approaches, measures, standards and programs to be utilized to ensure fair and effective equal employment opportunity for minority group members and women;
3. Audit and evaluate the employment practices and procedures of every city agency at least once every four years and whenever requested by the Civil Service Commission or the Human Rights Commission;
4. Hold public and private hearings, and compel the attendance of witnesses, if necessary, and administer oaths;
5. Establish appropriate advisory committees to assist the Commission in addressing its mandate; and
6. Publish an annual report to the Mayor and the City Council on the activities of the Commission.

The Commissioners

The Charter authorizes the appointment of two Commissioners by the Mayor, two by the City Council and the joint appointment of the chair by the City Council Speaker and the Mayor. All

Commissioners serve part-time, four year terms. The members of the Equal Employment Practices Commission at the beginning of calendar year 2003 were City Council appointee Frank R. Nicolazzi, Vice-Chair, and mayoral appointees Angela Cabrera, and Manuel Mendez. In February the City Council appointed C. Catherine Rimokh, Esq. to fill the vacancy created by the resignation of Chereé A. Buggs, Esq. in 2002. In June the City Council appointed Veronica Villanueva, Esq. to replace Vice-Chair Frank R. Nicolazzi. Commissioner Nicolazzi was the last of the original EEPC Commissioners; he was initially appointed in October 1991. The Commission has been without a chair since May 1999.

Program Accomplishments

Audits

With a City Charter mandate to audit a minimum of forty city agencies annually, the Equal Employment Practices Commission has never had sufficient staff to address its mandate. This requires a permanent headcount of fifteen—including eight auditors and two compliance coordinators. At the beginning of calendar year 2003 the Commission's permanent head count was only twelve. By the end of the year, budget cuts had reduced the head count to nine. The Commission began the year with three vacancies in the auditor positions. Despite these shortages, Commission staff completed audits of sixteen city agencies; seven were the following non-mayoral agencies: the Independent Budget Office, the Office of the Actuary, the Bronx Borough President Office, the Queens Borough President Office, the Staten Island Borough President Office, and the New York City Employees Retirement System. Audits of the following mayoral agencies were also completed: the Office of Administrative Trials and Hearings, Board of Standards and Appeals, the Department for the Aging, the Department of Investigation, the Conflicts of Interest Board, Department of Employment, Department of Finance, the Landmarks Preservations Commission, and the Department of Juvenile Justice.

Compliance

Commission staff initiated audit compliance with fourteen city agencies and completed compliance with six agencies. The Commission adopted resolutions of compliance satisfaction for the following agencies: the Department of Records and Information Services, and the City

Comptroller's Office. Resolutions were also adopted for Bronx, Hostos, LaGuardia and Queensborough community colleges.

The Commission had initiated audit compliance with the Manhattan Borough Presidents Office in the previous year but was unable to adopt a resolution of compliance satisfaction because the office refused to adopt one of the audit recommendations.

Reports To The Mayor

If a city agency refuses to implement recommended corrective actions pursuant to an audit and the Commission's efforts to convince the agency to implement the recommended corrective actions are not successful, the Charter empowers this Commission to publish a Report To The Mayor and recommend the appropriate action. After reviewing the Commission's report and the agency's response, the mayor is required to publish his decision. In calendar year 2003 the Commission exercised this power for the first time. Reports To The Mayor were issued after lengthy compliance periods with two city agencies. The first report requested the mayor to direct the New York City Fire Department to implement two recommendations that the agency refused to implement. The second report requested the mayor to direct the Commissioner of the Administration for Children's Services to implement four recommendations that the agency refused to implement. In both cases the mayor rejected the Reports' recommendations.

Public Hearings

On November 19th the Commission sponsored a public hearing on: a) The Investigation and Resolution of Discrimination Complaints Filed Against New York City Government Agencies in Fiscal Year 2003, and b) The Implementation of the City's Equal Employment Opportunity Policy.

Commissioner/Chair Patricia Gatling of the New York City Commission on Human Rights testified on the investigation and resolution of employment discrimination complaints filed by New York City employees. Commissioner Martha Hirst of the Department of Citywide Administrative Services included in her testimony the development of the Bloomberg administration's Equal Employment Opportunity Policy. Current and former city employees also provided testimony at the hearing.

Administrative Issues/Accomplishments

Following are the major administrative issues addressed during the year:

Advisory Committee To Recommend Improvements in the Reporting Structure of the City's Equal Employment Opportunity Program

In September 2002 the Commission established the Advisory Committee To Recommend Improvements in the Reporting Structure of the City's Equal Employment Opportunity Program (Committee). The Commission charged the Committee with developing recommendations to improve the reporting structure within the City's Equal Employment Opportunity Program. The Committee was chaired by Commissioner Manuel A. Méndez and included seven current and one former, EEO Officers. In the spring of 2003 the Advisory Committee forwarded its report to the Commission. After reviewing the Committee's Report, the Commission developed a set of recommendations for improving the reporting structure and forwarded them to Mayor Bloomberg. The Commissions recommendations included all of the recommendations of the Advisory Committee.

Proposed Standards and Procedures For Equal Employment Opportunity

Last November, the Department of Citywide Administrative Services issued its draft "Proposed Standards and Procedures for Equal Employment Opportunity." Once approved by the Bloomberg administration, this document will replace the Equal Employment Opportunity Policy (EEOP) issued by the Giuliani administration. All city agencies are currently administering their EEO Programs pursuant to the Equal Employment Opportunity Policy established by the Giuliani administration in the summer of 1996.

Pursuant to City Charter requirements, the Commission reviewed the draft and developed a number of recommendations for changes in the draft Proposed Standards. The Commission's recommendations were forwarded to the Department of Citywide Administrative Services last December. Most of the recommendations were accepted.

Sharing EEO Officers

To address the Commission's concern about understaffed EEO offices in many city agencies, especially the smaller ones, the Commission has initiated research on the sharing of EEO Officers in select situations. Under this concept, two or three small city agencies would share the

cost of a full-time EEO Officer who would administer their EEO Program. The participating agencies would each appoint an EEO Counselor/Investigator(s) who would assist the EEO Officer in the administration of the program in their agency. Consistent with the requirements of the City's Equal Employment Opportunity Policy, if the agency appointed only one Counselor/Investigator he (she) would have to be the opposite sex of the EEO Officer.

Legal Cost of Employment Discrimination

According to the New York City Comptroller's office there were forty-nine cases of employment discrimination settled or adjudicated in calendar year 2003 with a total cost to the City of $ 6,242,594.00. This amount is almost twice the cost in calendar year 2002 ($ 3,226,246.00) which was almost seven times the cost in calendar year 2001 ($ 467,155.00).

To reduce the legal costs to the City for the settlement or adjudication of employment discrimination cases, every city agency must have a properly structured and efficiently administered Equal Employment Opportunity Program that is in compliance with the City's Equal Employment Opportunity Policy. Improvements in the administration of the City's EEO Program will reduce the legal costs to the City for employment discrimination.

Recommendations:

Pursuant to the authority granted to this Commission in section 831(d)6 of the New York City Charter to make recommendations to the Mayor and the City Council to improve the administration of the City's Equal Employment Opportunity Program, we offer the following recommendations:

To The Mayor

Recommendation# 1

The Office of the Mayor Should Appoint A Liaison to The Equal Employment Practices Commission.

Rationale

Since its inception the Office of the Mayor and the Office of the City Council Speaker appointed liaisons to the Commission. These liaisons attended Commissions meetings, assisted the Commission in addressing issues with city agencies, and kept their respective offices informed of major issues before the Commission. The City Council Liaison to the Commission is Bikku Kuruvila, Counsel to the City Council Committee on Civil Service and Labor, and the Committee on Women's Issues. The Office of the Mayor has not appointed a liaison to the Commission.

Recommendation # 2

The Office of the Mayor Should Approve the Creation of a Direct Computer Link to The EEO Workforce Data of all City Agencies Via The (NYCAPS) New York City Automated Personnel System Once it is Established.

Rationale

NYCAPS is a state-of-the-art, computer-based personnel management system that the Department of Citywide Administrative Services began establishing in fiscal year 2000. NYCAPS combines a number of current city personnel management systems including: recruitment, hires, separations, labor relations, worker's compensation, disciplinary issues, and equal employment opportunity. Providing a direct computer linkage to the equal employment opportunity database for the EEPC will allow the regular review of an agency's EEO workforce database and should expedite the audit process.

To The Mayor and City Council Speaker

Recommendation # 3

The Mayor and City Council Speaker Should Appoint a Chairperson of the Equal Employment Practices Commission.

Rationale

The City Charter requires the mayor and city council speaker to appoint the chairperson of the Equal Employment Practices Commission. This Commission has been without a chairperson

since June 1999. The absence of a chairperson has created obvious impediments to the efficient operation of this Commission. The joint appointment of a chairperson ensures support for the Commission from both sides of City Hall.

To The Mayor and City Council

Recommendation #4

The Mayor and City Council Should Approve a Budget Allocation and Permanent Head Count for the Equal Employment Practices Commission That Will Enable this Commission to Meet our City Charter Mandate to Audit Every City Agency at Least Once Every Four Years.

Rationale

A minimum of one hundred and sixty agencies are under the jurisdiction/authority of the EEPC. To audit all of these agencies at least once every four years requires that the Commission audit forty agencies annually. To do that, the Commission needs a permanent headcount of fifteen (including eight auditors and two compliance coordinators). Our current permanent headcount is nine. Two audits of the Equal Employment Practices Commission by the City Comptroller cited this Commission's failure to meet our city charter mandate. According to the Comptroller's office, the settlement/judgment costs to the City for employment discrimination in calendar year 2003 was 6.2 million dollars. An adequate budget for the EEPC would cost far less.

To The Department of Citywide Administrative Services

Recommendation # 5

The Office of Citywide Equal Employment Opportunity (OCEEO) of the Department of Citywide Administrative Services (DCAS) Should Provide Technical Assistance to all City Agencies That Require Assistance in Establishing Their Equal Employment Opportunity Programs.

Rationale

In conducting audits of the Public Advocate's office, the Board of Standards and Appeals, and the Office of the Actuary, this Commission learned that these agencies did not have an Equal Employment Opportunity Program in place. We also learned that DCAS gives

preference to mayoral agencies in providing this type of assistance. Since the City is equally liable for employment discrimination suits from employees of non-mayoral city agencies as it is from employees of mayoral agencies, all city agencies that need this assistance should receive it.

Recommendation # 6

The Department of Citywide Administrative Services (DCAS) Should Monitor The Implementation of The Career Counselor Component of The City's Equal Employment Opportunity Policy and Ensure That All City Employees Have Access to This Service.

Rationale

Section VI (A)(3) of the City's Equal Employment Opportunity Policy says: "To ensure that employees receive career guidance from a trained professional, each agency head must designate a person familiar with civil service and provisional jobs who can be available to provide career counseling to employees who request such guidance."

Despite this requirement, a number of audited agencies have not effectively addressed this requirement. One EEO Officer informed Commission staff that her agency head was willing to appoint a career counselor but did not want to inform his staff who the career counselor is. Providing career guidance and counseling to city employees is in the best interests of both the City and its employees. DCAS should ensure that all city agencies adequately address this requirement

Recommendation # 7

The Department of Citywide Administrative Services Should Ensure That All EEO Officers Receive Adverse Impact Study Training.

Rationale

Section VI (A) (2) of the City's Equal Employment Opportunity Policy requires that City agencies examine all devices used to select and promote candidates for employment to determine whether these devices adversely impact any racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, agency heads are directed to determine whether the device is job related. Criteria that adversely impact any protected group and are not job related should be discontinued. EEO Officers must be trained to do adverse impact studies, which are technical statistical studies. This Commission is concerned that to date, DCAS has not provided adverse impact training for the City's EEO Officers.

Adverse impact studies are especially critical for certain selection criteria for the Fire Department (30 college credits) and the Police Department (60 college credits). By identifying barriers to equal employment opportunity, adverse impact studies are essential tools for eliminating non job related selection criteria that reduce the number of women and minority candidates for firefighter and police. The application of adverse impact studies by city agencies, as required by the City's Equal Employment Opportunity Policy, can substantially eliminate non-job-related selection or promotion devices that adversely impact on the selection of women and minorities.

During the Commission's annual public hearing last year with the Department of Citywide Administrative Services and its (OCEEO) Office of Citywide Equal Employment Opportunity, this Commission was told by Commissioner Martha Hirst that DCAS wants to provide this training. We hope it happens this year.

Recommendation # 8

The Office of Citywide Equal Employment Opportunity Should Review The Level of EEO Support Staff in All Mayoral Agencies and Insist That Agency Heads Provide Additional Support Staff for The EEO Officers Who Need It.

Rationale

Audits of city agencies continue to reveal that a number of EEO Officers are part-time; many spend less than twenty-five per cent of their time addressing EEO issues. In many agencies, the EEO Officer is either the director of human resources or the director of administration. EEO Officers in other agencies have other line responsibilities that make it difficult for them to devote the necessary time to EEO.

Even more disturbing is the lack of support staff in many EEO offices. Some EEO Officers have multiple responsibilities and no full-time secretary or administrative assistant; they need additional support staff. While we understand that certain city agencies - especially the smaller ones - may not have sufficient funds for a full-time EEO Officer, there is no excuse for not providing adequate administrative support for an EEO Officer who has additional administrative responsibilities. This lack of support staff makes the efficient administration of the EEO program extremely difficult. Given the desire of agency heads to assign their staff to other priorities, they may not provide the necessary support staff to their EEO offices unless the Department of Citywide Administrative Services requires them to do it.

Recommendation # 9

The Department of Citywide Administrative Services Should Increase the Staff in the Office of Citywide Equal Employment Opportunity

Rationale

As previously stated, the Commission discovered that some city agencies did not have functioning Equal Employment Opportunity Programs during the calendar year. These agencies need technical assistance from OCEEO to establish their EEO programs. To address these needs, as well as address the other aforementioned recommendations, the OCEEO must have additional staff.

Conclusion

Employment discrimination is prohibited by the New York City Charter and a broad range of laws, court decisions, amendments and executive orders, including the Fourteenth Amendment of the U.S. Constitution, the Civil Rights Act of 1964, Title VII; U.S. Executive Order #11246, the New York State Constitution, the New York State Human Rights Law, the New York State Civil Rights Law and the New York City Human Rights Law.

The Equal Employment Practices Commission's City Charter mandate is to ensure that all city agencies are implementing equal employment opportunity programs that protect women and minorities from unlawful employment discrimination. Implementation of the aforementioned recommendations will strengthen the City's Equal Employment Opportunity Program.

CHAPTER I

THE MANDATE

"(a) It shall be an unlawful employment practice for an employer:

(1) to fail or refuse to hire or to discharge any individual, or otherwise to discriminate against any individual with respect to his compensation, terms, conditions, or privileges, of employment, because of such individual's race, color, religion, sex, or national origin; or

(2) to limit, segregate, or classify his employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunities or otherwise adversely affect his status as an employee, because of such individual's race color, religion, sex, or national origin."

Excerpt from Title VII of the Civil Rights Act of 1964

INTRODUCTION

The mandate of the Equal Employment Practices Commission is defined in Chapter 36 of the New York City Charter, As Amended, 1999. Section 830 (a) says:

"There shall be an equal employment practices commission which shall review, evaluate and monitor the employment procedures, practices and programs of any city agency and the department of citywide administrative services to maintain an effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies."

Chapter 36 also delineates the following powers and duties of the Commission:

1. To review the uniform standards, procedures and programs of every city agency to ensure that it provides equal employment opportunity for minority group members and women employed by, or seeking employment with, city agencies;
2. To recommend to all city agencies procedures, approaches, measures, standards and programs to be utilized to ensure equal employment opportunity for minority group members and women;
3. To advise and, if requested, assist city agencies in their efforts to increase employment of minority group members and women;
4. To audit and evaluate the employment practices and procedures of each city agency at least once every four years and whenever requested by the Civil Service Commission or the Human Rights Commission;
5. To make policy, legislative and budgetary recommendations to the Mayor, the City Council, or any city agency to ensure equal employment opportunity for minority group members or women;
6. To publish annually a report to the Mayor and the City Council on the activities of the Commission, and the effectiveness of each city agency's efforts to ensure equal employment opportunity;
7. To establish appropriate advisory committees;

8. To serve with such other agencies or officials the Mayor designates as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity;
9. To take such other actions as appropriate to effectuate the provisions and purposes of its mandate;
10. To hold public or private hearings; and
11. To compel the attendance of witnesses to determine if agencies are in compliance with the equal employment opportunity requirements of the New York City Charter.

STRUCTURE

The New York City Charter authorizes the appointment of five part-time Commissioners to staggered four-year terms. Two commissioners are appointed by the Mayor, and two are appointed by the City Council. The chairperson is appointed jointly by the Mayor and the City Council Speaker. The Commission has been without a chairperson since July 1999.

There were two new appointments to the Commission in calendar year 2003. In February, C. Catherine Rimokh, Esq. was appointed by the City Council to complete the term of former Commissioner Chereé A. Buggs, Esq. Ms. Rimokh was re-appointed in August to a full four-year term. Ms. Rimokh is a practicing attorney with the firm of Salan, Hertzfeld, Heilbronn, Christy, and Viener. She specializes in employment discrimination law and counsels clients in personnel matters and provides training in EEO and sexual harassment prevention.

In June, the City Council appointed Veronica Villanueva, Esq. to the Commission. She is an attorney with the firm of Levy, Ratner, P.C. where she specializes in union representation and litigates employment and civil rights cases. Ms. Villanueva is also a former Human Rights Specialist with the City Commission on Human Rights. She replaces Frank R. Nicolazzi, an original appointee. Mr. Nicolazzi was vice-chair of the Commission throughout his eleven and a half years of service to the Commission.

Former Mayor Rudolph Giuliani appointed Manuel A. Méndez in 1995. Mr. Méndez is the former executive director/CEO of the Phipps Community Development Corporation and the former Vice President of Phipps Houses. A former deputy commissioner with the Human Resources Administration, Mr. Mendez is a former Trustee of the Bronx Lebanon Hospital. He has also taught social/policy administration at Fordham University's Graduate School of Social Services.

His term expired June 30, 1999. He continues to serve as a holdover appointee. Mr. Mendez was elected vice-chairperson of the Commission in July.

Angela Cabrera was appointed by former Mayor Giuliani in 1997. Ms. Cabrera is the president of Cabrera & Associates, a consulting firm that specializes in public relations and business development. A former state deputy commissioner, she is also a board member of the Family Institute, a Trustee of the Museo del Barrio, and a member of the Prospect Park Alliance. Ms. Cabrera is also on the Board of Trustees' Diversification/Outreach Committee of the Metropolitan Museum of Art, and a founding member of 100 Hispanic Women. Her term expired June 30, 2000. She continues to serve as a holdover appointee.

As an independent city agency that reports to both the Mayor and the City Council, the Commission has established liaison relationships with both sides of City Hall. Historically, the City Council liaison has been the Counsel to the City Council Committee on Civil Service and Labor. Last year, Bikku Kuruvila, Esq. filled both positions. Although the Office of the Mayor has not appointed a liaison to the Commission, there is a liaison relationship with the Office of the Deputy Mayor for Legal Affairs.

METHODOLOGY

In addressing its mandate, the Commission holds public hearings with mayoral agencies on the implementation of the City's Equal Employment Opportunity Policy, public hearings with non-mayoral agencies on the implementation of their Equal Employment Opportunity Programs, and special hearings on specific equal employment opportunity issues. Depending on the issue, the Commission may direct the staff to conduct an independent investigation.

The Commission is also empowered to audit city agencies. Audits are separate evaluations of the equal employment opportunity programs, policies, practices and procedures of an agency during a specific period of time. The purpose of the audit is to determine if the agency is in compliance with the requirements of the City's Equal Employment Opportunity Policy (EEOP) which is established by the Mayor's office. Audit staff makes recommendations for corrective actions in all areas where the agency is not in compliance with the City's EEOP.

An integral component of the audit process is the audit exit meeting with the agency head. The Commission requires the agency head to attend this meeting because the City Charter holds agency heads responsible for the implementation of their agencies' EEOP.

Prior to the audit exit meeting, a draft letter of preliminary determinations is forwarded to the agency head and the EEO Officer. EEPC senior staff and one member of the Commission attend the audit exit meeting. The purpose of the meeting is to resolve issues of fact prior to the issuance of the formal letter of preliminary determinations. After the audit exit meeting, audit findings and recommendations with any necessary revisions are submitted to the Commission for review and approval. The approval process includes the adoption of a "Resolution of Preliminary Findings" pursuant to the audit. The resolution authorizes the Chair or Vice-Chair of the Commission to formally inform the agency head, by letter, of the Commission's preliminary determinations.

The letter of preliminary determinations identifies where the agency is in compliance, and out of compliance, with the City's Equal Employment Opportunity Policy. The letter also requests the agency head to implement all recommendations for corrective actions. The City Charter requires the agency to respond within thirty days. The Charter also mandates a compliance procedure of no more than six months. The compliance procedure is discussed in detail in Chapter III.

DEFINING ETHNIC GROUPS

According to the 2000 census, there are approximately two hundred different ethnic groups, speaking one hundred fifteen different languages, and representing every race, living and working in New York City. Many of these ethnic groups are part of New York City government's diverse workforce.

A broad variety of terms are used by New Yorkers to describe these different races and ethnic groups. Unfortunately, some of these terms are inappropriate, others are derogatory. Since any discussion of race and ethnicity must be sensitive to the use of appropriate terminology, the Equal Employment Practices Commission consistently uses the following terms in discussing New York City's ethnic groups:

Caucasians: defined as persons of European ancestry and generally referred to as white.

Hispanics: defined as persons of Hispanic descent including Puerto Ricans, Mexican Americans, Central Americans and Latin Americans.

African-Americans: defined as persons of African descent including Caribbeans and Africans; generally referred to as black.

Asian-Pacific Islanders: defined as persons of Asian descent including Koreans, Phillipinos, Chinese, Japanese and the Indian subcontinent.

Native-Americans: defined as indigenous persons from the United States, including American Indians, Alaskans and Aleuts.

ANNUAL REPORT

The New York City Charter requires the Equal Employment Practices Commission to submit an annual report to the Mayor and City Council on the Commission's activities and the effectiveness of each city agency's affirmative employment efforts to ensure equal employment opportunity for its employees and applicants. The annual report is also distributed to the comptroller, public advocate, borough presidents, district attorneys, deputy mayors, city agency heads, community board chairpersons, and a variety of organizations and individuals on the Commission's mailing list.

CHAPTER II

ADDRESSING THE MANDATE/AUDITS

"The Commission shall have the following powers and duties:

to audit and evaluate the employment practices and procedures of each city agency and their efforts to ensure fair and effective equal employment opportunity for minority group members and women at least once every four years and whenever requested by the civil service commission or the human rights commission or whenever otherwise deemed necessary by the Commission."

Chapter 36, Section 831(d)5, New York City Charter, As Amended 1999

INTRODUCTION

At the beginning of the calendar year, the Commission's audit staff consisted of four full-time auditors or two full-time audit teams. Three auditor positions were vacant. To compensate for the shortage of full-time auditors, the Agency Counsel and Compliance Coordinator served as a part-time audit team in addition to performing their normal job functions. By the middle of the year, the Mayor and the City Council approved a budget that reduced EEPC's permanent head count from twelve to ten. Subsequent budget cuts by the Office of Management and Budget reduced the permanent head count to nine. Despite these shortages, Commission staff completed 16 audits, including the first audits of the following non-mayoral agencies: Independent Budget Office, Civilian Complaint Review Board, the Office of the Actuary, Bronx Borough President's Office, Queens Borough President's Office, Staten Island Borough President's Office, and New York City Employees Retirement System.

Audit Process

The audit process encompasses the following tasks: audit entrance meeting, request and review of relevant data, distribution and analysis of employee surveys, review of quarterly reports, interviews of EEO personnel and select supervisory personnel, data analysis, follow-up research, identification of areas of compliance and non-compliance, the preparation of a draft preliminary determination letter, an audit exit meeting to discuss the draft, approval of the preliminary findings by the Commission, the distribution of a formal letter of preliminary determination to the agency head, review of the agency's response, preparation of a letter of final determination to the agency head, and review of the agency's non-mandatory response (if any).

The Commission has established audit protocols for auditing compliance with the City's Equal Employment Opportunity Policy and its Discrimination Complaint and Investigation Procedure. The Commission has also established protocols for auditing the Sexual Harassment Prevention Programs of the Community Colleges of the City University of New York, the Recruitment Program of the Fire Department, as well as the EEO Programs of other non-mayoral agencies (e.g. borough presidents and citywide elected officials).

AUDIT RESOLUTIONS

Following are the Resolutions of Preliminary Determinations adopted by the Commission in calendar year 2003.

April 3, 2003 Commission Meeting

1. Resolution #03/01-11 Re: Bronx Borough President's Office (BBPO)

Pursuant to the audit of compliance by BBPO with its Equal Employment Opportunity Program for the thirty-month period commencing July 1, 1999 and ending December 31, 2001, the Resolution enumerated 11 preliminary findings. Among the major findings were:

- The EEO Policies were not posted on agency bulletin boards.
- The agency did not issue a Reasonable Accommodation Procedure to accompany its Disabilities Policy.
- BBPO neither distributed information about, nor participated in, the Section 55-A Program.
- There were not persons of both sexes available to receive and investigate discrimination complaints during the audit period.
- The agency did not conduct EEO training for employees during or subsequent to the audit period.

2. Resolution #03/02-13 Re: Queens Borough President's Office (QBPO)

Pursuant to the audit of compliance by QBPO with its Equal Employment Opportunity Program for the thirty-month period commencing July 1, 1999 and ending December 31, 2001, the resolution enumerated 12 preliminary findings. Among the major findings were:

- The EEO Policies were not posted on agency bulletin boards.
- During the audit period, the male Co-EEO Officer did not receive training for EEO professionals from the Department of Citywide Administrative Services.
- The agency's internal discrimination complaint file did not contain copies of investigative documents relating to the complaint or a report to the agency head.

- The CO-EEO Officers did not maintain documentation of their meetings with the agency head.
- The Deputy Counsel had the reality or appearance of conflict of interest by serving as the Co-EEO Officer (female).

3. Resolution #03/03-14 Re: Staten Island Borough President's Office (SIBPO)

Pursuant to the audit of compliance by SIBPO with its Equal Employment Opportunity Program for the thirty-month period commencing July 1, 1999 and ending December 31, 2001. The Resolution listed 15 preliminary findings. Among the major findings were:

- The EEO Policy Statements and Discrimination Complaint Procedures were not separately distributed to all employees.
- The agency EEO Policies were not available in formats accessible to applicants and persons with disabilities.
- The EEO Officer did not receive EEO training from DCAS or another organization.
- Two of the five job advertisements submitted by SIBP did not contain the EEO tag line.
- Persons of both sexes were not available to receive and investigate discrimination complaints.

4. Resolution #03/04-132 Re: Independent Budget Office (IBO)

Pursuant to the audit of compliance by IBO with its Equal Employment Opportunity Program for the thirty-month period commencing January 1, 2000 and ending June 30, 2002, the Resolution enumerated nine preliminary findings. Among the major findings were:

- The agency's EEO policies were not clearly posted on agency bulletin boards.
- The agency did not have a plan that includes a timeframe to train existing and new employees on EEO.
- The agency's current recruitment strategies are not successful in recruitment women and minorities.
- The agency did not participate in the citywide job posting process.

May 8, 2003 Commission Meeting

5. Resolution #03/05-009 Re: New York City Employees Retirement System (NYCERS)

Pursuant to the audit of compliance by NYCERS with its Equal Employment Opportunity Program for the thirty-month period commencing January 1, 2000 and ending June 30, 2002, the Resolution enumerated 12 preliminary findings. Among the major findings were:

- The agency's Discrimination Complaint Procedure does not contain the name, location, and telephone number of the EEO Officer.
- Only one of the three EEO Officers during the audit period received training for EEO professionals from the Department of Citywide Administrative Services.
- There is no indication in two internal discrimination complaint files that the agency head reviewed the EEO Officer's final reports.
- The EEO Officers have not been involved in developing recruitment strategies or selecting recruitment media.
- Sixty-six percent of survey respondents indicated they did not know who is the EEO Officer.

6. Resolution #03/06-054 Re: Civilian Complaint Review Board (CCRB)

Pursuant to the audit of compliance by CCRB with its Equal Employment Opportunity Policy for the thirty-month period commencing January 1, 2000 and ending June 30, 2002, the Resolution enumerated 12 preliminary findings. Among the major findings were:

- CCRB did not issue a general EEO Policy Statement.
- The agency's EEO Policies were not available in formats accessible to applicants and employees with disabilities.
- The agency did not participate in the Section 55-A Program.
- The EEO Officer did not receive training for EEO professionals from DCAS.
- The EEO Officer did not devote 100% of her time to EEO matters.

7. Resolution #03/07-868 Re: Office of Administrative Trials and Hearings (OATH)

Pursuant to the audit of compliance by OATH with the City's Equal Employment Opportunity Policy (EEOP) for the thirty-month period commencing January 1, 2000 and ending June 30, 2002, the Resolution enumerated 8 preliminary findings. Among the major findings were:

- The agency has not informed all employees in writing of the identity, location and telephone number of the career counselor.
- The agency does not conduct annual performance evaluations for managerial staff.
- Appropriate documentation of meetings between the EEO Officer and the agency head is not maintained.

June 30, 2003 Commission Meeting

8. Resolution #03/08-008 Re: Office of the Actuary (OA)

Pursuant to the audit of compliance by OA with its Equal Employment Opportunity Program for the thirty-month period commencing January 1, 2000 and ending June 30, 2002, the Resolution enumerated the following five preliminary findings:

- Only limited and informal EEO activities were undertaken during the audit period.
- The Office of the Actuary did not issue EEO policies.
- The Office of the Actuary did not conduct EEO training.
- The Office of the Actuary did not appoint an EEO Counselor.
- The Office of the Actuary did not participate in the Section 55-A Program.

9. Resolution #03/09-856 Re: Board of Standards and Appeals (BSA)

Pursuant to the audit of compliance by BSA with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 30, 2002, the Resolution enumerated the following three preliminary findings:

- The agency has not established an EEO Program.
- The agency has not appointed a trained EEO Officer whose prime responsibility will be implementing the City's EEO Policy within the agency.
- The agency's files are not maintained in a clearly marked, secure area so that they can be located by reviewing agencies.

August 14, 2003 Commission Meeting

10. Resolution #03/10-125 Re: Department for the Aging (DFTA)

Pursuant to the audit of compliance by DFTA with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated 17 preliminary findings. Among the major findings were:

- The agency did not issue a Reasonable Accommodation Procedure to accompany its Disabilities Policy Statement.
- Only 16% of DFTA's employees received EEO training during the audit period.
- DFTA did not conduct adverse impact studies.
- The agency did not appoint a Career Counselor.
- The previous and current EEO Officers were not involved in developing recruitment strategies.

11. Resolution #03/11-032 Re: Department of Investigation (DOI)

Pursuant to the audit of compliance by DOI with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated the following five preliminary findings:

- The name and location of the new Disability Rights/Section 55-A Coordinator does not appear in the agency's EEO Policy Booklet.
- The EEO Officer has not developed a plan, which includes a timetframe, to train all existing and new employees.

- The agency has not conducted adverse impact studies.
- The agency has not informed all employees in writing of the new identity, location and telephone number of the career counselor.
- The agency's EEO Officer does not devote 100% of her time to EEO matters.

September 18, 2003 Commission Meeting

12. Resolution #03/12-312 Re: Conflicts of Interest Board (COIB)

Pursuant to the audit of compliance by COIB with its Equal Employment Opportunity Program for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated eight preliminary findings. Among the major findings were:

- The agency did not post its EEO Policies.
- The EEO Counselors have not received training for EEO professionals from DCAS or another organization.
- The EEO Officer did not maintain appropriate documentation of meetings with the agency head.
- The Director of Administration had the reality or appearance of a conflict of interest by serving as the EEO Officer.

13. Resolution # 03/13-094 Re: Department of Employment (DOE)

Pursuant to the audit of compliance by DOE with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated 14 preliminary findings. Among the major findings were:

- The agency's recruitment literature did not indicate that DOE is an equal opportunity employer.
- The agency's complaint files were not kept in a secure and identifiable area so that they could be easily located for review.

- The agency did not distribute its EEO policy due to the pending revision of the Citywide EEO Policy.
- The EEO Officer did not have adequate support staff to meet her obligations under the City's EEOP.
- The agency did not conduct adverse impact studies.

November 13, 2003 Commission Meeting

14. Resolution #03/14-836 Re: Department of Finance (DOF)

Pursuant to the audit of compliance by DOF with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002,the Resolution enumerated 14 preliminary findings. Among the major findings were:

- One of the agency's five newspaper advertisements submitted to the EEPC did not contain the EEO tag line.
- Only 11 of the 32 complaints in which the EEO Officer conducted an investigation and prepared a report were completed within 90 days.
- The agency did not conduct adverse impact studies.
- The EEO Officer, who is not a human resources professional, served as the agency's career counselor.
- There were no documentation of meetings between supervisors/managers and their subordinates to discuss the agency's EEO policies.

December 11, 2003 Commission Meeting

15. Resolution #03/15-136 Re: Landmarks Preservation Commission (LPC)

Pursuant to the audit of compliance by LPC with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated nine preliminary findings. Among the major findings were:

- The agency's EEO Policies were last distributed to all current employees in June 2001.
- LPC did not provide EEO training to its employees during the audit period.
- The agency did not conduct adverse impact studies.
- Agency employees were not notified of the appointment of the career counselor.
- The agency did not conduct performance evaluations of its employees in recent years.

16. Resolution #03/16-130 Re: Department of Juvenile Justice (DJJ)

Pursuant to the audit of compliance by DJJ with the City's EEOP for the thirty-month period commencing July 1, 2000 and ending December 31, 2002, the Resolution enumerated 13 preliminary findings. Among the major findings were:

- The agency's EEO Officer did not prepare a confidential written report with the agency's findings and recommendations for each complaint file.
- Some complaints were not completed within 90 days of the receipt of the complaint.
- The agency did not inform all employees in writing of the identity, location and telephone number of the career counselor, or update this information on the bulletin board.
- The performance evaluations of supervisors/managers did not include an EEO component.
- The agency did not provide the EEO Officer with clerical or secretarial support.

Audits in Progress

At the end of the calendar year, audits of the following agencies were in progress:

1. Department of Sanitation
2. Department of Housing Preservation and Development
3. Department of Environmental Protection
4. New York Law Department
5. City Commission on Human Rights
6. Department of Probation
7. Office of Collective Bargaining

8. Department of Buildings

AUDIT ISSUES

Delays in the Audit Process

Although the Commission's timetable for completing agency audits is twenty weeks (audit entrance meeting to audit exit meeting), the completion of an audit usually takes much longer. Delays in the audit process are usually due to the failure of the agencies to provide complete information on time, delays in the scheduling of meetings and staff interviews, and follow-up research. Another cause of delay is the overworked EEO Officer. Overworked EEO Officers are either EEO Officers with other, non EEO-related job responsibilities that hamper their ability to address EEO issues in a timely fashion, or full-time EEO Officers without sufficient support staff to adequately address all their duties and responsibilities. Many EEO Officers in city government are overworked or understaffed.

Agencies with No EEO Programs

During calendar year 2003, EEPC audits revealed that two City agencies, the Office of the Actuary (non-mayoral agency) and the Board of Standards and Appeals (mayoral agency), had no formal EEO Programs. The same situations existed with the Public Advocate's Office (non-mayoral agency), which was audited in calendar year 2002. According to the EEO personnel in those agencies, they had not received technical assistance from the Office of Citywide Equal Employment Opportunity (DCAS). The Commission therefore recommended that those agencies petition the Office of Citywide EEO Policy for technical assistance in preparing EEO Programs that conform to the Citywide EEO Policy.

Lack of CEEDS Data

In the latter part of the 1990s, DCAS suspended the use and distribution of the Citywide Equal Employment Database System (CEEDS). That data is critical to City agency EEO programs since it is the official statistical measure for determining underutilization of minorities and women in the various EEO job categories. Due to the unavailability of CEEDS, the EEPC has also been unable to monitor how City agencies have been addressing such underutilizations. For a number of

years, the City has been working on incorporating the CEEDS system into the New York City Automated Personnel System (NYCAPS). The Commission was informed by a NYCAPS official in December 2003 that the entire process would take approximately three years to complete. To date it has not happened

Audit of the New York City Board of Elections

In early 2003, the Commission initiated an audit of the New York City Board of Elections (BOE). In February 2003, however, EEPC's Counsel determined that the Commission did not have jurisdiction over that agency based on Corporation Counsel Opinion No. 11-90 issued on December 20, 1990. The Commission subsequently notified BOE that the audit would be discontinued pending the result of further research by the EEPC's Counsel or the issuance of an appropriate opinion by the Corporation Counsel's Office.

Audit of Select Four-Year CUNY Colleges

By the end of calendar year 2002, the EEPC had completed audits of the sexual harassment prevention programs of the following community colleges of the City University of New York (CUNY): Borough of Manhattan, Bronx, Hostos, Kingsborough, LaGuradia, and Queenborough. The Commission's authority to audit these institutions is based on the fact that CUNY's community colleges are funded by the City and the four year colleges are funded by the state. However a select number of CUNY's four year colleges, specifically Medgar Evers, John Jay, New York City Technical, and the College of Staten Island, also receive funding from the City. Since the City Charter authorizes the EEPC to audit all city agencies that are funded "in whole or in part from the city treasury", the Commission wanted to know if we have the authority to audit these institutions.

In July 2002, the Commission requested a legal opinion from the Corporation Counsel regarding the authority of the EEPC to audit the EEO Programs of these colleges. On October 22, 2003, the Corporation Counsel issued an opinion which said EEPC did not have jurisdiction over those colleges. Consequently, during the September 18, 2003 Public Meeting the Commission eliminated those colleges from the Audit Plan for Calendar Year 2003. The Commission also notified the CUNY's Central Office and legal office of Corporations Counsel's opinion.

Audits of the County District Attorneys Offices in New York City

In August 2002, the Commission also requested an opinion from the Corporation Counsel regarding the authority of the EEPC to audit the EEO Programs of the five county district attorneys in New York City. Although the county district attorneys offices in New York City are created by the state, they are funded by the City. Consequently, this Commission believes we have the authority to audit the equal employment opportunity programs of district attorneys.

In its October 22, 2003 letter to the Commission the Law Department opined that the Equal Employment Practices Commission has the authority/jurisdiction to audit the offices of the county district attorneys in New York City. Audits of the equal employment opportunity programs of these offices will be included in the Commissions' future audit plans

The Audit Performance Report for Calendar Year 2003 is on the following pages.

EQUAL EMPLOYMENT PRACTICES COMMISSION
AUDIT PERFORMANCE REPORT/CALENDAR YEAR 2003

AUDITS COMMENCED IN 2003:20

1. Independent Budget Office
2. Civilian Complaint Review Board
3. Office of Administrative Tribunals and Hearings
4. Office of the Actuary
5. Board of Standards and Appeals
6. Department of Employment
7. Department of Juvenile Justice
8. Department for the Aging
9. Department of Investigation
10. Landmarks Preservation Commission
11. Conflicts of Interest Board
12. Department of Housing Preservation and Development
13. Department of Sanitation
14. Department of Finance
15. Department of Environmental Protection
16. New York Law Department
17. City Commission on Human Rights
18. Office of Collective Bargaining
19. Department of Buildings
20. Department of Probation

AUDITS COMPLETED IN 2003:16

Commenced and Completed in 2003:12

1. Independent Budget Office
2. Civilian Complaint Review Board
3. Office of Administrative Tribunals and Hearings
4. Office of the Actuary
5. Board of Standards and Appeals
6. Department of Employment
7. Department of Juvenile Justice
8. Department for the Aging
9. Department of Investigation
10. Landmarks Preservation Commission
11. Conflicts of Interest Board
12. Department of Finance

Commenced Prior to 2003 and Completed in 2003: 4

1. Bronx Borough President's Office
2. Queens Borough President's Office
3. Staten Island Borough President's Office
4. New York City Employees Retirement System

AUDITS IN PROGRESS AT THE END OF 2003: 9

1. Department of Sanitation
2. Department of Housing Preservation and Development
3. Department of Environmental Protection
4. New York Law Department
5. City Commission on Human Rights
6. Department of Probation
7. Office of Collective Bargaining
8. Department of Buildings
9. Queens Community Boards

CHAPTER III

IMPLEMENTING CORRECTIVE ACTIONS/ COMPLIANCE

"…If the commission, after a period not to exceed six months, determines that the agency has not taken appropriate and effective corrective actions, the commission shall notify the agency in writing of this determination and the commission may thereafter publish a report and recommend to the mayor whatever appropriate corrective action the commission deems necessary to ensure compliance with equal employment opportunity pursuant to the requirements of this chapter and chapter thirty-five. Within thirty days of such determination the agency shall submit a written response to the commission and the mayor. The mayor after reviewing the commission's findings and the agency's response, if any, shall order and publish such action as he or she deems appropriate."

Excerpt from Chapter 36, Section 832 (c), New York City Charter, As Amended, 1999

INTRODUCTION

During the year, audit compliance was initiated with 14 agencies and completed with six. Eight agencies were under compliance at the end of the year. Compliance was not completed for three agencies; for two of those agencies reports to the Mayor were issued.

Compliance Procedure

Section 832 of the City Charter sets forth the compliance procedures including steps to be taken when the Commission, pursuant to an audit of any agency, makes a preliminary determination that the agency has adopted or utilized a plan, program, procedure, approach, measure, or standard that does not provide equal employment opportunity. Those steps are:

- The Commission will notify the agency in writing of its determination and provide an opportunity for response.

- If, after consideration of the agency's response and consultation with the agency, the Commission concludes corrective actions, if any, ar not sufficient to correct non-compliance, it will make a final determination in writing, including recommended corrective actions.

- The agency shall respond within thirty days on corrective actions it intends to make and submit monthly reports on the progress of such corrective action.

- After a period not exceeding six months, if the Commission determines the agency has not taken appropriate or effective action, the Commission shall notify the agency in writing of its determination and may thereafter publish a report, and recommend to the Mayor the appropriate or effective action it deems necessary.

- Within thirty days of the determination by the Commission, the agency shall submit a written response to the Commission and the Mayor.

- The Mayor reviews the Commission's findings and the agency's response, if any, and shall order and publish such action that the Mayor deems appropriate.

COMPLIANCE RESOLUTIONS

Following are the Resolutions of Compliance Completion adopted by the Commission during the year.

April 3, 2003 Commission Meeting

1. Resolution #03/01-860C Re: Department of Records and Information Services (DORIS)

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to Commissioner Brian Andersson informing him that his agency has implemented sixteen of the seventeen recommended corrective actions and requesting written confirmation of the implementation of the outstanding corrective action (i.e. when the employees involved in interviewing job applicants receive structured interview training

2 Resolution #03/02-042C Re: Hostos Community College of the City University of New York (HCC).

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to President Delores M. Fernandez informing her that HCC has implemented all ten recommended corrective actions.

3. Resolution #03/03-042C Re: Queensborough Community College of the City University of New York (QCC).

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to President Eduardo Marti informing him that QCC has implemented all seven recommended corrective actions.

4. Resolution #03/04-042C Re: Bronx Community College of the City University of New York (BCC).

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to President Carolyn G. Williams informing her that BCC has implemented fourteen of fifteen recommended actions and requesting written confirmation of the implementation of the outstanding corrective action (i.e. when one member of the sexual harassment panel receives sexual harassment training.)

September 18, 2003 Commission Meeting

5. Resolution #03/05-042C Re: LaGuardia Community College of the City University of New York (LCC).

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to President Gail O. Mellow informing her that LCC has implemented eleven of twelve recommended actions and requesting written confirmation of the implementation of the outstanding corrective action (i.e. when the Deputy Panel Coordinator receives sexual harassment training.)

December 11, 2003 Commission Meeting

6. Resolution #03/06-015C Re: The Comptroller of the City of New York (CO).

This unanimously adopted Resolution authorized the Vice-Chairman to forward a letter to the Comptroller of the City of New York, William C. Thompson, Jr., informing him that his agency has implemented fourteen of the fifteen recommended corrective actions. The letter also requested written confirmation of the implementation of the outstanding corrective action (i.e. when the remaining six EEO Counselors complete the required EEO training.)

COMPLIANCE ISSUES

Manhattan Borough President (MBPO)

The Commission did not adopt a resolution pursuant to implementation of EEPC's recommended corrective actions by the Manhattan Borough President's Office (MBPO). The agency submitted its final Monthly Compliance Report (MCR) on February 5. At that time, MBPO had implemented sixteen of seventeen recommended corrective actions. MBPO did not implement the following outstanding recommended corrective action:

The Manhattan Borough President should disseminate an agency-wide memorandum to to staff to discuss the audit findings.

Although EEPC requires all audited agencies to implement this corrective action, the Manhattan Borough President, C. Virginia Fields, informed the Commission in her April 21 letter that she intends "to communicate the information contained in the audit findings through staff training as well as the process of implementing the recommendations."

On November 13, the Commission requested in a letter to the Manhattan Borough President that her office forward the appropriate documentation to reflect the implementation of her decision. This Commission did not receive a response and therefore, did not adopt a resolution pursuant to implementation of recommended corrective actions.

REPORT TO THE MAYOR

Section 832 of the City Charter authorizes this Commission to issue a report to the mayor if it determines after a six month compliance period that an audited agency has not taken "appropriate and effective corrective action" to address equal employment opportunity requirements. Pursuant to that authority, the Commission issued two "Reports to the Mayor" in calendar 2003. This was the first time the Commission exercised this authority. The Charter requires the Commission to forward a copy of its Report to the subject agency. The agency has thirty days to respond to the Report. After reviewing the Report and the agency's response, the mayor is required to order and publish whatever action he deems necessary.

Resolution #03/01-Sect.832Re: New York City Fire Department (FDNY)

After an extensive and exhaustive compliance period, the Commission did not adopt a resolution confirming satisfaction of audit compliance by the FDNY. Instead, the Commission voted to issue a report to the mayor. During the April 3rd meeting, the Commission unanimously adopted this Resolution in response to FDNY's failure to implement the following recommended corrective actions pursuant to the audit of FDNY's Recruitment Program for Examination No. 7029 (February 27, 1999):

Recommended Corrective Action #10

The Department should conduct an adverse impact study to determine if the new educational requirement (60 college credits for firefighter applicants) disproportionately screens out members of historically under-represented groups. If the study reveals such disparate impact, the Department should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures"; and

Recommended Corrective Action #13

The Fire Department should conduct an adverse impact study based on the results of the written examination. If the Department's study reveals that the test disproportionately screens out minority or female candidates, FDNY should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures."

The Resolution authorized the Vice-Chairman to notify the FDNY by letter that it had not implemented all of the recommended corrective actions, and within seven days thereafter, to issue a report to the Mayor and recommend the appropriate corrective actions the Commission deemed necessary to ensure compliance with the equal employment opportunity requirements of Chapters 35 and 36 of the New York City Charter.

On October 23 Mayor Michael R. Bloomberg forwarded his response to the Commission. His response rejected the Commission's recommendations.

Resolution #03/02-Sect.832Re: Administration for Children's Services (ACS)

After an extensive and exhaustive compliance period, the Commission did not adopt a resolution confirming satisfaction of audit compliance by ACS. Instead, the Commission voted to issue a report to the mayor. On June 30, the Commission unanimously adopted this Resolution in response to ACS's failure to implement the following recommended corrective actions pursuant to the audit of ACS's compliance with the City's Equal Employment Opportunity Program:

Recommended Corrective Action #3

To ensure that individuals of both sexes are available to receive and investigate discrimination complaints, ACS should aggressively seek approval to hire the male EEO Investigator/Trainer;

Recommended Corrective Action #6

ACS should ensure that all employees involved in interviewing receive structured interview training, either through internal training or training provided by DCAS;

Recommended Corrective Action #9

The EEO Officer should be involved in developing recruitment strategies and selecting recruitment media, including newspapers and other publications; and ;

Recommended Corrective Action #10

To meet its obligations under the EEOP, ACS should hire another EEO Investigator in addition to the male Investigator awaiting hiring approval.

The Resolution authorized the Vice-Chairman to notify ACS in writing that it had not implemented all of the recommended corrective actions, and within seven days thereafter, to issue a report to the Mayor and recommend the appropriate corrective actions the Commission deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the New York City Charter.

On October 23, Mayor Michael R. Bloomberg forwarded his response; he rejected the recommendations of the Commission.

The Compliance Performance Report for Calendar Year 2003 is on the following pages. The Reports to the Mayor and Mayor Bloomberg's responses are in the Appendix.

EQUAL EMPLOYMENT PRACTICES COMMISSION

COMPLIANCE PERFORMANCE REPORT/CALENDAR YEAR 2003

COMPLIANCE COMMENCED IN 2003: 14

1. LaGuardia Community College
2. Comptroller's Office
3. Public Advocates Office
4. Independent Budget Office
5. Queens Borough President's Office
6. Staten Island Borough President's Office
7. Office of Administrative Trials and Hearings
8. Civilian Complaint Review Board
9. New York City Employee Retirement System
10. Board of Standards and Appeals
11. Bronx Borough President's Office
12. Department of Investigation
13. Office of the Actuary
14. Conflict of Interest Board

COMPLIANCES COMPLETED IN 2003: 6

Commenced and Completed in 2003: 2

1. LaGuardia Community College
2. Comptroller's Office

Commenced Prior to 2003 and Completed in 2003: 4

1. Department of Records and Information Services
2. Hostos Community College
3. Queens Community College
4. Bronx Community College

COMPLIANCES IN PROGRESS AT THE END OF 2003

1. Public Advocates Office
2. Independent Budget Office
3. Queens Borough President's office
4. Staten Island Borough President's Office
5. Office of Administrative Trials and Hearings
6. Civilian Complaint Review Board
7. New York City Employee Retirement System
8. Board of Standards and Appeals
9. Bronx Borough President's Office
10. Department of Investigation
11. Office of the Actuary
12. Conflict of Interest Board
13. Manhattan Borough President's Office

REPORTS TO THE MAYOR IN 2003: 2

1. New York City Fire Department
2. Administration for Children's Services

CHAPTER IV

PUBLIC HEARING AND ADMINISTRATIVE ISSUES

"a. The commission shall conduct such study or investigation and hold such hearings as may be necessary to determine whether agencies are in compliance with the equal employment opportunity requirements of this chapter and chapter thirty-five."

Chapter 36, section 832a, New York City Charter, As Amended, 1999

PUBLIC HEARING

On November 19th the Commission sponsored a public hearing on: a) The Investigation and Resolution of Discrimination Complaints Filed Against New York City Government Agencies in Fiscal Year 2003, and b) The Implementation of the City's Equal Employment Opportunity Policy. Commissioner/Chair Patricia Gatling of the New York City Commission on Human Rights and Martha Hirst, Commissioner of the Department of Citywide Administrative Services respectively, presented testimony on these topics. Current and former city employees also provided testimony at the hearing.

Following is a summary of the public hearing testimony and the administrative issues that the Commission addressed during the calendar year.

Patricia Gatling, Commissioner/Chair, City Commission on Human Rights

Commissioner/Chair Gatling began her testimony by stating that two years after being named Commissioner, the backlog of 5,000 discrimination cases has been eliminated and there are approximately 500 active cases. She discussed the accomplishments of the agency including that all complainants obtain a determination within one year of filing a complaint, that the law enforcement and community relations functions complement each other and the implementation of a testing program in the areas of housing and public accommodation.

Ms. Gatling then focused on employment discrimination in city agencies during 2003. She stated that the way complaints are handled now is different from years past. Potential complainants are generally required to appear at the central office. An attorney or human rights specialist interviews them and based on the interview a determination is made on how to proceed. If they have failed to make a lawful claim they are referred to several agencies/organizations that may help. If a lawful claim is made, attempts are made to resolve the problem immediately. If the attempts fail, a formal complaint is drafted and served on the respondent, who has thirty days to answer. Both parties can request formal mediation during this time. Complainants can submit additional information to rebut the answer. A determination of either probable cause or no probable cause is reached. If there is probable cause of discrimination the case is referred to the Office of Administrative Trials and Hearings (OATH) for trial. A no probable cause determination can be appealed to Ms. Gatling as Commissioner/Chair. If the complainant is still dissatisfied an appeal can be made to the state Supreme Court.

Cases can also be administratively closed prior to referral of a case to OATH. Common reasons include inability to locate the complainant, the failure of the complainant to cooperate with the investigation, the complainant's refusal of a fair settlement offer, and/or pursuing the investigation would not be in the public interest.

Commissioner Gatling said that the commission has also created a training institute in an effort to prevent discrimination in both the public and private sectors. The institute teaches employers and employees about their rights and obligations under human rights law and sensitivity training.

Questions and Comments

Commissioner Mendez asked Commissioner/Chair Gatling to explain how she was able to reduce the backlog of cases. Ms. Gatling said that it was a large team effort and they worked more than seven hours a day going through each and every case.

Commissioner Cabrera wanted to know if intervening on behalf of the complainant is considered an informal mediation. Ms. Gatling stated that it is similar to a plea conference. They make telephone calls attempting to keep the complainant employed if necessary and to discuss the issues to see if it can be resolved before a formal complaint is filed. Commissioner Cabrera asked for an explanation of the formal mediation program. Ms. Gatling asked her Deputy Commissioner, Avery Mehlman, to discuss the program. Mr. Mehlman said that after the complaint is filed both parties receive a copy along with an explanation of the mediation option. A short investigation is done to determine if the case is appropriate for mediation. If it is a good case for mediation and if both parties agree, the case is referred.

Commissioner Rimokh asked if documentation was kept on cases that "failed to state a lawful claim." Mr. Melman said a detailed memo is kept on file regarding the interview which is signed off by one of the deputy commissioners.

Commissioner Cabrera asked about identifying employers in need of training from the training institute. Commissioner Gatling said that employers are identified based on complaints received over the telephone or through the human rights specialists. Many employers also call CCHR directly to request training.

Commissioner Rimokh asked if CCHR plans on working with the City's Law Department on patterns and practices cases. Ms. Gatling said that issue is on her agenda for 2004.

Martha Hirst, Commissioner, Department of Citywide Administrative Services

Commissioner Hirst explained her department's responsibilities specifically related to equal employment opportunities. There is a duty to create and enforce uniform procedures and standards that are used to establish programs to ensure fair employment practices. She also reaffirmed the administration's commitment to promoting fair employment practices within all city agencies.

Next, she reported on DCAS's recent developments in regards to the management of the city's EEO function, including the new EEO policy handbook, which is a user-friendly summary of the EEO policy. Commissioner Hirst also discussed the types of technical assistance that the Office of Citywide Equal Employment Opportunity (OCEEO) provides to both mayoral and non-mayoral agencies, including EEO training for managers, line employees and new employees, advanced training on complaint handling for EEO professionals, interviewing workshops, a video tape library, and assistance with the development of agency-specific EEO plans. She also stated that OCEEO makes an effort to keep EEO professionals current regarding legal developments through professional seminars, disseminating EEO news clips bi-monthly and electronic notification of developments in enforcement regulations and guidance.

Commissioner Hirst talked about the draft revised policy which she shared with the EEPC. The policy is currently being developed by a review of past practices and patterns along with recommendations from the EEPC's last annual report. The revised policy will include explicit language indicating that retaliation is a violation of city policy along with specific examples of protected conduct and prohibited retaliatory actions. She also said that OCEEO would include additional information about retaliation law in its EEO training as suggested by the EEPC. Regarding adverse impact studies, she stated that she would make every effort to ensure that all EEO Officers are trained in that area.

It was also indicated that OCEEO has solicited the input of agency EEO Officers in its efforts to improve the EEO Program. Several areas of concern have been identified including the

need for more collaboration between personnel and EEO officers. They are also going to encourage and expand the use of mediation for resolving EEO complaints and the use of technology for more EEO training.

Questions and Comments

Commissioner Mendez asked if the new policy would be changing the current reporting structure--where EEO Officers report directly to the agency head or a direct report to the agency head. Ms. Hirst stated that she understood the rationale for direct reporting to the agency head but also knows that in some cases it has the opposite effect. She determines on a case-by-case basis which reporting structure is best because the goal is to get the issues resolved. Currently only one EEO Officer does not report directly to the agency head.

Commissioner Mendez also asked what DCAS's plan was regarding a public hearing prior to the mayor adopting the new EEO Policy. Ms. Hirst said that she would not be opposed to the idea but the goal is to get the revisions out expeditiously. Currently the draft is disseminated to EEO Officers and experts, such as the EEPC, along with the law department.

Commissioner Rimokh wanted to know how the discrimination complaint procedure and the revised policy would interrelate. Commissioner Hirst said that they should interrelate smoothly. Her ultimate goal is awareness and clarity. If the guidelines need to be revised as a result of the new policy she is sure that OCEEO has already began that process.

Commissioner Villanueva asked if DCAS provides technical assistance to non-mayoral agencies. Ms. Hirst said only if those agencies request it. She also said that several agencies have requested assistance and it has been provided.

Commissioner Rimokh asked about DCAS initiatives on accessibility issues. Commissioner Hirst said there are a number of capital projects including bathroom and elevator accessibility with respect to ADA compliance. Budget constraints have slowed the process.

Other Testimony

Araceli Melendez, Department of Juvenile Justice

Ms. Melendez said that since filing a sexual harassment complaint with her EEO Officer, she has been continuously retaliated against. Her case was closed by DJJ and she then filed with the EEOC. She was issued a charge letter on June 1, 2003 and is waiting for someone there to call her about her case.

John Cheeks, Department of Juvenile Justice

Mr. Cheeks said that "false allegations" were made against him by his agency. He said that after listening to Commissioner Hirst's testimony, he realizes that he was and still is being retaliated against because of the allegations. He is going to find out what else can be done to resolve his issue.

Walther Boyd, Department of Parks and Recreation

Mr. Boyd testified that he has filed four EEO complaints with the EEO Officer at his agency. He followed through with only two of them and does not feel that the agency conducts thorough and fair investigations. He also stated that he is a plaintiff in the current class action suit against the agency and he is being retaliated against for that also.

Phyllis Scott, former employee of the NYC Housing Authority

Ms. Scott believes that she was fired for suffering from depression after witnessing the attacks on September 11, 2001 and for taking time off to take her child to the hospital after an anthrax scare. She said that she filed a complaint with CCHR and it was administratively closed.

Anthony Blount, former employee for the Department of Sanitation

Mr. Blount said that he was found guilty of stealing supplies from the Ground Zero rescue workers at an OATH hearing. According to Mr. Blount, the accusations are false. He has since filed an appeal to the appellate division.

Arlene Akins, New York City Law Department

Ms. Akins testified on the hostile working environment in the Workers' Compensation division. She wanted to make the Commission aware of the hiring practices that are taking place at the Law Department. She is aware of the situation because she is a supervisor as well as an EEO

Counselor. She said that she has informed the EEO Officer of this issues and is waiting for a response.

Rafael Hernando, Seasonal Department of Parks and Recreation

Mr. Hernando testified about the racism and retaliation in the agency. He feels he is being retaliated against because his brother, a former Parks employee, filed an EEO complaint and a lawsuit against the department. He also tried to get an appointment with his union president who cancelled four times.

Carol Brooks, Department of Environmental Protection

Ms. Brooks expressed her concern for the lack of career opportunities available to women and women of color after they have entered DEP's work environment. She stressed the need for an examination of the recruiting and selecting process.

ADMINISTRATIVE ISSUES

In addition to addressing the city charter mandate to audit the equal employment opportunity programs of all city agencies at least once every four years, the Commission also addressed a number of administrative issues. A brief description of the major issues follows.

Advisory Committee To Recommend Improvements in the Reporting Structure of the City's Equal Employment Opportunity Policy

On September 15, 2002 the Commission established the Advisory Committee to Recommend Changes in the Current Reporting Structure of the City's Equal Employment Opportunity Program (Committee). Seven current City EEO Officers and one former City EEO Officer were appointed to the Committee. The charge of the Committee was to develop recommendations for changes in the reporting structure of the City's Equal Employment Opportunity Program designed to strengthen the overall administration of the Program.

The Equal Employment Practices Commission's (EEPC) position is that the current reporting structure of the City's Equal Employment Opportunity Program weakens the overall administration of the Program and must be changed. In support of its position, the EEPC staff

cited audit findings which reflected poor administration of the City's Equal Employment Opportunity Policy by a number of city agencies, inadequate oversight by some agency heads, and the cost to the City for the settlement or adjudication of employment discrimination cases, the Committee members addressed the charge. They discussed three reporting structures proposed by the EEPC, reviewed responses to two surveys that were distributed to the EEO Officers at all mayoral agencies, and received legal interpretations of the options.

As a result of in depth analysis of the above mentioned information and the current reporting structure, the Committee decided on three recommendations that could provide sufficient supervisory authority over agency heads and that also may provide for the uniform implementation of the City's Equal Employment Opportunity Program. Listed below, in order of preference are the Committee's recommendations:

1. Director of OCEEO/Special Assistant to the Mayor for EEO reports directly to the Mayor

2. Director of OCEEO reports to the Deputy Mayor for Legal Affairs/Mayor's Counsel

3. Director of OCEEO reports to the Deputy Mayor for Policy

The Committee then prepared a report and forwarded it to the EEPC. The report was discussed at the April 3, Commission meeting. At the May 8, meeting, the Commission approved its "Recommendations to Change the Current Reporting Structure of The City's Equal Employment Opportunity Program". The Recommendations included the recommendations developed by the Advisory Committee To Recommend Improvements in the Reporting Structure of the City's Equal Employment Opportunity Program. On May 14, the Commission's Recommendations were forwarded to the Mayor Bloomberg.

Proposed Standards and Procedures for Equal Employment Opportunity

Last November, the Department of Citywide Administrative Services issued its draft "Proposed Standards and Procedures for Equal Employment Opportunity." Once approved by the

Bloomberg administration, this document will replace the Equal Employment Opportunity Policy (EEOP) issued by the Giuliani administration. All city agencies are currently administering their EEO Programs pursuant to the Equal Employment Opportunity Policy established in the summer of 1996 by the Giuliani administration.

Pursuant to the authority granted to this Commission by the City Charter, the Commission forwarded its comments about the draft document to the Department of Citywide Administrative Services last December. The Commission was very pleased with the new language in the following sections of the draft: Retaliation, Mediation, Agency Head Review, Responsibilities of Managers and Supervisors, and, Personnel Officers.

The Commission issued recommendations for improvements in the Proposed Standards and Procedures for Equal Employment Opportunity in the following areas: Agency Head Accountability, EEO Professionals, Disabilities Rights Coordinator, Career Counselor, Adverse Impact Studies, EEO Training, Recruitment, Procedures, and Posting of EEO Policies.

Sharing An EEO Officer

After completing more than seventy-five audits of the city agencies, this Commission has concluded that the level of equal employment opportunity services available to city employees is dependent to some extent on the agency the employee works for. Too often this Commission has found that some city agencies do not have an Equal Employment Opportunity Program. Other agencies are so small that the EEO Officers are part-time and because of their other administrative responsibilities, they cannot effectively administer the agencies' EEO Program. In many of these agencies, the part-time EEO Officer has full-time administrative responsibilities that can conflict with her/his responsibilities as EEO Officer (e.g., director of administration, director of personnel, or agency counsel).

To address this issue, the Commission is currently exploring the concept of sharing an EEO Officer. Under this concept, two or three small city agencies would share the cost of a full-time EEO Officer who would administer their EEO Program. The participating agencies would each appoint an EEO Counselor/Investigator(s) who would assist the EEO Officer in the administration of the program in their agency. Consistent with the requirements of the City's Equal Employment Opportunity Policy, if the agency appointed only one Counselor/Investigator he (she) would have to be the opposite sex of the EEO Officer.

The sharing of an EEO Officer by two or three different agencies should improve the administration of the EEO Program in all the agencies since the EEO Officer would be full-time. The salary for the EEO Officer would be pro-rated according the cumulative population of the participating agencies.

CHAPTER V

RECOMMENDATIONS AND CONCLUSION

" d. The commission shall have the following powers and duties:…

6. to make such policy, legislative and budgetary recommendations to the mayor, council, the department of citywide administrative services or any city agency as the commission deems necessary to ensure equal employment opportunity for minority group members and women;"

Section 831(d)6 of the New York City Charter

COST OF EMPLOYMENT DISCRIMINATION

This Commission believes that to reduce the legal costs to the City for the settlement or adjudication of employment discrimination cases, every city agency must have a properly structured and efficiently administered Equal Employment Opportunity Program that is in compliance with the City's Equal Employment Opportunity Policy. At the beginning of each calendar year, the EEPC requests from the City Comptroller the number of employment discrimination cases settled or adjudicated in the preceding year, and the total cost to the city. In addition to the City Comptroller, the EEPC will also request similar information from the New York City Law Department and the Office of Administrative Trials and Hearings ("OATH").

Efforts To Develop A Central Data Bank

The City Comptroller records figures relative to settlements and judgments, both of which are paid from New York City's general fund. The Comptroller, however, does not record back pay because it is not paid from the general fund; it is paid by the agency. The City Comptroller's office informed the EEPC that its information system, OAISIS, could be configured to capture back pay costs. The Law Department also records settlement and attorneys' fees as well as back pay by fiscal year. The Law Department informed the EEPC that there also exists a world of discrimination cases that do not come under its or the Comptroller's radar. These cases are handled internally by the agencies. The Law Department and the Comptroller's Office only receive notice if a complainant seeks outside counsel and the case goes to trial.

OATH's caseload includes public employee disciplinary and disability hearings, license and regulatory hearings, conflicts of interest proceedings, hearings on contract matters, Loft Law hearings and other adjudications as provided by state and local law. Because OATH only had one employment discrimination case with a monetary decision last year and the Law Department's data is not available until the August, employment discrimination data from these agencies are not included in this report.

The EEPC will continue to request information from the City Comptroller, as well as the Law Department and OATH, to raise awareness of the cost of employment discrimination to the City. This Commission will also lobby for the creation of a central database in the

Comptroller's office or Law Department that will contain the data from all sources on employment discrimination costs to the City.

City Comptroller's Office

According to the New York City Comptroller's office there were fifty-one cases of employment discrimination settled or adjudicated in calendar year 2003 with a total cost to the City of $ 7,190,844.00. This amount represents a 220% increase over the cost for employment discrimination in calendar year 2002 ($ 3,226,246.00), which was almost seven times the cost in calendar year 2001 ($ 467,155.00).

At the end of this chapter there is a chart that reflects the total settlement/adjudication costs for employment discrimination in calendar years 1994 – 2003. A second chart details each settlement or adjudication paid out in calendar year 2003 by agency, amount, and type of discrimination.

RECOMMENDATIONS

Section 831(d) 6 of the New York City Charter, As Amended, empowers the Equal Employment Practices Commission to make policy, legislative, and budgetary recommendations to the Mayor, City Council, Department of Citywide Administrative Services, or any other city agency to ensure equal employment opportunity for minority group members and women. Our recommendations are intended to improve the administration of the city's Equal Employment Opportunity Program and thereby reduce the potential legal costs to the city for employment discrimination. We are pleased that our recommendation to expand the section on the Anti-Retaliation Policy has been addressed in the proposed Standards and Procedures for Equal Employment Opportunity. Implementation of these recommendations will strengthen the equal employment opportunity practices of all New York City government agencies. We respectfully request that they receive serious consideration.

To The Mayor

Recommendation# 1

The Office of the Mayor Should Appoint A Liaison to The Equal Employment Practices Commission.

Rationale

Since its inception the Office of the Mayor and the Office of the City Council Speaker appointed liaisons to the Commission. These liaisons attended Commissions meetings, assisted the Commission in addressing issues with city agencies, and kept their respective offices informed of major issues before the Commission. The City Council Liaison to the Commission is Bikku Kuruvila, Counsel to the City Council Committee on Civil Service and Labor, and the Committee on Women's Issues. The Office of the Mayor has not appointed a liaison to the Commission.

Recommendation # 2

The Office of the Mayor Should Approve the Creation of a Direct Computer Link to The EEO Workforce Data of all City Agencies Via The (NYCAPS) New York City Automated Personnel System Once it is Established.

Rationale

NYCAPS is a state-of-the-art computer-based personnel management system that the Department of Citywide Administrative Services began establishing in fiscal year 2000. NYCAPS combines a number of current city personnel management systems including: recruitment, hires, separations, labor relations, worker's compensation, disciplinary issues, and equal employment opportunity. Providing a direct computer linkage to the equal employment opportunity database for the EEPC will allow the regular review of an agency's EEO workforce database and should expedite the audit process.

To The Mayor and City Council Speaker

Recommendation # 3

The Mayor and City Council Speaker Should Appoint a Chairperson of the Equal Employment Practices Commission.

Rationale

The City Charter requires the mayor and city council speaker to appoint the chairperson of the Equal Employment Practices Commission. This Commission has been without a chairperson since June 1999. The absence of a chairperson has created obvious impediments to the efficient operation of this Commission. The joint appointment of a chairperson ensures support for the Commission from both sides of City Hall.

To The Mayor and City Council

Recommendation #4

The Mayor and City Council Should Approve a Budget Allocation and Permanent Head Count for the Equal Employment Practices Commission That Will Enable this Commission to Meet our City Charter Mandate to Audit Every City Agency at Least Once Every Four Years.

Rationale

A minimum of one hundred and sixty agencies are under the jurisdiction/authority of the EEPC. To audit all of these agencies at least once every four years requires that the Commission audit forty agencies annually. To do that, the Commission needs a permanent headcount of fifteen (including eight auditors and two compliance coordinators). Our current permanent headcount is nine. Two audits of the Equal Employment Practices Commission by the City Comptroller cited this Commission's failure to meet our city charter mandate. According to the Comptroller's office, the settlement/judgment costs to the City for employment discrimination in calendar year 2003 was 7.2 million dollars. An adequate budget for the EEPC would cost far less.

To The Department of Citywide Administrative Services

Recommendation # 5

The Office of Citywide Equal Employment Opportunity (OCEEO) of the Department of Citywide Administrative Services (DCAS) should provide technical assistance to all city agencies that require assistance in establishing their Equal Employment Opportunity Programs.

Rationale

In conducting audits of the Public Advocate's office, the Board of Standards and Appeals, and the Office of the Actuary, this Commission learned that these agencies did not have an Equal Employment Opportunity Program in place. We also learned that OCEEO gives preference to mayoral agencies in providing this type of assistance. Since the City is equally liable for employment discrimination suits from employees of non-mayoral city agencies as it is from employees of mayoral agencies, all city agencies that need this assistance should receive it.

Recommendation # 6

The Department of Citywide Administrative Services (DCAS) Should Monitor The Implementation of The Career Counselor Component of The City's Equal Employment Opportunity Policy and Ensure That All City Employees Have Access to This Service.

Rationale

Section VI (A)(3) of the City's Equal Employment Opportunity Policy says: "To ensure that employees receive career guidance from a trained professional, each agency head must designate a person familiar with civil service and provisional jobs who can be available to provide career counseling to employees who request such guidance."

Despite this requirement, a number of audited agencies have not effectively addressed this requirement. One EEO Officer informed Commission staff that her agency head was willing to appoint a career counselor but did not want to inform his staff who the career counselor is. Providing career guidance and counseling to city employees is in the best interests of both the City and its employees. DCAS should ensure that all city agencies adequately address this requirement

Recommendation # 7

The Department of Citywide Administrative Services Should Ensure That All EEO Officers Receive Adverse Impact Study Training.

Rationale

Section VI (A2) of the City's Equal Employment Opportunity Policy requires that City agencies examine all devices used to select and promote candidates for employment to determine whether these devices adversely impact any racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, agency heads are directed to determine whether the device is job related. Criteria that adversely impact any protected group and are not job related should be discontinued. EEO Officers must be trained to do adverse impact studies, which are technical statistical studies. This Commission is concerned that to date, DCAS has not provided adverse impact training for the City's EEO Officers.

Adverse impact studies are especially critical for certain selection criteria for the Fire Department (30 college credits) and the Police Department (60 college credits). By identifying barriers to equal employment opportunity, adverse impact studies are essential tools for eliminating non job related selection criteria that reduce the number of women and minority candidates for firefighter and police. The application of adverse impact studies by city agencies, as required by the City's Equal Employment Opportunity Policy, can substantially eliminate non-job-related selection or promotion devices that adversely impact on the selection of women and minorities.

During the Commission's annual public hearing last year with the Department of Citywide Administrative Services and its (OCEEO) Office of Citywide Equal Employment Opportunity, this Commission was told by Commissioner Martha Hirst that DCAS wants to provide this training. We hope it happens this year.

Recommendation # 8

The Office of Citywide Equal Employment Opportunity Should Review The Level of EEO Support Staff in All Mayoral Agencies and Insist That Agency Heads Provide Additional Support Staff for The EEO Officers Who Need It.

Rationale

Audits of city agencies continue to reveal that a number of EEO Officers are part-time; many spend less than twenty-five per cent of their time addressing EEO issues. In many agencies, the EEO Officer is either the director of human resources or the director of administration. EEO Officers in other agencies have other line responsibilities that make it difficult for them to devote the necessary time to EEO.

Even more disturbing is the lack of support staff in many EEO offices. Some EEO Officers have multiple responsibilities and no full-time secretary or administrative assistant; they need additional support staff. While we understand that certain city agencies--especially the smaller ones--may not have sufficient funds for a full-time EEO Officer, there is no excuse for not providing adequate administrative support for an EEO Officer who has additional administrative responsibilities. This lack of support staff makes the efficient administration of the EEO program extremely difficult. Given the desire of agency heads to assign their staff to other priorities, they may not provide the necessary support staff to their EEO offices unless the Department of Citywide Administrative Services requires them to do it.

Recommendation #9

The Department of Citywide Administrative Services Should Increase the Staff in the Office of Citywide Equal Employment Opportunity

Rationale

As previously stated the Commission discovered that some city agencies did not have functioning Equal Employment Opportunity Programs during the calendar year. These agencies need technical assistance from OCEEO in order to establish their EEO programs. In order to address these needs as well as address the other aforementioned recommendations, the OCEEO must have additional staff.

CONCLUSION

Employment discrimination is prohibited by the New York City Charter and a broad range of laws, court decisions, amendments and executive orders, including the Fourteenth

Amendment of the U.S. Constitution, the Civil Rights Act of 1964, Title VII; U.S. Executive Order #11246, the New York State Constitution, the New York State Human Rights Law, the New York State Civil Rights Law and the New York City Human Rights Law.

The Equal Employment Practices Commission's City Charter mandate is to ensure that women and minorities, who work for or, seek employment with, city agencies, are protected by the aforementioned laws. Since its first meeting in April 1992, this Commission has pursued its mandate through public meetings, public hearings, special meetings, the creation of advisory committees (e.g. the Advisory Committee to Recommend Improvements in the Fire Department Recruitment Program, and the Advisory Committee to Recommend Improvements in the Reporting Structure of the City's Equal Employment Opportunity Program), audits of city agencies, and monitoring audit compliance. Historically, the Commission has been committed to addressing its mandate through dialogue and negotiation.

Pursuant to Section 1133a of the New York City Charter, the Equal Employment Practices Commission is required to forward to the Department of Records and Information Services (DORIS) copies of all "Letters of Preliminary Determinations" and all "Letters of Final Determinations" issued by the Commission pursuant to audits of city agencies. In fairness to those agencies, this Commission also provides DORIS with copies of the agencies' response to both letters when appropriate. Those audits and the agencies' responses are available for public review at the Municipal Reference Library.

Pursuant to the State Open Meetings Law, all meetings of the Commission are open to the public. A notice of every Commission meeting or public hearing is published in the City Record - the official newspaper of the New York City government. Persons who wish to be included on the Commission's mailing list or wish to receive a copy of the minutes of Commission meetings, transcripts of public hearings, or copies of any publications of this Commission, should call (212) 788-8646 or fax (212) 788-8652.

Filing An Employment Discrimination Complaint

Individuals who wish to file an employment discrimination complaint with an outside government agency should contact one of the following government agencies:

U.S. Equal Employment Opportunity Commission
33 Whitehall Street
New York, NY 10004
(212) 336-3620
www.eeoc.gov <http://www.eeoc.gov>

State Division of Human Rights
20 Exchange Place
New York, NY 10005
(212) 480-2522
www.nysdhr.com

New York City Commission on Human Rights
40 Rector Street
New York, NY 10006
(212) 306-7500
NYC.gov/html/cchr

SETTLEMENT/ADJUCATION COST OF EMPLOYMENT DISCRIMINATION IN NEW YORK CITY GOVERNMENT AGENCIES

CALENDAR YEARS 1994 - 2003

YEAR	SETTLEMENT	ADJUDICATION	TOTAL	% INCREASE
1994	—	—	$869,150.00	—
1995	—	—	$1,555,050.00	78.1%
1996	—	—	$1,794,186.00	15.0%
1997	$924,819.00	$1,687,900.00	$2,603,719.00	45.0%
1998	$1,334,685.00	$75,000.00	$1,409,685.00	(45.8%)
1999	$1,350,354.00	—	$1,350,354.00	(5.0%)
2000	$2,435,069.00	—	$2,435,069.00	80.3%
2001	$409,154.00	$58,001.00	$467,155.00	(81.8%)
2002	$2,796,087.00	$470,159.00	$3,266,246.00	699.1%
2003	$5,657,591.00	$1,533,253.00	$6,242,593.29	191.0%
Grand Total			**$21,993,207.00**	
Average Annual Cost: $2,199,321.00				

LEGAL COST OF EMPLOYMENT DISCRIMINATION
CALENDAR YEAR 2003

CLAIM #	AGENCY	SETTLEMENT/JUDGMENT AMOUNT	SETTLEMENT/JUDGMENT DESCRIPTION
2000PI006868	Police Department	$9,500.00	Age/Disability
2003PI000978	Police Department	$10,000.00	Race/National Origin
2003PI028200	Police Department	$10,000.00	Disability
2000PI003433	Police Department	$20,000.00	Discrimination
2001PI022927	Police Department	$25,000.00	Discrimination
2002PI029115	Police Department	$35,000.00	Gender/Race/Origin
1999PI016712	Police Department	$70,000.00	Harassment
2002PI027945	Police Department	$70,000.00	Race
2003PI022462	Police Department	$95,000.00	Race
2003PI008271	Police Department	$115,000.00	Race/Gender
1996PI028310	Police Department	$660,002.29	Gender/Disability
1997PI028231	Police Department	$2,365,590.00	Race
2001PI003692	Department of Education	$14,001.00	Sex/Gender
2003PI016653	Department of Education	$40,000.00	Disability
2003PI022397	Department of Education	$40,000.00	Race/National Origin
2001PI019213	Department of Education	$65,000.00	Disability
2000PI018265	Department of Education	$65,000.00	Race
2003PI000712	Department of Education	$80,000.00	Disability
2000PI008770	Department of Education	$95,000.00	Gender/Age
1996PI015162	Department of Education	$110,000.00	Race/National Origin
2002PI025999	Department of Education	$135,000.00	Race
2003PI022003	Department of Education	$150,000.00	Sexual Orientation
2000PI021035	Health & Hospitals Corporation	$35,000.00	Discrimination
2003PI021988	Health & Hospitals Corporation	$40,000.00	National Origin
2003PI009252	Health & Hospitals Corporation	$50,000.00	Race
2001PI013063	Health & Hospitals Corporation	$53,000.00	Race/National Origin
2003PI013278	Health & Hospitals Corporation	$60,000.00	Discrimination
2003PI007697	Health & Hospitals Corporation	$70,000.00	Race/Religion
1999PI016084	Health & Hospitals Corporation	$125,000.00	Discrimination
2000PI022118	Department of Environmental Protection	$25,000.00	National Origin
2002PI026104	Department of Environmental Protection	$50,000.00	Gender
2003PI026343	Department of Environmental Protection	$75,000.00	Whistleblower
2000PI022016	Department of Environmental Protection	$136,000.00	National Origin

LEGAL COST OF EMPLOYMENT DISCRIMINATION, CONT'D

CLAIM #	AGENCY	SETTLEMENT/JUDGMENT AMOUNT	SETTLEMENT/JUDGMENT DESCRIPTION
2000PI010235	City University of New York	$44,000.00	Discrimination
2001PI015388	City University of New York	$47,500.00	Religion
2002PI026265	City University of New York	$53,000.00	Race
2002PI025280	Department of Investigations	$17,000.00	Race
2003PI021987	Department of Investigations	$115,000.00	Whistleblower
2001PI027571	Department of Parks & Recreation	$45,000.00	Race
2003PI012705	Department of Parks & Recreation	$65,000.00	Whistleblower
2000PI022566	Department of Sanitation	$100,000.00	Discrimination
2003PI020053	Department of Sanitation	$155,000.00	Race/Age
2001PI000659	Department of Employment	$25,000.00	Discrimination
2002PI026099	Department of Citywide Admin. Svcs.	$26,000.00	Age
1997PI001302	Housing Preservation & Development	$50,000.00	Discrimination
2002PI022596	Department of Transportation	$65,000.00	Age/Religion
2001PI001432	Department of Health	$75,000.00	Sexual Orientation
2002PI026000	Fire Department	$112,000.00	Religion
2001PI011660	Department of Corrections	$250,000.00	Race/Gender/Origin
Harassment Subtotal		$70,000.00	
Whistleblower Subtotal		$255,000.00	
Discrimination Subtotal		$5,917,593.29	
Grand Total: 49		$6,242,593.29	

Average Cost $130,000.00

Source: NYC Comptroller's Office

Revised: 7/04

APPENDICES

A. Report to the Mayor Re: New York Fire Department (FDNY)
   A1. FDNY Response
   A2. Mayor's Decision

B. Report to the Mayor Re: Administration for Children's Services (ACS)
   B1. ACS Response
   B2. Mayor's Decision

C. Public Hearing on: The Investigation and Resolution of Discrimination Complaints Filed Against New York City Government Agencies in Fiscal Year 2003 and, The Implementation of the City's Equal Employment Opportunity Policy.

   C1. Testimony by Commissioner/Chair Patricia Gatling, City Commission on Human Rights
   C2. Testimony by Commissioner Martha Hirst, Department of Citywide Administrative Services

D. Recommendations To Change The Current Reporting Structure of the City's Equal Employment Opportunity Program

E. Comptroller's Office Letter Re: Cost of Employment Discrimination in Calendar Year 2003

F. Description of Job Group Categories

G. Workforce Analysis of Mayoral Agencies/Calendar Year 2003

H. Workforce Analysis of Select Job Groups in Mayoral Agencies/Calendar Year 2003

   1. Administrators (Job Group 01)
   2. Managers (Job Group 02)
   3. Management Specialists (Job Group 03)
   4. Science Professionals (Job Group 04)
   5. Health Professionals (Job Group 05)

6. Social Workers (Job Group 07)
7. Lawyers (Job Group 08)
8. Public Relations (Job Group 09)
9. Technicians (Job Group 10)
10. Clerical Supervisors (Job Group 12)
11. Clericals (Job Group 13)
12. Police Supervisors (Job Group 15)
13. Fire Supervisors (Job Group 16)
14. Firefighters (Job Group 17)
15. Police and Detectives (Job Group 18)
16. Building Services (Job Group 22)
17. Crafts (Job Group 25)
18. Laborers (Job Group 28)

APPENDIX A

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York
253 Broadway, Suite 301 New York, New York 10007
Telephone: (212) 788-8646 Fax: (212) 788-8652

Frank R. Nicolazzi
Vice-Chairman

Angela Cabrera
Manuel A. Méndez
C. Catherine Rimokh, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

April 8, 2003

Honorable Michael R. Bloomberg
Mayor, City of New York
City Hall
New York, NY 10007

Re: Report To The Mayor

Dear Mayor Bloomberg:

Pursuant to Section 832 of the New York City Charter, the Equal Employment Practices Commission respectfully submits the enclosed Report pursuant to the failure of the New York Fire Department to implement certain corrective actions as recommended in this Commission's Follow-up Audit of the Fire Department's Recruitment Program for Firefighter Exam # 7029 (1999). A copy of this Report is also being forwarded to the New York Fire Department.

We respectfully request that you direct Fire Commissioner Nicholas Scoppetta to implement the following corrective actions:

- Conduct an adverse impact study on the 60 college credit requirement for firefighter applicants, and
- Conduct an adverse impact study on the written examination.

Section 832 of the New York City Charter requires the New York Fire Department to submit a written response to you and this Commission in thirty days.

Sincerely,

Frank R. Nicolazzi
Vice-Chairman

c: Deputy Mayor Carol Robles-Roman
Commissioner Nicholas Scoppetta, FDNY
David Clinton, Esq., Deputy Commissioner, Legal, FDNY

AMJr./ms

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

REPORT TO THE MAYOR

PURSUANT TO THE FAILURE OF THE NEW YORK CITY FIRE DEPARTMENT TO COMPLY WITH CERTAIN EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS OF CHAPTER 36 OF THE NEW YORK CITY CHARTER

INTRODUCTION

Pursuant to Chapter 36, Section 832 of the New York City Charter, the Equal Employment Practices Commission hereby submits to the Mayor of the City of New York, the Honorable Michael R. Bloomberg, a report detailing the lengthy, unsuccessful efforts of this Commission to obtain compliance with certain recommended corrective actions pursuant to the Follow-up Audit of the New York City Fire Department's Recruitment Program for Exam No. 7029 (February 27, 1999). Specifically, the Fire Department has failed to implement two critically important recommended corrective actions.

#10: The Department should conduct an adverse impact study to determine if the new educational requirement (60 college credits for firefighter applicants) disproportionately screens out members of historically under-represented groups. If the study reveals such disparate impact, the Department should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures"; and

#13: The Fire Department should conduct an adverse impact study based on the results of the written examination. If the Department's study reveals that the test disproportionately screens out minority or female candidates, FDNY should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures".

Consequently, the Equal Employment Practices Commission respectfully requests that, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the Mayor direct the New York City Fire Department to adopt the aforementioned recommended corrective actions pursuant to the requirements of the City's Equal Employment Opportunity Policy.

RATIONALE

Section 6(A)(2) of the City's Equal Employment Opportunity Policy states: "Agencies will examine all devices used to select candidates for employment to determine whether these devices adversely impact any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, agency heads will determine whether the device is job-related. If the device is not job-related the agency will discontinue using that device."

Selection devices include pre-employment educational requirements as well as written examinations. In addition, the federal government's *Uniform Guidelines on Employee Selection Procedures*, 29 C.F.R. sec. 1607, require that employers maintain documentation on the adverse impact of selection procedures for each job and, where it is determined a selection process has an adverse impact, evidence of validity (job-relatedness).

It is critical that the FDNY conduct these adverse impact studies for several other compelling reasons. According to December 31, 2001 workforce statistics generated by DCAS, white males constituted 91.8% of all firefighters (non-supervisors and supervisors). In addition, a survey conducted by the EEPC in 1999 found that the FDNY had the lowest percentage of

minority and female firefighters compared to the following major American cities: Los Angeles, Chicago, Houston, Philadelphia, San Diego, Dallas, San Antonio, and San Jose.

AUDIT AND COMPLIANCE HISTORY

Pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) initiated an audit of the Fire Department's Recruitment Program for Firefighter Exam No. 0084 (1992) in 1994. In recognition of the institutional resistance within the Fire Department (FDNY) to the recruitment of minorities and women as firefighters, the Commission established an Advisory Committee to participate in the development of recommendations to improve the recruitment of women and minority candidates. The "Advisory Committee to Recommend Improvements in the Fire Department Recruitment Program" consisted of the leaders of twelve fraternal organizations within the FDNY (including the Vulcan Society, and the Hispanic Society) the United Women Firefighters Association, and the Uniformed Firefighter's Association (represented by then president, Thomas Von Essen). Then Fire Commissioner Howard Safir was an ex officio member of the Advisory Committee.

On October 18, 1994, this Commission issued fourteen recommendations for improving the Fire Department Recruitment Program. Eleven of those recommendations were developed by the Advisory Committee and approved by this Commission. Despite the fact that the leaders of twelve fraternal (and one female) organizations in the FDNY developed the overwhelming majority of these recommendations, a number of the Advisory Committee recommendations were not implemented by the Fire Department.

On August 12, 1999, a follow-up audit of the Fire Department's Recruitment Program for Firefighter Examination No. 7029 (February 27, 1999) was initiated. After completing the audit, EEPC issued a draft Preliminary Determination Letter (audit report), which contained sixteen recommended corrective actions to bring the Fire Department in compliance with the City's Equal Employment Opportunity Policy and the Commission's audit recommendations of October 18, 1994.

On March 10, 2000, EEPC senior staff and Commissioner Manuel Mendez met with Fire Commissioner Thomas Von Essen and his senior staff to discuss the audit findings and recommendations. During this audit exit meeting, Commissioner Von Essen and his staff challenged all or part of eight recommended corrective actions. At the conclusion of the meeting, EEPC staff informed Commission Von Essen that a formal Letter of Preliminary Determination would be forwarded to him after the next Commission meeting and his response would be due thirty days after receipt of that Letter.

On May 25, 2000, EEPC Vice Chairman Frank R. Nicolazzi forwarded to Commissioner Von Essen a Preliminary Determination Letter pursuant to the aforementioned audit. The Preliminary Determination contained the same 16 recommended corrective actions. All of the Commission's recommendations for corrective actions were consistent with the Equal Employment Opportunity Policy issued by the Department of Citywide Administrative Services in 1996 (still in force) and the Commission's audit recommendations of October 18, 1994.

On July 14, 2000, Commissioner Von Essen submitted the Fire Department's response to the Commission's Preliminary Determination.

On August 21, 2000, Vice Chairman Nicolazzi replied to Commissioner Von Essen's letter, noting that he (Von Essen) reneged on pledges made on March 10, 2000 to implement certain Commission recommendations. Vice Chairman Nicolazzi also stated that the July 14, letter totally ignored one of the Commission's recommendations and only partially addressed many of the others. Given these facts, the Commission found the response letter to be inadequate and unacceptable and requested a more detailed response to the EEPC's recommendations.

On September 14, 2000, Commissioner Von Essen submitted a second response letter.

On October 31, 2000, Vice Chairman Nicolazzi notified Commissioner Von Essen that his second response letter contained a number of discrepancies that needed to be resolved before the audit could be concluded. Consequently, the members of the Commission requested a meeting with Commissioner Von Essen to clarify the discrepancies.

On December 19, 2000, Commissioner Von Essen met with the EEPC members. Significantly, Commissioner Von Essen agreed at that meeting to implement the Commission's audit recommendation to conduct an adverse impact study of the college credit requirement for firefighter applicants.

On January 29, 2001, the EEPC notified the Fire Commissioner of its intent to initiate audit compliance.

On March 8, 2001, EEPC representatives met with the Fire Department's newly-appointed EEO Officer and her associates to formally initiate audit compliance. (The New York City Charter provides that the audit compliance period, during which the audited agency provides monthly reports on its efforts to implement the Commission's recommendations, may last up to six months). At that time, an additional required action was included—the dissemination of a memorandum by the Commissioner informing all staff of the improvements in the FDNY Recruitment Program resulting from the audit recommendations. (#17)

On May 9, 2001, the Fire Department submitted its first monthly compliance report (for April 2001). In that report, the Department once again agreed to conduct an adverse impact study to determine if the new educational requirement (60 college credits for firefighter applicants) disproportionately screens out members of historically under represented groups. The Department's compliance report also stated that DCAS was responsible for conducting an adverse impact study based on the results of the written examination.

On October 18, 2001, in response to the World Trade Center Attack the Commission voted unanimously to suspend audit compliance until further notice. At that time, the FDNY had submitted four out of six Monthly Compliance Reports.

On June 20, 2002, nine months after the World Trade Center Attack, the Commission voted unanimously to resume audit compliance.

On September 13, 2002, the FDNY submitted its sixth Monthly Compliance Report. In that Report, the Department changed its positions on the two recommended corrective actions at issue: it stated that it is "unwilling to remove" the college credit requirement, and it would take "under advisement" the Commission's recommendation that the FDNY should conduct an adverse impact study based on the results of the written examination.

On September 20, 2002, the FDNY requested a one-month extension of the compliance period to address the outstanding corrective actions. The Commission granted the extension.

On October 25, 2002, the FDNY submitted its seventh and final Monthly Compliance Report. In this document, the Department stated "[w]hile the Fire Department believes that the college requirement is relevant, we are giving the recommendation of conducting an adverse impact study ongoing consideration."

On December 11, 2002, the Commission issued its Final Determination Letter, identifying those EEPC recommendations accepted and rejected by the Department. The Commission also requested the FDNY's response to the Final Letter of Determination within thirty days.

On January 14, 2003, the FDNY submitted its response to the EEPC's Final Determination Letter. In this document, the Department agreed to implement all but two of the Commission's recommended corrective actions: the FDNY took the position that it "has not yet made a final determination" concerning the adverse impact studies for the new college credit requirement and the written examination.

CONCLUSION

As of April 3, 2003, more than two years after the Commission initiated the compliance process, and more than three years after the Commission issued its audit recommendations, the Department has still not committed to implementing two critical audit recommendations: conducting adverse impact studies of its new educational requirement (60 college credits), and the written examination.

RECOMMENDATION

The Equal Employment Practices Commission hereby recommends that the Mayor direct Commissioner Nicholas Scopetta to comply with the requirements of Chapter 36 of the New York City Charter and the City's Equal Employment Opportunity Policy and:

- Conduct an adverse impact study to determine if the new educational requirement (60 college credits for firefighter applicants) disproportionately screens out

members of historically under-represented groups. If the study reveals such disparate impact, the Department should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures"; and

- Conduct an adverse impact study based on the results of the written examination. If the Department's study reveals that the test disproportionately screens out minority or female candidates, FDNY should conduct a validation study in accordance with the federal government's "Uniform Guidelines on Employment Selection Procedures".

Respectfully Submitted,

Frank R. Nicolazzi
Vice Chairman

Attachments: Audit Correspondence

APPENDIX A. 1

The City of New York

FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

FIRE DEPARTMENT CITY OF NEW YORK

NICHOLAS SCOPPETTA
Fire Commissioner

May 7, 2003

RECEIVED
MAY 13 2003
7230
EEPC

Honorable Michael R. Bloomberg
Mayor, City of New York
City Hall
New York, N.Y. 10007

Re: April 8, 2003 letter and Report to Mayor
from Equal Employment Practices Commission

Dear Mayor Bloomberg:

I am writing in response to Vice-Chair Frank R. Nicolazzi's April 8, 2003, letter and report to you, wherein he advised that the Fire Department failed to implement certain corrective actions as recommended in the Equal Employment Practices Commission's (EEPC) report concerning the FDNY's recruitment program for firefighter Exam # 7029 (1999). Further Vice-Chair Nicolazzi requested that you direct me to (1) conduct an adverse impact study on the 60 [sic] college credit requirement for firefighter applicants[1], and (2) conduct an adverse impact study on the written exam.

The EEPC initiated its audit of the Fire Department's Recruitment Program for Firefighter Exam # 7029 (1999) during the previous administration when former Mayor Giuliani and former Fire Commissioner Thomas Von Essen were in Office. During that time, the EEPC audit and compliance phases were indefinitely postponed in light of the catastrophic events that took place on September 11, 2001.

Prior to the postponement of the audit, former Fire Commissioner Von Essen, and his administration testified before the EEPC and responded to some of its inquiries both at the hearing and in writing. The former Fire Department administration may have agreed to implement certain actions, which may not have been implemented. Upon the EEPC resuming its audit, the Fire Department carefully reviewed the requested actions and earnestly made an assessment about each action, determining how to implement them, if possible. To the extent

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[1] The Fire Department does not have a 60-college credit requirement for firefighter – it is 30 credits.

etc. These efforts were designed to attract candidates who have already met the credit requirements to be eligible to become a firefighter. Additionally, CUNY posted a link on their web site to the FDNY's web site, which allowed over 250,000 students enrolled at CUNY to connect to the FDNY's web site and access filing information. As a result of the FDNY's on-campus recruitment effort, over 40% of the candidates in our database who expressed interest in firefighting as a career were from CUNY colleges. For more detailed information on the recruitment efforts, please consult the Fire Department's submission to the EEPC on January 14, 2003 a copy of which is attached.

NYPD & Its College Credit Requirement

With respect to the concern that requiring 30 college credits may adversely affect minority recruitment, it is important to note that the police department requires 60 college credits and that requirement has not adversely affected their minority recruitment. Additionally, the Fire Department believes that the college credits are relevant and job related.

Future Improvements in FDNY Recruitment

In order to make future recruitment efforts as successful as possible, the FDNY is working with a research team from Columbia University. The Columbia team is studying the messages and techniques of the campaigns, the demographics of those who passed the exam, and the perceptions that minorities and women have of firefighting as a career. The Fire Department is committed to improving its diversity and this forward-looking study is critical to developing new and innovative recruitment strategies.

The Fire Department has made a conscious decision to focus its efforts on comprehensive, innovative, and energetic outreach to traditionally under represented groups currently attending CUNY colleges throughout New York City. The recommendation to conduct an adverse impact study carries with it an implicit and erroneous assumption that the written test and the requirement of college credits are obstacles to diversifying the Fire Department. We simply do not accept that assumption and prefer to move ahead with what will ultimately prove to be a constructive strategy.

I believe the Fire Department under my stewardship has taken a fresh approach to the recommendations of the Equal Employment Practices Commission and implemented those, which maximize diversity.

Sincerely yours,

Nicholas Scoppetta

c: Frank R. Nicolazzi
Vice-Chair EEPC

that any of the previously agreed upon actions were not implemented, it is because this administration could not do so for the exact reasons outlined in the monthly compliance reports submitted between September 19, 2002 through January 14, 2003.

Initially, the EEPC recommended that 17 corrective actions be implemented. Staff and I reviewed those recommendations and implemented some of them and addressed the EEPC's concerns regarding the remaining. Thereafter, the Fire Department was informed by the EEPC, by letter dated December 11, 2002, that only 5 actions remained outstanding. We responded by letter dated, January 14, 2003 stating how some of those issues were already being addressed. Although the report to you highlights the two (2) recommendations with which we did not comply (adverse impact studies for 30 college credits and for the written exam), many of the EEPC's stated issues were being addressed. The Fire Department gave lengthy and wholehearted consideration to all of the EEPC's recommendations though we had previously expressed to the EEPC our counter-position concerning the college credits and the written exam requirements. To reiterate, first we believe that the college credits are relevant and second, we believe that there is no adverse impact on Department hiring attributable to the written exam.

Below are some points, which further explain and support our position.

Written Examination Requirement

The Department of Citywide Administrative Services (DCAS) has informed me that the Department's written test was validated in 1998 and that two tests have been given since then without challenge. Although DCAS has yet to finalize the results, we are pleased to report preliminarily that 3,286 minorities passed the FDNY written exam this year, as compared to 2,830 in 1999 – a 16% increase. In addition, 501 women applicants passed the written exam this year, as opposed to 331 in 1999 – a 51% increase. Further, DCAS has informed me that its statistical analysis indicates there is no adverse impact on the December 14, 2002, firefighter exam.

Targeted Recruitment At CUNY

The FDNY's Recruitment Unit placed special emphasis on recruitment at the City University of New York (CUNY) colleges in order to reach minority students with the requisite credits. Indeed, CUNY has a substantial minority undergraduate student population. The undergraduate student profile is 71% minority (Black 32% - Hispanic 25% - Asian 14% - American Indian 0.2%). Further, 62% of undergraduates are women. The Unit concentrated much of its efforts on John Jay College of Criminal Justice, Hostos, Hunter, Borough of Manhattan, Medgar Evers, Bronx Community, Brooklyn College, City College, LaGuardia and Lehman, among others. The Unit met with the Directors of Career Services from these colleges at the beginning of the campaign to discuss how the FDNY and CUNY could work together to improve the diversity in the FDNY. Mary Rothlein, Vice President of Professional Development & Training, for John Jay College of Criminal Justice hosted a coalition meeting at its campus. From these partnerships, the Unit was able to use CUNY campuses and classrooms to facilitate recruitment efforts. On-Campus recruitment efforts ranged from campus job fairs, career days, FDNY presentations, college career counselors and setting up recruitment stations,

APPENDIX A. 2

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

October 23, 2003

RECEIVED
NOV 05 2003
0784(a)

Mr. Manuel Mendez
Vice-Chair
New York City Equal Employment Practices Commission
253 Broadway, Suite 301
New York, NY 10007

Dear Mr. Mendez:

I am in receipt of your letter, dated April 8, 2003, enclosing a copy of the Equal Employment Practices Commission's Report, issued pursuant to Section 832 of the New York City Charter, recommending that the Fire Department implement certain actions, and Commissioner Nicholas Scoppetta's response thereto, dated May 7, 2003.

The report has been reviewed with Carol Robles-Román, the Deputy Mayor for Legal Affairs, and with Commissioner Scoppetta. I am satisfied that the Fire Department has adequately addressed the points raised in the EEPC's report. Also, as you know, the Fire Department has undertaken a wide-ranging recruitment campaign to attract women and minorities to its ranks, including various methods in which to recruit and retain candidates of color.

I would like to take this opportunity to thank the Commission for its input and recommendation on this most important endeavor.

Very truly yours,

Michael R. Bloomberg
Mayor

cc: Carol Robles-Román
Nicholas Scoppetta

APPENDIX B

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York
253 Broadway, Suite 301 New York, New York 10007
Telephone: (212) 788-8646 Fax: (212) 788-8652

Frank R. Nicolazzi
Vice-Chairman

Angela Cabrera
Manuel A. Méndez
C. Catherine Rimokh, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

July 9, 2003

Honorable Michael R. Bloomberg
Mayor, City of New York
City Hall
New York, NY 10007

Re: Report To The Mayor/Administration for Children's Services

Dear Mayor Bloomberg:

Pursuant to Section 832c of the New York City Charter the Equal Employment Practices Commission respectfully submits the enclosed Report concerning the failure of the New York City Administration for Children's Services to implement certain corrective actions as recommended in this Commission's audit of its Equal Employment Opportunity Program for the period that commenced July 1, 1997 and ended December 31, 1999. A copy of this Report is also being forwarded to Commissioner William C. Bell.

We respectfully request that you direct the Administration for Children's Services to implement the following corrective actions:

- To ensure that individuals of both sexes are available to receive and investigate discrimination complaints, ACS should aggressively seek approval to hire the male EEO Investigator/Trainer;

- ACS should ensure that all employees involved in interviewing receive structured interview training, either through internal training or training provided by DCAS;

- The EEO Officer should be involved in developing recruitment strategies and selecting recruitment media, including newspapers and other publications; and

- To meet its obligations under the EEOP, ACS should hire another EEO Investigator in addition to the male Investigator awaiting hiring approval.

The attached Report details the failure of the Administration for Children's Services to implement the aforementioned corrective actions as required by the City's Equal Employment Opportunity Policy.

Section 832c of the City Charter requires the Administration for Children's Services to submit a written response to you and this Commission in thirty days.

Sincerely,

Frank R. Nicolazzi
Vice-Chair

Attch:

c: Deputy Mayor Carol Robles-Roman
Commissioner William C. Bell, ACS
Joseph Cardieri, Esq. Deputy Commissioner, Legal Counsel

FRN/ms

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

REPORT TO THE MAYOR

PURSUANT TO THE FAILURE OF THE NEW YORK CITY ADMINISTRATION FOR CHILDREN'S SERVICES TO COMPLY WITH CERTAIN EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS OF CHAPTER 36 OF THE NEW YORK CITY CHARTER

INTRODUCTION

Pursuant to Chapter 36, Section 832 of the New York City Charter, the Equal Employment Practices Commission hereby submits to the Mayor of the City of New York, the Honorable Michael R. Bloomberg, a report detailing the lengthy, unsuccessful efforts of this Commission to obtain compliance with certain recommended corrective actions pursuant to the audit of the Administration for Children's Services and its compliance with the City's Equal Employment Opportunity Policy from July 1, 1997 to December 31, 1999. Specifically, the Administration for Children's Services has failed to implement four critically important recommended corrective actions:

#3: To ensure that individuals of both sexes are available to receive and investigate discrimination complaints, ACS should aggressively seek approval to hire the male EEO Investigator/Trainer;

#6: ACS should ensure that all employees involved in interviewing receive structured interview training, either through internal training or training provided by DCAS;

#9: The EEO Officer should be involved in developing recruitment strategies and selecting recruitment media, including newspapers and other publications; and

#10: To meet its obligations under the EEOP, ACS should hire another EEO Investigator in addition to the male Investigator awaiting hiring approval.

Consequently, the Equal Employment Practices Commission respectfully requests that, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the Mayor direct the Administration for Children's Services to implement the aforementioned recommended corrective actions pursuant to the requirements of the City's Equal Employment Opportunity Policy.

RATIONALE

Corrective Action #3

Section VII (1) of the City's Equal Employment Opportunity Policy (EEOP) explicitly states that agency heads "must appoint at least one EEO professional of each gender to receive discrimination complaints and conduct investigations." This is a crucial element to an agency's EEO program. Given the cultural diversity of City government and especially of ACS, it is possible that a complainant may be uncomfortable filing a complaint with an EEO professional of the opposite sex. Additionally, Federal courts have recently held that employers who seek to assert an affirmative defense to harassment claims against supervisors must institute flexible procedures for avenues of complaint. In an agency the size of ACS (over 7000 employees), there is no excuse for not having a male EEO professional to receive discrimination complaints and conduct investigations. Budget constraints should not prevent an agency as large as ACS from appointing or reassigning a current male employee to be an investigator.

Corrective Action #6

Section VI(A)(2) of the EEOP states that race and gender-neutral questions in recruitment may diminish adverse impact in the selection process. Structured interview training is a crucial mechanism for compliance with Federal, State and City legislation. ACS still has not implemented corrective action #6 or set forth a clear and systematic plan for compliance with this requirement.

Corrective Action #9

Section VII(3) of the City's EEOP states that EEO Professionals shall have primary responsibility for "...providing guidance to the agency head in developing agency-specific policies and plans, and implementing whatever corrective strategies are required."

ACS has not indicated that its EEO Officer has complied with this requirement. In his April 30th letter, Commissioner William Bell referred to an "agency-specific plan" submitted in June 2002. This plan is not referred to in any compliance reports nor does it address the EEO Officer's involvement in developing recruitment strategies and selecting recruitment media.

Corrective Action #10

Because of its large number of employees, ACS should also hire another investigator to investigate discrimination complaints. Budget constraints should not prevent an agency as large as ACS from assigning a current employee to conduct EEO investigations.

AUDIT AND COMPLIANCE HISTORY

Pursuant to Chapter 36, Sections 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) initiated an audit of the Administration for Children's Services Equal Employment Opportunity Policy from July 1, 1997 to December 31, 1999. After completing the audit, EEPC issued a draft Preliminary Determination Letter (audit report), which contained thirteen recommended corrective actions to bring the Administration for Children's Services in compliance with the City's Equal Employment Opportunity Policy.

On April 12, 2001, EEPC senior staff and Commissioner Manuel Mendez met with ACS Deputy Commissioner of Administration John Benanti and other ACS staff to discuss the audit findings and recommendations in the draft letter of Preliminary Determination. Mr. Benanti and ACS staff challenged all or part of nine recommended corrective actions. At the conclusion of the meeting, EEPC staff informed Mr. Benanti that a formal letter of Preliminary Determination would be forwarded to Commissioner Scoppetta after the next Commission meeting and his response would be due thirty days after receipt of that letter.

On April 26, 2001, EEPC Vice-Chairman Frank R. Nicolazzi forwarded to Commissioner Scoppetta the Preliminary Determination Letter with 13 recommended corrective actions. All of the Commission's recommendations for corrective actions were consistent with

the Equal Employment Opportunity Policy issued by the Department of Citywide Administrative Services in 1996 (still in force).

On May 25, 2001, Deputy Commissioner Benanti submitted the Administration for Children's Services' response to the Commission's Preliminary Determination.

On March 6, 2002, EEPC representatives met with the ACS' Chief of Staff, Hal Greenberg, and EEO Officer Mary Ann Salley to formally initiate audit compliance. This meeting took place after efforts by EEPC to initiate compliance on July 11, 2001, July 25, 2001, November 19, 2001 and February 4, 2002. (The New York City Charter provides that the audit compliance period, during which the audited agency provides monthly reports on its efforts to implement the Commission's recommendations, may last up to six months.) At that meeting the responses were discussed and EEPC identified the documentation required to demonstrate that ACS has implemented the recommended corrective actions to meet the compliance standards of the City's EEOP and Chapters 35 and 36 of the New York City Charter. The Commission also established an additional corrective action--the dissemination of a memorandum from the Commissioner informing all employees of the improvements to the agency's EEO Program as a result of the audit.

On April 10, 2002, the Administration for Children's Services submitted its first Monthly Compliance Report (for March 2002).

Regarding Recommended Corrective Action #3, ACS stated that the male EEO Investigator/Trainer that was hired from April 2001 to September 2001, was terminated; and that OEEO (the EEO Office) would revisit looking for a male Investigator; however, it would look for the most qualified personnel.

Regarding Recommended Corrective Action #6, ACS stated that it notified all staff that structured interviewing workshops were mandatory and those employees who are involved in interviewing should contact Citywide EEO about scheduling availability. EEPC had requested that ACS submit the number of employees who had been, and who had yet to be trained. It did not.

Regarding Recommended Corrective Action #9, ACS stated, "OEEO is in the process of reviewing this recommendation." EEPC had requested documentation from ACS to support its response that the EEO Officer and Personnel Unit have met and would continue to work closely together to develop recruitment strategies and select recruitment media, including newspapers and other publications.

Regarding Recommended Corrective Action #10, ACS stated that hiring another EEO Investigator would not be possible in the near future due to budgetary constraints. However, ACS would be willing to revisit this after the constraints had been lifted.

On May 8, 2002, ACS submitted the second Monthly Compliance Report. In connection with Recommended Corrective Action #6, the EEO Officer stated that she received a roster from DCAS indicating which employees received structured interview training.

On June 5, 2002, ACS submitted the third Monthly Compliance Report. Regarding Recommended Corrective Action #6, ACS provided a copy of the roster identifying which employees received structured interview training. The EEO Officer did not provide a list of employees who were still in need of the training. The EEO Officer also indicated that internal structured interview training of staff would not be practical due to the size of the agency.

Regarding Recommended Corrective Action #9, ACS stated that the personnel director and OEEO "are meeting on this issue." No dates or documentation were provided.

Regarding Recommended Corrective Action #10, ACS stated that there was currently no staff to transfer to OEEO, but that they would consider allocating staff in the future.

On July 5, 2002, ACS submitted the fourth Monthly Compliance Report. There were no changes in the status of any recommended corrective actions.

On August 5, 2002, ACS submitted the fifth Monthly Compliance Report. There were no changes in the status of any recommended corrective actions.

On September 13, 2002, ACS submitted its sixth and final Monthly Compliance Report. Regarding a male investigator (#3), the report said "OEEO is seeking a male EEO Investigator /Trainer."

Regarding structured interview training (#6), ACS stated again that due to its size, internal structured interview training would not be practical. Also, that DCAS informed OEEO that scheduling for structured interview training would not resume until fall, 2002. ACS, however, provided a list of those employees who had completed training but it did not demonstrate a method for identifying which employees still needed the training.

Regarding participation of the EEO Officer in recruitment (#9), ACS stated that it recruits candidates by utilizing internal job vacancy notices. It also participates in the citywide job vacancy program. In addition, ACS Personnel representatives attend job fairs scheduled at city and private colleges and universities to recruit qualified candidates. The Personnel Unit also advertises vacancies in meetings with community board leaders as well as in newspapers, and some journals where appropriate.

ACS also said the EEO Officer, using information provided through NYCAPS, will advise the Personnel Director of any underutilization in EEO job categories so that strategic efforts can be made to reach these groups when filling vacancies. ACS has not, however, submitted any documentation to support this.

Regarding another EEO Investigator (#10), ACS stated that OEEO would bring this recommendation to the attention of the agency's Deputy Commissioner of Administration. ACS also stated it is recruiting another EEO investigator.

On October 18, 2002, ACS submitted additional information pursuant to a telephone conversation between ACS' EEO Officer and EEPC's Compliance Staff on October 8, 2002 requesting documents and/or clarification of statements. In this document, ACS responded to eight recommendations and submitted some documentation. However, documentation was not submitted for the four corrective actions that ACS has failed to implement.

On December 11, 2002, the Commission issued its Final Determination Letter, identifying those recommendations accepted and rejected by EEPC. The Commission also requested ACS' response within thirty days.

On January 27, 2003, Deputy Commissioner John Benanti sent a fax to EEPC stating that he was reviewing the Final Determination Letter and would respond in the near future.

On March 4, 2003, ACS submitted its response--almost three months after EEPC issued its Final Determination Letter. The letter was signed by Deputy Commissioner John Benanti; Commissioner William C. Bell was not copied on the letter. During the April 3rd Commission meeting, the response was rejected because the New York City Charter Chapter 35 §815(a)(19), empowers the agency heads to "establish measures and programs to ensure a fair and effective affirmative employment plan to provide equal employment opportunity for minority group members and women who are employed by or seek employment" with the agency.

On April 7, 2003, a letter was forwarded to Commissioner Bell requesting that he forward a response under his signature no later than April 28, 2003.

On April 30, 2003, ACS submitted a response under the signature of Commissioner Bell. The letter was not responsive to the outstanding issues:

Regarding Recommended Corrective Actions #3 and #10, Commissioner Bell indicated that ACS has attempted to implement these recommended corrective actions. To date, they have not been implemented.

Regarding Recommended Corrective Action #6, Commissioner Bell stated that all interviewers have been trained. While ACS provided a roster in the past, ACS has not, however, provided documentation to indicate a finite number of employees who have received or need to receive training since then. It is unclear how the agency will begin tracking those who are in need of the training in the future if they were not included in the original roster. Finally, Commissioner Bell's response indicates that interviewers will be trained by their division managers. EEPC has not received documentation indicating that all division managers have been adequately trained in structured interviewing.

Regarding Recommended Corrective Action #9, Commissioner Bell referred to a June 2002 Agency Specific Plan as indicating compliance. This was deemed by EEPC to be unsatisfactory and non-responsive. In addition, Commissioner Bell then indicated four specific dates in the year 2002 where meetings allegedly took place between EEO and HR personnel. Only one of the meetings (April 3, 2002) was referred to in a monthly compliance report. No documentation was ever provided in connection with any of these meetings. Moreover, although

Commissioner Bell stated in the letter that the EEO Officer is "heavily" involved in recruitment, which includes working with personnel regarding the citywide job vacancy program, recruitment at job fairs, and attending meetings with community board leaders regarding recruitment, ACS failed to provide any supporting documentation in connection with any of these activities in the monthly compliance reports submitted to EEPC, nor have they provided documentation that the EEO Officer was involved in developing recruitment strategies.

CONCLUSION

On May 22, 2003 this Commission forwarded a letter to Commissioner Bell indicating that ACS has failed to provide documentation to show that it has implemented the outstanding corrective actions and the EEPC will consider adopting a resolution to issue a report to the mayor. ACS has not submitted a response to the May 22nd letter.

As of June 30, 2003, more than a year after the Commission initiated compliance with ACS, the agency has failed to implement four critical corrective actions: hiring of a male Investigator/Trainer; ensuring that all employees involved in interviewing receive structured interview training; involving the EEO Officer in developing recruitment strategies and selecting recruitment media; and hiring an additional EEO Investigator.

RECOMMENDATION

The Equal Employment Practices Commission hereby recommends that the Mayor direct Commissioner William C. Bell to comply with the requirements of Chapter 36 of the New York City Charter and the City's Equal Employment Opportunity Policy and implement the aforementioned corrective actions.

Respectfully Submitted,

Frank R. Nicolazzi

Frank R. Nicolazzi
Vice-Chairman

APPENDIX B. 1

NYC Administration for Children's Services

William C. Bell
Commissioner

August 8, 2003

RECEIVED
AUG 12 2003
7697
EEPC

Mr. Frank R. Nicolazzi
Vice Chairman
Equal Employment Practices Commission
253 Broadway, suite 301
New York, NY 10007

Dear Vice-Chair Nicolazzi:

I am writing in response to your letter dated July 9, 2003 to Mayor Bloomberg stating that ACS has failed to implement four corrective actions outlined by the EEPC. ACS has complied with the non-hiring related recommendations. With respect to the hiring related recommendations, ACS has exercised due diligence to comply.

Non-hiring Related Recommendations

(a) The first corrective action is that ACS employees who will interview candidates receive structured interview training. ACS has identified a list of staff from each division who will conduct interviews. Each of these individuals has been trained in the structured interviewing process. ACS has also established a requirement that restricts individuals from being certified as interviewers until they have completed the required structured interviewing training. In addition, structured interview training policies will be available for review by trained employees on the ACS Intranet.

(b) In addition, the EEPC stated that the EEO officer should be involved in developing recruitment strategies and selecting recruitment media. As a part of the day to day functions, the EEO is heavily involved in the recruitment of qualified candidates. EEO monitors the

150 William Street, New York, NY 10038 T: 212 341-0900 F: 212 341-0916

recruitment of candidates by reviewing internal vacancy notices. In addition, EEO works closely with the personnel office regarding the citywide job vacancy program and recruitment at private and public university job fairs. Finally, EEO reviews and edits ACS's vacancy advertisements, receives updates regarding community board meetings on recruitment issues, and is involved with the recruitment efforts in the media.

Hiring Related Recommendations

(c) The EEPC recommends that ACS aggressively seek approval to hire a male investigator. As stated in my letter to the EEPC dated April 30, 2003, every effort had been made to hire a male investigator. In 2001, a male EEO investigator was hired, and he worked for ACS between April 2001 and September 2001. Since that time, ACS has continued to seek another male EEO investigator. As a result of this effort, ACS identified a candidate and expects this investigator to start September 2, 2003.

(d) The final corrective action is that ACS hires an additional investigator. We are seeking to identify a successful candidate for this position. However, ACS believes that it can meet the need to provide a same gender interview through the hiring of the male interviewer referenced above, and that the number of EEO staff, with this new investigator, will meet the needs of ACS employees.

In conclusion, ACS strives to adhere to Chapter 36 of the New York City charter. If you have any further questions please do not hesitate to contact me.

Sincerely,

William C. Bell

c: Mayor Michael Bloomberg
Deputy Mayor Carol Robles-Roman
Peter Madonia

APPENDIX B. 2

THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

October 23, 2003

RECEIVED
NOV 05 2003
7784

Mr. Manuel Mendez
Vice-Chair
New York City Equal Employment Practices Commission
253 Broadway, Suite 301
New York, NY 10007

Dear Mr. Mendez:

I am in receipt of your letter, dated July 9, 2003, enclosing a copy of the Equal Employment Practices Commission's Report, issued pursuant to Section 832 of the New York City Charter, recommending that the Administration for Children's Services (ACS) implement certain actions, and Commissioner William Bell's response thereto, dated August 8, 2003.

The report has been reviewed with Carol Robles-Román, the Deputy Mayor for Legal Affairs, and with Commissioner Bell. I am satisfied that ACS has adequately addressed the points raised in EEPC's report.

I would like to take this opportunity to thank the Commission for its input and recommendation on this most important endeavor.

Very truly yours,

Michael R. Bloomberg
Mayor

cc: Carol Robles-Román
William Bell

APPENDIX C

APPENDIX C. 1

The City of New York

COMMISSION ON HUMAN RIGHTS
40 RECTOR STREET, NEW YORK, NY 10006
Telephone: (212) 306-7560 TDD: (212) 306-7686
Fax: (212) 306-7658 www.nyc.gov

PATRICIA L. GATLING
Commissioner and Chair

Testimony of Patricia L. Gatling
before the Equal Employment Practices Commission
November 19, 2003

Chairman Mendez, members of the Commission, good morning.

Thank you for inviting me here today to testify about the efforts of the New York City Commission on Human Rights.

When I was named Commissioner/Chair of the New York City Commission on Human Rights in February 2002, the Commission was in dire need of an overhaul. There was a backlog of approximately 5000 cases; some as old as twenty years, the community relation function was completely ineffective; having no relationship to the law enforcement function, and there were no proactive investigations. Now, almost two years later, the backlog has been eliminated and the Commission has an inventory of approximately 500 cases. The age of the cases has been reduced with only one case being more than ten years old, down from 44 in 2002. Our goal, which we have achieved thus far, is that all complainants obtain a determination within one year of filing a complaint. The law enforcement and community relation functions compliment each other and the Commission has implemented a testing program in the areas of housing and public accommodations.

I will focus my testimony on employment discrimination in city agencies during fiscal year 2003.

By way of background, I will give a general explanation of how complaints are filed and handled at the Commission. Potential complainants are generally required to appear at the Commission's central office located at 40 Rector Street. An interview, either with an attorney or a Human Rights Specialist is conducted and a determination of how to proceed is made after review by a Deputy Commissioner. If the potential complainant has failed to state a lawful claim under the Human Rights Law, he/she will be turned away with several referrals to agencies or other organizations that may assist them.

If they have stated a lawful claim of discrimination, the Commission may attempt to intervene and resolve the problem immediately. This is generally accomplished with a telephone conversation and explanation of the Human Rights Law. The Commission was able to intervene and settle 159 potential complaints in fiscal year 2003. Whether the intervention attempt is successful or not, the telephone call is always beneficial since it provides Commission staff with an indication of the respondent's version of events.

If the intervention attempt fails, a complaint is drafted and served on the respondent(s). Respondents are given thirty days to answer the allegations. Complainants are then provided with an opportunity to submit any additional information to rebut the answer. The extent of the Commission investigation depends on the facts of the given case. When the investigation is

complete, the Commission will reach a determination, either a "Probable Cause" or a "No Probable Cause" determination.

A "Probable Cause" determination means that Commission has uncovered evidence of discrimination. The case will be referred to the Office of Administrative Trials and Hearings for a trial.

A "No Probable Cause" determination means either that the Commission was unable to uncover evidence of discrimination, or that the discrimination would be impossible to prove. The Complainant has an opportunity to appeal a "No Probable Cause" determination to the Commissioner/Chair of the Commission, and if unhappy with her determination, the complainant may file an appeal in State Supreme Court.

Cases may also be closed administratively at any time prior to referral of a case to the Office of Administrative Trials and Hearings for specified grounds. Some reasons for administrative closures include: the inability to locate the complainant, the failure of the complainant to cooperate with the investigation, complainant's refusal of a fair settlement offer, and pursuing the investigation would not be in the public interest.

In fiscal year 2003, the Commission filed a total of twelve cases against nine city agencies: two against CUNY, one against the Department of Education, two against NYCHA, one against the Department of Health, two against the Police Department, one against Probation, one against Sanitation, one against School Construction, and one against the DOT. We currently have sixty-one cases pending against twenty-four city agencies with the Health and Hospitals Corporation having the most, eight.

During fiscal year 2003, the Commission resolved three hundred and thirty-two cases against forty city agencies. Two hundred and twenty-four cases resulted in "No Probable Cause" determinations, one hundred and three resulted in Administrative Closures, and five resulted in a benefit to the complainant, specifically; three transfers; two trainings and one cash award of $10,000. These results are consistent with the Commission's overall averages in past years and the national average.

In an effort to prevent employment discrimination in both the public and private sector, the Commission has created a training institute in order to teach employers and employees about their rights and obligations under Human Rights Law, as well as how to be sensitive to co-workers in a diverse work environment. We have conducted trainings in several private firms, Woodhull Hospital, and are arranging training at the Board of Elections in the New Year.

The government, being the leading employer in the city, should set the standard for others to follow. We will continue to fight against employment discrimination in both the public and private sectors.

Thank you.

APPENDIX C. 2

"IMPLEMENTATION OF NEW YORK CITY'S EQUAL EMPLOYMENT OPPORTUNITY POLICY"
EQUAL EMPLOYMENT PRACTICES COMMISSION (EEPC)

TESTIMONY BY COMMISSIONER MARTHA K. HIRST
NYC DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
NOVEMBER 19, 2003

Good Morning Commissioners. I am Martha Hirst, Commissioner of the Department of Citywide Administrative Services (DCAS). Thank you for this opportunity to discuss New York City's Equal Employment Opportunity Policy.

I am joined by my colleagues – Deputy Commissioner for Legal Services and General Counsel Lewis Finkelman, Deputy Commissioner for Citywide Personnel Services Joseph DeMarco, and Assistant Commissioner for Equal Employment Opportunity Jyll Townes.

OVERVIEW

DCAS' primary responsibility is to ensure that other City agencies have the critical resources and support they need to provide the best possible services to the public. DCAS' specific responsibilities relating to equal employment opportunities are described in the New York City Charter. These responsibilities include, among others, the duty to establish and enforce uniform procedures and standards to be utilized by City agencies. Those procedures and standards must then be used to establish measures, programs and plans to ensure fair and effective employment practices. The New York City Equal Employment Opportunity Policy (commonly known as the "EEO Policy") is the framework through which we fulfill our obligation of establishing Charter-mandated uniform standards.

The vast differences in the size, functions and concerns of City agencies pose our greatest challenge, as we work to implement the City's EEO Policy. In spite of this challenge, I would like to take this opportunity to reaffirm this Administration's strong commitment to promoting fair employment practices within all City agencies, providing support to help prevent discrimination in the City's workplaces and encouraging a work environment of tolerance, diversity and teamwork. DCAS' own commitment to EEO is confirmed by the fact that, despite recent layoffs in units across the agency, the staffing of the Office of Citywide Equal Employment Opportunity has remained the same. I am also happy to report that we are currently in the process of developing new ways to better manage and facilitate the City's EEO-related functions. I will describe some of those recent developments.

THE NEW EEO HANDBOOK

I am very proud of the new EEO Policy Handbook which was distributed to approximately 162,000 employees in June of this year. Our goal was to issue a plain language, user-friendly and updated summary of the EEO Policy to help City employees understand the basics of fair employment practices, recognize some of the not-so-common EEO issues in the workplace and understand their own obligations under the City's EEO Policy. The handbook targets three areas – sexual harassment, disability, and religion – that should receive special emphasis under the existing law. In addition, the handbook describes the EEO complaint process, encourages employees to report EEO issues and provides information about how to contact federal, state and local enforcement agencies.

The handbook contains a policy statement expressing Mayor Bloomberg's firm commitment to equal employment opportunity and presents information in a question and answer format. Based upon our extensive interaction with City employees and EEO professionals, the handbook answers the most frequently asked EEO-related questions. I know this handbook has already proven invaluable to City employees and will continue to be used as a handy guide.

EEO POLICY IMPLEMENTATION

As you may know, the current *Equal Employment Opportunity Policy of the City of New York* was first issued in 1996. Throughout the implementation of the comprehensive standards and procedures described in the EEO Policy, the DCAS Office of Citywide Equal Employment Opportunity, with the assistance of DCAS' Legal staff and the Division of Citywide Personnel Services, has made its best effort to provide guidance to City agencies. Specifically, the staff of the Office of Citywide EEO provides technical assistance on a daily basis to mayoral and non-mayoral agencies with the interpretation and implementation of the Policy. During the last year, we provided technical assistance on more than 3,600 occasions (in person or on the telephone) to agency EEO professionals, managers and executives. This technical assistance, along with our regular review of agency reports and on-site monitoring of agency functions, enables us to identify and monitor recurring EEO-related issues of citywide significance. We are then able to use the information obtained through such technical assistance and monitoring to assist City agencies as they institute measures required by the policy, including training, reporting, complaint

procedures and policy dissemination.

For example, EEO training standards have presented challenges to many agencies. Numerous agencies have advised us that their training staff has diminished over the years. Thus, in order to provide additional support with the training requirements of the policy, the Office of Citywide EEO has conducted 179 three-hour EEO Training sessions for managers and line employees for agencies that requested our assistance in order to meet their training goals. This enabled thousands of City employees to receive EEO training from DCAS since the Policy was first implemented in 1996. The Office of Citywide EEO also conducted an additional 100 Structured Interviewing Workshops, training managers and supervisors who interview job applicants throughout the City. This training ensures that interviews to fill City job vacancies are conducted in an effective and appropriate manner and that EEO considerations are integrated into the interviewing process.

DCAS has also played a major role in the implementation of EEO training standards for new employees. DCAS' Division of Citywide Personnel Services created the Citywide Employee Orientation Manual, which includes information about employees' rights under the EEO Policy. The Office of Citywide EEO also participates in every citywide new employee orientation by explaining relevant EEO information to new employees.

The EEO Policy also requires that agency heads appoint trained EEO professionals. We recognize that, upon appointment, EEO professionals have varying backgrounds and experience in the area of EEO. The hallmark of our training efforts is a five-day course that we conduct

which provides training to the City's EEO professionals. This training series, commonly known as the "Basic Training for EEO Professionals" course, not only equips EEO professionals with the information and tools they need to handle complaints at their own agencies, but also allows those professionals to share their experiences with each other. Since the policy was first released, DCAS' Office of Citywide EEO has offered 23 Basic Training for EEO Professionals courses, which has included 234 sessions, to train a total of 487 EEO professionals throughout the City's agencies.

In response to requests from EEO Officers, we have in the past also offered, in collaboration with the City Commission on Human Rights, 10 advanced training sessions on complaint handling for EEO professionals. In order to enhance and facilitate agency training, we also maintain an extensive videotape library containing 59 tapes for use by City agencies.

We also assist 38 agencies with the development of their agency-specific EEO plans, and each year review and provide assistance to those agencies with the submission of 152 quarterly and annual reports. Through the efforts of the compliance unit of Citywide EEO, the quarterly and annual reports are submitted in a timely fashion with few exceptions. In keeping with the reporting objectives of the Policy, the Office of Citywide EEO consistently reviews and updates as necessary the reporting formats that we are mandated by the City Charter to issue to agencies in order to facilitate the development of realistic and achievable initiatives. In addition, we routinely assist agencies with the analysis, preparation and timely submission of responses to audits and other inquiries by external agencies.

Our review and analysis of agency plans and reports also provides us with information regarding the efforts of City agencies to comply with EEO requirements. Some of the valuable measures implemented by City agencies are technology-related and include electronic bulletin boards and Intranet and Internet postings containing EEO-related information. Many City agencies continue to organize EEO-related activities celebrating events such as Women's History Month and Take our Children to Work Day. Additionally, agencies sponsor numerous diversity, cultural and EEO-related educational events for employees.

It is also critically important to keep EEO professionals current regarding legal developments to ensure that complaints are appropriately handled. The Office of Citywide EEO makes every effort to ensure that agencies are aware of the latest developments in the area of EEO. We attend relevant professional seminars, disseminate *"EEO News Clips"* on a bi-monthly basis, and we send electronic notifications to EEO Officers informing them of developments in enforcement agency regulations and guidance.

To facilitate policy dissemination, we also provide agencies with an electronic template of the Citywide EEO Policy. In addition, we have created alternate formats of the Policy and its accompanying handbook to eliminate agency expenses associated with creating multiple copies of such formats. The EEO Policy, as well as the EEO Policy Handbook *"About EEO: What You May Not Know,"* are both available on the DCAS website (www.nyc.gov/dcas).

ENHANCING THE POLICY

As we implemented and enforced the City's current EEO Policy, we simultaneously

tracked potential recommendations for enhancements to that Policy. The result is a draft revised policy, a copy of which has been shared with the Commission. In revising the Policy, we considered past practices and the challenges that we faced in implementing the City's current EEO Policy.

EEPC RECOMMENDATIONS

I would like to take this opportunity to thank you for the recommendations contained in the Commission's most recent Annual Report. We found your suggestions to be constructive and helpful and we have incorporated a number of them as we develop and implement revised EEO standards and procedures. For example, we have included in the EEO handbook and are including in the revised policy a statement that it is a violation of City policy to retaliate against an individual who opposes alleged discrimination. The revised policy will also include specific examples of protected conduct and prohibited retaliatory actions.

Another EEPC recommendation that we will be adopting shortly is that our EEO training curriculum for employees and managers will be revised to include additional information about, and case studies relating to, retaliation law and situations.

With respect to the EEPC's recommendation regarding adverse impact study training, it should be noted that, in connection with the recent round of layoffs, the Law Department retained an expert to provide such training to all general counsels and personnel officers. We agree that appropriate training should also be given to EEO Officers and will make every effort to accomplish that goal.

The EEPC also recommended that we monitor the career counselor program and ensure that all City employees have access to this service. It is our understanding that the vast majority of City agencies are already complying with the career counseling requirements set forth in the current EEO Policy. Nonetheless, we will remind all agencies of these requirements at the next Personnel Council meeting scheduled for December 1, 2003.

COLLABORATIVE EFFORTS

DCAS recognizes the fact that, especially with limited resources, the effective implementation of EEO-related policies and procedures requires the collaborative efforts of the various divisions of DCAS and other agencies' EEO and Personnel Officers. To get the broadest perspective of issues and challenges related to the implementation of the EEO Policy, the Office of Citywide EEO has aggressively solicited the input of EEO Officers.

We have identified several areas of focus that are of special concern to EEO Officers. For example, in June of this year, we addressed a joint group of EEO and Personnel Officers so that we could encourage collaborative EEO-related efforts. We intend to continue to make efforts to enhance collaboration between Personnel Officers and EEO Officers by facilitating a dialogue among EEO Officers who simultaneously serve as Personnel Officers and asking them to present agenda items for discussion at Personnel Council meetings.

Another of our efforts involves working with EEO officers to explore ways to encourage and expand the use of mediation in addressing EEO complaints. In fact, as you know, we included information about this collaboration in the draft revisions to the EEO Policy. We are

hoping to develop a standard procedure for assessing complaints that are amenable to mediation and encourage interaction between EEO Officers and the Office of Administrative Trials and Hearings (OATH) in expanding mediation efforts.

Another effort involves determining ways that technology can enhance, improve and/or facilitate the provision of EEO duties and responsibilities. For example, we are currently exploring the feasibility of both web-based EEO training and an in-house e-learning package available via Intranet or CD Rom.

CONCLUSION

Implementation of the City's EEO Policy remains challenging. However, I am confident that the staff of DCAS' Office of Citywide EEO working with the EEO professionals across City agencies will make every effort to ensure that the City's EEO Policy is implemented in a manner that is consistent with the provisions of federal, state and local requirements. I will continue to make every effort to ensure that DCAS meets its obligations to provide EEO-related information and resources to City agencies.

Thank you again for this opportunity to address the Equal Employment Practices Commission. I look forward to continuing our good work together in this important arena and future collaborations on the implementation of the City's EEO Policy. I am available to answer any questions you may have.

APPENDIX D

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York
253 Broadway, Suite 301 New York, New York 10007
Telephone: (212) 788-8646 Fax: (212) 788-8652

Frank R. Nicolazzi
Vice-Chairman

Angela Cabrera
Manuel A. Méndez
C. Catherine Rimokh, Esq.
Commissioners

Abraham May, Jr.
Executive Director

Eric Matusewitch, PHR, CAAP
Deputy Director

May 14, 2003

Honorable Michael R. Bloomberg
Mayor, City of New York
City Hall
New York, NY 10007

Re: Recommendations for Changes in the Reporting Structure in the City's Equal Employment Opportunity Program

Dear Mayor Bloomberg:

Pursuant to Section 831d(6) of the New York City Charter, and on behalf of the members of the Equal Employment Practices Commission, I am pleased to forward our recommendations for improving the reporting structure of the City's Equal Employment Opportunity Program. These recommendations are based on the work of the Advisory Committee to Recommend Changes in the Current Reporting Structure of the City's Equal Employment Opportunity Program. The Advisory Committee was established by this commission last September pursuant to section 831d(8) of the New York City Charter.

The Report of the Advisory Committee is attached to our recommendations.

We hope these recommendations will be given serious consideration.

Sincerely,

Frank R. Nicolazzi
Vice-Chairman

c: Deputy Mayor Carol Robles-Roman
Deputy Mayor Patricia Harris
Deputy Mayor Dennis Walcott
Commissioner Martha K. Hirst

AMJr./ms

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Recommendations To Change The Current Reporting Structure of The City's Equal Employment Opportunity Program

Date: May 8, 2003

Introduction

On September 15, 2002 this Commission established the Advisory Committee to Recommend Changes in the Current Reporting Structure of the City's Equal Employment Opportunity Program (Advisory Committee) through the adoption of Resolution #02/831(d) 8/2.

The Advisory Committee consisted of seven current and one former City EEO Officer. Commissioner Manuel Méndez served as the chairperson. Abraham May, Jr. and Hilda Auguste, EEPC's Executive Director and EEO Auditor respectively, provided administrative support.

The Committee was charged with developing recommendations for changes in the reporting structure of the City's Equal Employment Opportunity Program designed to strengthen the overall administration of the Program. The Advisory Committee Report with recommendations was submitted to this Commission on January 22, 2003. The Report was discussed by the Commission at the April 3rd Commission meeting.

Background

This Commission established the Advisory Committee because we believe that the current reporting structure of the City's Equal Employment Opportunity Program weakens its overall administration. To support our position, we cited the following facts:

Enforcement

Enforcement of the Equal Employment Opportunity Program is the responsibility of the Commissioner of the Department of Citywide Administrative Services (DCAS). The Commissioner informs agency heads of their responsibilities pursuant to the requirement s of the City's EEO Policy and their Charter-mandated responsibilities for the administration of their EEO Program. EEPC audit findings, as well as comments by, and correspondence with, some agency heads, clearly demonstrates their reluctance to accept their EEO Program enforcement responsibilities.

Since the DCAS Commissioner and agency heads are "peers", some agency heads do not give EEO Policy enforcement the same priority that it gives directives from superiors (e.g. the mayor's office).

Cost of Employment Discrimination to the City of New York

There is a cost to the City for employment discrimination. According to data provided by the Comptrollers office, between 1994 and 2001, the average annual settlement/adjudication cost to the city for employment discrimination was $1,435,546.00—exclusive of any back-pay awards. Since the Advisory Committee issued its report, the Comptroller's office informed us that the total cost for calendar year 2002 was $3,266,246.00. This is a 700% increase over the cost in calendar year 2001.(See the attached chart). A properly structured and efficiently administered EEO Program in every city agency could significantly reduce the potential legal costs to those agencies and the City in the adjudication or settlement of employment discrimination cases.

Lack of Accountability by Agency Heads

After conducting more than fifty audits and forty audit compliance monitoring reports, we have found that some agency heads lack accountability in the implementation of the EEO Policy. The Advisory Committee was given a list of audit findings from a number of agency audits that reflect a lack of accountability by agency heads.

Recommendations

The Advisory Committee concluded that a new reporting structure that provides a closer relationship between the administration of the Equal Employment Opportunity Program and the Mayor will send a clear message to agency heads and all city employees that the Mayor is committed to EEO. The Advisory Committee recommended three options for changing the current reporting structure. After a detailed review and discussion of those recommendations, this Commission endorses the recommended options and recommends a fourth

1. Director of OCEEO/Special Assistant to the Mayor for EEO reports directly to the Mayor
2. Director of OCEEO reports to the Deputy Mayor for Legal Affairs/Mayor's Counsel
3. Director of OCEEO reports to the Deputy Mayor for Policy
4. Director of OCEEO reports to the Deputy Mayor for Administration

Although the Advisory Committee's preference is the Director of OCEEO/Special Assistant to the Mayor for EEO because it would provide direct contact with the Mayor when necessary and sends a clear message that the Mayor is concerned about EEO issues, this Commission believes that implementing any of these options would improve the administration of the EEO Program for the following reasons:

1. It eliminates one layer in the current reporting structure;
2. It places the administration of the program within the Mayor's Office; and
3. It does not increase the cost for the program.

Conclusion

By developing a closer reporting structure to the Mayor, the administration of the EEO Program would be greatly improved, liability for employment discrimination should be reduced, and New York City's reputation as an equal opportunity employer would improve and serve as a national model. All of these improvements would be a credit to the reforms of the Bloomberg administration and send a clear and strong message to agency heads that they be active supporters and participants in the Mayor's Equal Employment Opportunity Program.

LEGAL COST OF EMPLOYMENT DISCRIMINATION IN NEW YORK CITY GOVERNMENT AGENCIES

CALENDAR YEARS 1994 - 2002

YEAR	SETTLEMENT	ADJUDICATION	TOTAL	% INCREASE
1994	—	—	$869,150.00	—
1995	—	—	$1,555,050.00	78.1%
1996	—	—	$1,794,186.00	15.0%
1997	$924,819.00	$1,687,900.00	$2,603,719.00	45.0%
1998	$1,334,685.00	$75,000.00	$1,409,685.00	(45.8%)
1999	$1,350,354.00	—	$1,350,354.00	(5.0%)
2000	$2,435,069.00	—	$2,435,069.00	80.3%
2001	$409,154.00	$58,001.00	$467,155.00	(81.8%)
2002	$2,796,087.00	$470,159.00	$3,266,246.00	699.1%
Grand Total			**$15,750,614.00**	
Average Annual Cost: $1,690,060.00				

Source: New York City Comptroller

APPENDIX E

THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
CLAIMS AND ADJUDICATIONS
1 CENTRE STREET ROOM 1200
NEW YORK, N.Y. 10007-2341

TELEPHONE: (212) 669-4753
FAX NUMBER: (212) 669-2240
WWW.COMPTROLLER.NYC.GOV

Michael Aaronson
Bureau Chief

WILLIAM C. THOMPSON, JR.
COMPTROLLER

August 23, 2004

Mr. Abraham May, Jr.
Executive Director
Equal Employment Practices Commission
40 Rector Street, 14th Floor
New York, NY 10006

08-23-04 RCVD 8201

Dear Mr. May:

I am writing in response to your recent letter to Comptroller Thompson requesting information on the settlement and judgment costs of employment discrimination cases incurred by the City for cases resolved in calendar year 2003. Following is the information you requested. A detailed schedule of the employment discrimination cases identified is attached.

- A total of 49 employment discrimination cases were settled in calendar year 2003. The cost to the City for the 49 settled cases was $6,242,593.29.

- There were two judgments on employment discrimination cases in 2003. The cost associated with the judgments was $3,025,592.29.

I trust this information will be helpful to you.

Sincerely,

Michael Aaronson

MA:ba
Attachment

APPENDIX F

CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS) DESCRIPTION OF JOB GROUP CATEGORIES

001 **Administrators:** Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: Elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 **Managers:** Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: Assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 **Management Specialists:** Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: Accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 **Science Professionals:** Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: Architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 **Health Professionals:** Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: Physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians,

occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 **Social Scientists:** Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: Librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 **Social Workers:** Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: Caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 **Lawyers:** Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: Attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges and kindred workers.

009 **Public Relations:** Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: Technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: Health technicians (clinical laboratory, dental hygienists, health records, radiologic and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast

equipment operators, computer programmers, legal assistants, investigators and kindred workers.

011 **Sales:** Not applicable.

012 **Clerical Supervisors:** Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: Chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 **Clerical:** Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: Cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 **Household Services:** Not applicable.

015 **Police Supervisors:** Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individuals units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: Sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 **Fire Supervisors:** Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: Lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 **Firefighters:** Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category

includes: Firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 **Police and Detectives:** Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: Police officers, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 **Guards:** Occupations in which employees are entrusted with public safety and security. This category includes: School crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 **Food Preparation:** Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g., schools, correctional institutions, and concessions). This category includes: Cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 **Health Services:** Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: Dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies and kindred workers.

022 **Building Services:** Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: Custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

023 **Personal Services:** Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: Housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

024 **Farming:** Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: Herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 **Craft:** Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: Mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 **Operators:** Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: Printing press operators, high pressure boiler operators, laundry workers, and kindred workers.

027 **Transportation:** Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: Bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 **Laborers:** Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: Skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 **Sanitation Workers:** Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: Sanitation workers, debris removers and kindred workers.

030 **Teachers:** Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: Teachers, instructors,

professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 **Paraprofessionals:** Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: Administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

CEEDS.Jobcategory.wpd
November 4, 1998

APPENDIX G

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

MAYOR'S OFFICE (002)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	1	0	0	0	0	2	0	1	0	0	0	0	8
002	39	3	5	6	0	0	55	8	15	5	0	0	0	136
003	13	5	6	4	0	0	10	4	6	2	0	0	0	50
008	0	0	1	0	0	0	0	0	0	0	0	0	0	1
009	10	0	2	0	0	0	3	0	0	0	0	0	0	15
012	0	0	0	0	0	0	1	0	0	0	0	0	0	1
013	14	9	11	2	0	0	48	44	33	9	2	0	0	172
020	0	0	1	0	0	0	0	0	0	0	0	0	0	1
022	0	0	0	0	0	0	0	1	0	0	0	0	0	1
031	11	2	3	3	0	0	16	12	10	3	0	0	1	61
TOTAL	**91**	**20**	**29**	**15**	**0**	**0**	**135**	**69**	**65**	**19**	**2**	**0**	**1**	**446**
%TAGE	**20%**	**4%**	**7%**	**3%**	**0%**	**0%**	**30%**	**15%**	**15%**	**4%**	**<1%**	**0%**	**<1%**	**99%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

OFFICE OF THE ACTUARY (008)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
002	8	1	0	0	0	1	2	0	0	0	0	0	0	12
003	1	0	0	0	0	0	0	0	0	0	0	0	0	1
004	4	1	0	3	0	1	5	0	0	2	0	2	0	18
012	0	0	0	0	0	0	0	1	1	0	0	0	0	2
013	1	0	0	0	0	0	0	2	0	0	0	0	0	3
TOTAL	**14**	**2**	**0**	**3**	**0**	**2**	**7**	**3**	**1**	**2**	**0**	**2**	**0**	**36**
%TAGE	**39%**	**6%**	**0%**	**8%**	**0%**	**6%**	**19%**	**8%**	**3%**	**6%**	**0%**	**6%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

OFFICE OF EMERGENCY MANAGEMENT (017)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	0	0	0	0	0	0	0	1
002	2	1	1	0	0	0	5	0	0	0	0	0	0	9
003	1	2	0	0	0	0	2	0	2	0	0	0	0	7
006	1	0	0	0	0	0	0	0	0	0	0	0	0	1
013	0	0	0	0	0	0	0	0	1	2	0	0	0	3
031	5	1	1	0	0	0	3	0	1	2	0	0	0	13
TOTAL	**10**	**4**	**2**	**0**	**0**	**0**	**10**	**0**	**4**	**4**	**0**	**0**	**0**	**34**
%TAGE	**29%**	**12%**	**6%**	**0%**	**0%**	**0%**	**29%**	**0%**	**12%**	**12%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

OFFICE OF MANAGEMENT & BUDGET (019)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	0	0	0	0	0	0	0	1
002	40	1	2	6	0	0	19	2	2	1	0	0	0	73
003	33	10	9	23	0	0	53	18	14	28	0	0	0	188
004	2	0	1	0	0	0	0	0	0	0	0	0	0	3
009	1	0	0	0	0	0	0	0	0	0	0	0	0	1
012	0	0	0	0	0	0	0	1	0	1	0	0	0	2
013	0	0	1	1	0	0	6	8	10	4	0	1	0	31
031	1	0	1	0	0	0	0	0	0	0	0	0	0	2
TOTAL	**78**	**11**	**14**	**30**	**0**	**0**	**78**	**29**	**26**	**34**	**0**	**1**	**0**	**301**
%TAGE	**26%**	**4%**	**5%**	**10%**	**0%**	**0%**	**26%**	**10%**	**9%**	**11%**	**0%**	**<1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

TAX COMMISSION (021)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	7	0	0	0	0	0	1	0	0	0	0	0	0	8
002	1	0	1	0	0	0	1	0	1	0	0	0	0	4
003	7	0	1	0	0	0	1	2	0	0	0	0	0	11
004	0	0	0	2	0	0	0	0	0	2	0	0	0	4
012	0	1	0	0	0	0	0	0	1	0	0	0	0	2
013	1	0	0	0	0	0	0	2	0	0	0	0	0	3
TOTAL	**16**	**1**	**2**	**2**	**0**	**0**	**3**	**4**	**2**	**2**	**0**	**0**	**0**	**32**
%TAGE	**50%**	**3%**	**6%**	**6%**	**0%**	**0%**	**9%**	**13%**	**6%**	**6%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

LAW DEPARTMENT (025)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	0	0	0	0	0	0	0	2
002	34	5	0	1	0	0	24	3	3	0	0	0	0	70
003	13	8	3	2	0	0	9	11	2	0	0	0	0	48
004	3	0	1	2	0	0	5	0	0	3	0	0	0	14
005	1	0	0	0	0	0	5	0	0	0	0	0	0	6
006	2	0	0	0	0	0	0	0	0	0	0	0	0	2
008	212	6	4	9	0	0	268	38	15	21	0	0	2	575
010	42	36	11	10	0	0	51	89	17	16	1	0	1	274
012	8	3	1	1	0	0	5	8	2	1	0	0	0	29
013	16	40	5	10	0	0	52	141	32	7	1	1	1	306
022	0	3	0	0	0	0	0	0	0	0	0	0	0	3
025	0	1	0	0	0	0	0	0	0	0	0	0	0	1
027	0	4	0	0	0	0	0	0	0	0	0	0	0	4
031	3	5	0	0	0	0	1	3	0	2	0	0	0	14
TOTAL	**336**	**111**	**25**	**35**	**0**	**0**	**420**	**293**	**71**	**50**	**2**	**1**	**4**	**1348**
%TAGE	**25%**	**8%**	**2%**	**3%**	**0%**	**0%**	**31%**	**22%**	**5%**	**4%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF CITY PLANNING (030)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	5	2	0	1	0	0	4	1	0	1	0	0	0	14
002	15	0	2	2	0	0	11	2	0	2	0	0	0	34
003	6	2	4	3	0	0	3	3	1	4	0	0	0	26
004	8	4	1	3	0	0	15	1	1	6	0	0	0	39
006	37	7	3	8	0	0	22	0	5	4	0	0	0	86
008	2	0	0	0	0	0	0	0	0	0	0	0	0	2
009	1	1	0	0	0	0	1	1	0	0	0	0	0	4
010	5	3	4	2	0	0	4	1	2	1	0	0	0	22
012	0	0	1	0	0	0	9	14	5	1	0	0	0	30
013	0	4	2	0	0	0	2	7	1	1	0	0	0	17
027	0	1	0	0	0	0	0	0	0	0	0	0	0	1
031	9	2	0	2	0	0	13	5	0	0	0	0	1	32
TOTAL	**88**	**26**	**17**	**21**	**0**	**0**	**84**	**35**	**15**	**20**	**0**	**0**	**1**	**307**
%TAGE	**29%**	**8%**	**6%**	**7%**	**0%**	**0%**	**27%**	**11%**	**5%**	**7%**	**0%**	**0%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF INVESTIGATION (032)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	10	1	0	0	0	0	2	0	0	0	0	0	0	13
002	20	2	2	1	0	0	15	7	0	3	0	0	0	50
003	1	0	0	0	0	0	2	2	3	0	0	0	0	8
004	0	0	0	2	0	0	0	0	0	1	0	0	0	3
010	19	11	3	1	0	0	12	20	8	7	0	0	0	81
012	1	0	0	0	0	0	4	14	5	0	0	0	0	24
013	0	1	0	1	0	0	0	14	4	1	0	0	0	21
018	17	9	3	2	0	0	8	5	1	4	0	0	0	49
031	0	2	0	0	0	0	1	3	2	1	0	0	0	9
TOTAL	**68**	**26**	**8**	**7**	**0**	**0**	**44**	**65**	**23**	**17**	**0**	**0**	**0**	**258**
%TAGE	**26%**	**10%**	**3%**	**3%**	**0%**	**0%**	**17%**	**25%**	**9%**	**7%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

CIVILIAN COMPLAINT REVIEW BOARD (054)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	6	5	0	0	0	0	4	1	0	1	0	0	0	17
002	4	2	2	0	0	0	4	1	2	1	0	0	0	16
003	0	0	0	0	0	0	1	0	0	0	0	0	0	1
004	0	0	0	0	0	0	0	0	0	1	0	0	0	1
010	0	0	1	0	0	0	0	0	0	0	0	0	0	1
012	2	0	1	0	0	0	2	3	2	0	0	0	0	10
013	0	1	1	0	0	0	0	4	3	1	1	0	0	11
018	35	3	5	4	0	0	31	13	8	8	0	0	1	108
031	1	1	0	1	0	0	2	3	0	1	0	0	0	9
TOTAL	**48**	**12**	**10**	**5**	**0**	**0**	**44**	**25**	**15**	**13**	**1**	**0**	**1**	**174**
%TAGE	**28%**	**7%**	**6%**	**3%**	**0%**	**0%**	**25%**	**14%**	**9%**	**7%**	**1%**	**0%**	**1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

POLICE DEPARTMENT (056)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	5	1	0	0	0	0	0	1	0	0	0	0	0	7
002	51	10	5	4	0	1	29	12	5	1	0	0	0	118
003	44	8	3	10	0	1	49	58	19	14	0	0	0	206
004	121	30	14	33	0	0	51	34	6	26	1	0	0	316
005	25	2	3	1	0	0	12	5	1	0	0	0	0	49
006	7	0	0	1	0	0	12	2	0	1	0	0	0	23
007	4	1	2	0	0	0	0	2	0	0	0	0	0	9
008	20	1	3	0	0	0	19	6	1	1	0	0	0	51
009	18	2	3	0	0	0	2	2	2	2	0	0	0	31
010	7	17	4	4	0	4	12	106	12	0	0	0	0	166
012	36	28	13	14	0	0	267	547	98	18	8	2	1	1032
013	90	174	46	40	1	1	341	2417	419	51	13	7	4	3604
015	5216	465	720	135	8	29	370	162	128	12	6	21	5	7277
018	14147	3729	5189	890	46	47	1623	2539	1717	93	40	19	28	30107
019	105	592	334	176	123	281	808	2170	1054	225	202	392	6	6468
020	0	0	0	0	0	0	0	0	0	0	0	0	1	1
021	0	0	0	1	0	0	0	1	0	0	0	0	0	2
022	31	60	44	5	1	0	6	81	71	1	0	1	0	301
023	0	2	0	0	0	0	0	1	0	0	0	0	0	3
024	8	2	8	1	0	0	6	1	1	0	0	0	0	27
025	334	58	58	27	1	2	2	1	0	1	0	0	0	484
026	8	6	1	1	0	0	0	0	0	0	0	0	0	16
027	22	31	12	3	0	0	0	3	0	0	0	0	0	71
028	5	5	4	1	0	1	2	0	0	0	0	0	0	18
030	5	0	0	0	0	0	2	0	0	0	0	0	0	7
031	5	5	2	4	1	0	7	21	6	3	0	1	1	56
TOTAL	**20314**	**5229**	**6468**	**1351**	**181**	**367**	**3620**	**8172**	**3540**	**449**	**270**	**443**	**46**	**50450**
%TAGE	**40%**	**10%**	**13%**	**3%**	**<1%**	**1%**	**7%**	**16%**	**7%**	**1%**	**1%**	**1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

FIRE DEPARTMENT (057)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	5	1	0	0	0	0	0	0	0	0	0	0	0	6
002	73	6	5	1	1	2	17	5	1	2	0	0	0	113
003	43	7	4	6	0	0	32	16	5	4	1	0	2	120
004	38	10	5	15	0	0	13	8	2	6	0	0	0	97
005	23	3	1	3	0	0	12	4	2	1	0	0	8	57
007	7	1	0	0	0	0	0	0	0	0	0	0	0	8
008	1	0	0	0	0	0	4	3	1	0	0	0	0	9
009	3	0	0	1	0	0	0	0	0	0	0	0	0	4
010	1075	476	475	68	6	0	265	188	154	10	9	0	12	2738
012	10	8	5	4	0	0	48	67	28	8	1	1	1	181
013	120	29	21	9	1	0	30	72	24	4	2	0	5	317
016	2263	30	37	2	4	1	3	1	0	0	0	0	0	2341
017	7826	318	444	76	11	7	18	8	2	0	2	0	2	8714
021	4	2	6	0	0	1	0	0	1	0	0	0	2	16
022	1	0	0	0	0	0	0	0	0	0	0	0	0	1
025	265	38	33	16	1	2	0	1	0	0	0	0	2	358
026	1	0	0	0	0	0	0	0	0	0	0	0	0	1
027	15	15	11	2	0	1	1	0	0	0	0	0	1	46
028	9	4	0	0	0	0	0	0	0	0	0	0	0	13
030	0	0	0	0	0	0	0	0	0	0	0	0	1	1
031	2	0	2	0	0	0	2	0	1	0	0	0	1	8
TOTAL	**11784**	**948**	**1049**	**203**	**24**	**14**	**445**	**373**	**221**	**35**	**15**	**1**	**37**	**15149**
%TAGE	**78%**	**6%**	**7%**	**1%**	**<1%**	**<1%**	**3%**	**2%**	**1%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

ADMINISTRATION FOR CHILDREN'S SERVICES (067)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	1	0	0	0	0	1	0	0	0	0	0	0	2
002	45	48	12	6	0	0	55	97	25	8	0	1	0	297
003	54	54	16	12	2	0	58	104	19	8	0	0	0	327
004	20	8	1	11	0	0	9	22	4	2	0	0	0	77
005	1	0	0	0	0	0	2	4	0	2	0	0	0	9
006	1	1	0	0	0	0	0	0	0	0	0	0	0	2
007	144	671	98	47	4	0	250	2298	374	60	7	0	1	3954
008	33	7	1	5	0	0	100	20	12	8	0	0	0	186
009	0	0	1	1	0	0	0	0	0	0	0	0	0	2
010	0	6	1	1	0	0	5	12	3	0	0	0	0	28
012	2	32	5	1	0	0	18	204	28	7	3	0	0	300
013	16	51	16	5	0	0	31	401	68	11	2	0	1	602
015	1	0	0	0	0	0	0	0	0	0	0	0	0	1
018	0	5	4	0	0	0	0	3	0	0	0	0	0	12
020	1	5	2	0	0	0	0	6	0	0	0	0	0	14
021	0	1	0	0	0	0	0	0	0	0	0	0	0	1
022	1	9	2	0	0	0	0	2	0	0	0	0	0	14
025	6	1	0	0	0	0	0	0	0	0	0	0	0	7
026	0	1	0	0	0	0	0	0	0	0	0	0	0	1
027	4	12	6	2	0	0	0	1	0	0	0	0	0	25
028	0	3	3	1	0	0	0	0	0	0	0	0	0	7
030	1	2	0	0	0	0	2	24	3	2	0	0	0	34
031	0	18	9	0	0	0	4	42	7	1	0	0	0	81
TOTAL	**330**	**936**	**177**	**92**	**6**	**0**	**535**	**3240**	**543**	**109**	**12**	**1**	**2**	**5983**
%TAGE	**6%**	**16%**	**3%**	**2%**	**<1%**	**0%**	**9%**	**54%**	**9%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF SOCIAL SERVICES (069)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	4	1	1	0	0	0	0	8
002	110	49	19	12	0	0	70	131	28	4	1	0	0	424
003	138	128	36	33	0	0	96	247	68	21	0	0	0	767
004	141	64	16	29	2	0	41	69	10	19	1	0	0	392
005	9	2	1	1	0	0	7	18	5	3	0	0	2	48
006	0	0	0	0	0	0	1	0	0	0	0	0	0	1
007	286	1242	358	151	2	0	441	3433	1107	173	14	0	2	7209
008	16	6	5	1	0	0	36	8	5	2	0	0	0	79
009	2	1	0	0	0	0	2	1	0	0	0	0	0	6
010	74	278	74	30	0	0	32	452	113	11	2	0	0	1066
012	49	173	52	21	0	0	69	872	154	29	8	0	1	1428
013	75	260	77	11	2	0	116	1229	335	34	7	1	1	2148
018	1	21	8	0	0	0	1	6	3	0	0	0	0	40
019	0	0	0	0	0	0	0	1	0	0	0	0	0	1
021	0	2	4	0	0	0	0	1	2	0	0	0	0	9
022	8	58	18	0	1	0	2	18	8	0	0	0	0	113
024	1	0	0	0	0	0	0	0	0	0	0	0	0	1
025	53	22	9	1	0	0	0	0	0	0	0	0	0	85
026	0	4	0	0	0	0	0	1	0	0	0	0	0	5
027	0	7	3	0	1	0	0	0	0	0	0	0	0	11
028	3	6	2	0	0	0	0	0	0	0	0	0	0	11
031	4	16	13	2	1	0	9	32	20	2	0	0	0	99
TOTAL	**972**	**2339**	**695**	**292**	**9**	**0**	**927**	**6520**	**1859**	**298**	**33**	**1**	**6**	**13951**
%TAGE	**7%**	**17%**	**5%**	**2%**	**<1%**	**0%**	**7%**	**47%**	**13%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF HOMELESS SERVICES (071)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	1	0	0	0	0	1	1	0	0	0	0	0	5
002	29	28	6	1	1	0	21	37	8	1	0	0	0	132
003	27	41	9	7	0	0	35	66	14	6	1	0	0	206
004	13	2	5	5	0	0	1	3	0	1	0	0	0	30
007	16	93	18	13	0	0	18	113	23	2	0	0	0	296
008	1	2	0	0	0	0	7	6	2	1	0	0	0	19
010	13	80	26	6	0	0	0	65	22	5	0	1	0	218
012	4	18	7	1	0	0	12	66	19	1	1	0	0	129
013	2	28	5	0	0	0	2	46	11	1	2	0	0	97
018	37	118	60	1	1	0	0	66	24	2	2	0	0	311
019	0	1	0	0	0	0	0	0	0	0	0	0	0	1
021	1	0	0	0	0	0	0	1	0	0	0	0	0	2
022	1	44	4	2	1	0	0	28	5	1	0	0	0	86
023	0	0	0	0	0	0	0	2	0	0	0	0	0	2
025	92	23	10	10	0	0	0	1	0	0	0	0	0	136
027	11	47	6	1	0	0	0	8	2	0	0	0	0	75
028	7	6	1	0	0	0	0	0	0	0	0	0	0	14
030	0	0	0	0	0	0	0	1	0	0	0	0	0	1
031	4	147	46	3	2	0	6	133	20	2	1	0	1	365
TOTAL	**260**	**679**	**203**	**50**	**5**	**0**	**103**	**643**	**150**	**23**	**7**	**1**	**1**	**2125**
%TAGE	**12%**	**32%**	**10%**	**2%**	**<1%**	**0%**	**5%**	**30%**	**7%**	**1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF CORRECTION (072)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	1	0	0	0	0	0	0	2
002	76	51	21	4	0	0	10	23	3	1	0	0	1	190
003	33	33	6	6	0	0	22	75	18	4	1	0	0	198
004	35	17	6	10	0	0	2	7	0	0	0	0	0	77
005	7	1	1	2	0	0	3	13	0	3	0	0	0	30
006	3	0	0	0	0	0	0	0	0	0	0	0	0	3
007	18	35	3	2	0	0	2	23	0	1	0	0	0	84
008	6	1	1	0	0	0	4	2	2	0	0	0	0	16
009	1	0	0	0	0	0	0	0	0	0	0	0	0	1
010	8	13	4	6	0	0	1	12	3	1	0	0	0	48
012	4	4	1	5	0	0	3	56	10	4	0	0	0	87
013	7	19	6	5	0	0	7	54	22	4	0	0	1	125
015	219	260	106	5	0	0	14	249	26	1	0	0	0	880
018	1140	2459	1092	63	17	10	118	2874	424	12	42	8	8	8267
020	7	88	16	0	0	0	2	64	10	3	1	0	1	192
021	1	13	5	0	0	0	0	6	1	0	0	0	0	26
022	7	7	5	0	0	0	0	3	0	0	0	0	0	22
023	0	9	1	0	0	0	0	3	0	0	0	0	0	13
025	183	53	26	8	1	0	0	1	0	0	0	0	1	273
026	15	9	5	1	0	0	0	0	0	0	0	0	0	30
027	6	22	7	1	0	0	0	1	1	0	0	0	0	38
028	40	16	9	1	0	0	0	0	0	0	0	0	0	66
030	0	0	0	1	0	0	0	0	0	0	0	0	0	1
031	2	1	1	2	0	0	0	7	4	0	0	0	0	17
TOTAL	**1819**	**3111**	**1322**	**122**	**18**	**10**	**189**	**3473**	**524**	**34**	**44**	**8**	**12**	**10686**
%TAGE	**17%**	**29%**	**12%**	**1%**	**<1%**	**<1%**	**2%**	**33%**	**5%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT FOR THE AGING (125)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	0	1	0	0	0	1	0	0	0	0	0	0	2
002	5	4	2	0	0	0	14	3	2	3	0	0	0	33
003	17	10	7	9	0	0	31	25	14	13	0	0	0	126
004	6	1	1	3	0	0	3	2	0	4	0	0	0	20
005	0	0	0	0	0	0	2	14	1	3	0	1	0	21
006	2	0	0	0	0	0	0	1	0	0	0	0	0	3
007	0	0	0	0	0	0	3	0	2	0	0	0	0	5
008	1	0	0	0	0	0	2	0	0	0	0	0	0	3
009	0	0	0	0	0	0	1	0	0	0	0	0	0	1
010	1	1	1	1	0	0	0	0	0	0	0	0	0	4
012	2	2	0	0	0	0	4	20	4	3	0	0	0	35
013	2	4	1	0	0	0	10	27	11	1	0	0	0	56
022	0	0	0	0	0	0	0	0	1	0	0	0	0	1
031	30	64	41	53	1	1	134	409	190	74	3	4	12	1016
TOTAL	**66**	**86**	**54**	**66**	**1**	**1**	**205**	**501**	**225**	**101**	**3**	**5**	**12**	**1326**
%TAGE	**5%**	**6%**	**4%**	**5%**	**<1%**	**<1%**	**15%**	**38%**	**17%**	**8%**	**<1%**	**<1%**	**1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF CULTURAL AFFAIRS (126)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	0	0	0	0	0	2	0	0	0	0	0	0	2
002	1	0	0	0	0	0	3	1	0	1	0	0	0	6
003	1	1	0	0	0	0	1	2	0	0	0	0	0	5
009	4	0	0	0	0	0	7	2	0	0	0	0	0	13
013	0	0	0	0	0	0	0	1	1	0	0	0	0	2
028	0	1	0	0	0	0	0	0	0	0	0	0	0	1
031	5	2	0	0	0	0	2	2	0	0	0	0	0	11
TOTAL	**11**	**4**	**0**	**0**	**0**	**0**	**15**	**8**	**1**	**1**	**0**	**0**	**0**	**40**
%TAGE	**28%**	**10%**	**0%**	**0%**	**0%**	**0%**	**38%**	**20%**	**3%**	**3%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

FINANCIAL INFORMATION SERVICES (127)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	0	0	0	0	0	0	0	1
002	20	0	0	5	0	0	12	0	0	0	0	0	0	37
003	4	1	1	1	0	0	8	9	2	2	0	1	0	29
004	42	23	9	12	0	0	8	10	2	6	0	0	0	112
010	2	0	1	0	0	0	1	0	0	0	0	0	0	4
012	1	0	3	0	0	0	2	4	2	0	0	0	0	12
013	4	3	2	0	0	0	3	14	0	0	0	0	0	26
022	0	0	2	0	0	0	0	0	0	0	0	0	0	2
025	1	0	0	0	0	0	0	0	0	0	0	0	0	1
027	2	2	0	0	0	0	0	0	0	0	0	0	0	4
031	1	1	0	0	0	0	0	1	1	0	0	0	0	4
TOTAL	**78**	**30**	**18**	**18**	**0**	**0**	**34**	**38**	**7**	**8**	**0**	**1**	**0**	**232**
%TAGE	**34%**	**13%**	**8%**	**8%**	**0%**	**0%**	**15%**	**16%**	**3%**	**3%**	**0%**	**<1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF JUVENILE JUSTICE (130)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	0	4	0	0	0	0	0	0	0	0	0	0	4
002	6	9	1	0	0	0	2	6	4	0	0	0	0	28
003	3	8	1	0	0	0	1	7	1	0	0	0	0	21
004	2	0	0	0	0	0	3	1	0	0	0	0	0	6
007	5	214	27	3	0	0	2	139	21	1	1	0	1	414
008	0	0	0	0	0	0	0	1	0	0	0	0	0	1
012	0	0	0	0	0	0	0	3	2	0	0	0	0	5
013	0	1	0	1	0	0	1	11	4	0	0	0	0	18
018	0	29	12	0	0	1	1	12	2	0	0	0	0	57
020	0	9	1	0	0	0	0	4	0	0	0	0	0	14
021	0	17	7	0	0	0	1	4	6	0	0	0	0	35
022	1	3	3	0	0	0	0	0	0	0	0	0	0	7
025	5	4	5	0	0	0	0	0	0	0	0	0	0	14
028	0	1	1	0	0	0	0	0	0	0	0	0	0	2
030	0	0	0	0	0	0	0	1	0	0	0	0	0	1
031	0	23	8	1	0	0	4	35	15	2	0	0	0	88
TOTAL	**22**	**318**	**70**	**5**	**0**	**1**	**15**	**224**	**55**	**3**	**1**	**0**	**1**	**715**
%TAGE	**3%**	**44%**	**10%**	**1%**	**0%**	**<1%**	**2%**	**31%**	**8%**	**<1%**	**<1%**	**0%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

OFFICE OF PAYROLL ADMINISTRATION (131)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	0	0	0	0	0	0	0	2
002	1	1	1	1	0	0	5	1	1	2	0	0	0	13
003	5	3	0	2	0	0	0	3	1	0	0	1	0	15
004	1	3	0	0	0	0	1	1	0	1	0	0	0	7
010	2	0	0	1	0	0	0	0	0	0	0	0	0	3
012	2	2	0	3	0	0	1	13	4	0	0	0	0	25
013	3	2	0	2	0	0	2	17	9	4	0	0	0	39
022	0	1	0	0	0	0	0	0	0	0	0	0	0	1
031	0	4	0	2	0	0	0	1	1	0	0	0	0	8
TOTAL	**16**	**16**	**1**	**11**	**0**	**0**	**9**	**36**	**16**	**7**	**0**	**1**	**0**	**113**
%TAGE	**14%**	**14%**	**1%**	**10%**	**0%**	**0%**	**8%**	**32%**	**14%**	**6%**	**0%**	**1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

EQUAL EMPLOYMENT PRACTICES COMMISSION (133)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	1	0	0	0	0	0	0	0	0	0	0	0	1
002	1	0	0	0	0	0	0	0	0	0	0	0	0	1
006	0	1	1	0	0	0	0	3	0	0	0	0	0	5
008	0	0	0	0	0	0	1	0	0	0	0	0	0	1
013	0	0	0	0	0	0	0	1	0	0	0	0	0	1
031	0	0	0	0	0	0	0	0	1	0	0	0	0	1
TOTAL	**1**	**2**	**1**	**0**	**0**	**0**	**1**	**4**	**1**	**0**	**0**	**0**	**0**	**10**
%TAGE	**10%**	**20%**	**10%**	**0%**	**0%**	**0%**	**10%**	**40%**	**10%**	**0%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

CITY CIVIL SERVICE COMMISSION (134)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	3	1	0	0	0	0	1	0	0	0	0	0	0	5
002	0	0	0	0	0	0	0	1	0	0	0	0	0	1
012	0	0	1	0	0	0	1	0	0	0	0	0	0	2
013	0	0	1	0	0	0	0	0	0	0	0	0	0	1
TOTAL	**3**	**1**	**2**	**0**	**0**	**0**	**2**	**1**	**0**	**0**	**0**	**0**	**0**	**9**
%TAGE	**33%**	**11%**	**22%**	**0%**	**0%**	**0%**	**22%**	**11%**	**0%**	**0%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

LANDMARKS PRESERVATION COMMISSION (136)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	1	0	0	0	0	0	0	3
002	2	0	0	0	0	0	3	0	0	0	0	0	0	5
003	0	1	0	0	0	0	1	0	0	0	0	0	0	2
004	1	0	0	0	0	0	0	0	0	0	0	0	0	1
006	11	0	1	0	0	0	11	0	1	0	0	0	0	24
008	0	0	0	0	0	0	0	0	0	1	0	0	0	1
009	1	0	0	0	0	0	0	0	0	0	0	0	0	1
012	0	0	1	0	0	0	0	0	0	0	0	0	0	1
013	0	0	0	0	0	0	1	3	1	0	0	0	0	5
031	0	0	0	0	0	0	3	2	1	0	0	0	0	6
TOTAL	**17**	**1**	**2**	**0**	**0**	**0**	**20**	**5**	**3**	**1**	**0**	**0**	**0**	**49**
%TAGE	**35%**	**2%**	**4%**	**0%**	**0%**	**0%**	**41%**	**10%**	**6%**	**2%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

TAXI & LIMOUSINE COMMISSION (156)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	0	0	0	0	0	0	0	2
002	13	2	0	0	0	0	4	3	4	0	0	0	0	26
003	4	4	0	1	0	0	2	0	0	1	0	0	0	12
004	1	5	0	0	0	0	1	1	0	0	0	0	0	8
008	29	2	0	1	0	0	19	6	2	0	0	0	1	60
009	0	0	0	0	0	0	1	0	0	0	0	0	0	1
010	6	2	0	0	0	1	0	1	0	0	0	0	0	10
012	3	0	0	0	0	0	4	4	0	1	0	0	0	12
013	8	12	7	6	0	0	10	51	26	7	2	0	0	129
018	48	51	51	6	0	0	6	18	11	0	1	0	0	192
025	0	0	0	0	0	0	0	0	0	0	0	0	1	1
031	6	1	0	0	0	0	4	2	1	0	0	0	0	14
TOTAL	**120**	**79**	**58**	**14**	**0**	**1**	**51**	**86**	**44**	**9**	**3**	**0**	**2**	**467**
%TAGE	**26%**	**17%**	**12%**	**3%**	**0%**	**<1%**	**11%**	**18%**	**9%**	**2%**	**1%**	**0%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

OFFICE OF LABOR RELATIONS (214)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	2	0	0	0	0	0	0	3
002	6	0	1	1	0	0	15	2	0	0	0	0	0	25
003	4	0	0	5	0	0	5	3	0	2	0	0	0	19
004	2	0	0	0	0	0	0	0	0	0	0	0	0	2
008	1	0	0	0	0	0	3	2	0	0	0	0	0	6
010	0	0	0	0	0	0	1	1	0	0	0	0	0	2
012	0	0	0	0	0	0	7	3	2	1	0	0	0	13
013	0	3	3	0	0	0	6	19	5	1	0	0	0	37
031	0	3	0	0	0	0	3	1	0	1	0	0	0	8
TOTAL	**14**	**6**	**4**	**6**	**0**	**0**	**42**	**31**	**7**	**5**	**0**	**0**	**0**	**115**
%TAGE	**12%**	**5%**	**3%**	**5%**	**0%**	**0%**	**37%**	**27%**	**6%**	**4%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

COMMISSION ON HUMAN RIGHTS (226)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	1	0	0	0	0	1	0	4
002	1	0	0	0	0	0	2	1	0	0	0	0	0	4
003	0	0	0	0	0	0	1	0	0	0	0	0	0	1
004	1	0	0	0	0	0	0	0	0	0	0	0	0	1
007	10	12	8	1	0	0	5	11	5	1	0	0	0	53
008	4	2	0	1	0	0	4	1	1	1	0	0	0	14
010	0	0	0	0	0	0	0	0	1	0	0	0	0	1
012	0	0	0	0	0	0	1	5	1	1	0	0	0	8
013	0	0	0	0	0	0	1	7	2	0	0	0	0	10
031	1	2	0	0	0	0	1	1	3	0	0	0	0	8
TOTAL	**19**	**16**	**8**	**2**	**0**	**0**	**16**	**26**	**13**	**3**	**0**	**1**	**0**	**104**
%TAGE	**18%**	**15%**	**8%**	**2%**	**0%**	**0%**	**15%**	**25%**	**13%**	**3%**	**0%**	**1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF YOUTH & COMMUNITY DEVELOPMENT (261)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	0	0	0	0	0	1	2	0	0	0	0	0	3
002	12	5	5	3	0	1	10	9	5	2	0	1	0	53
003	14	23	14	4	0	0	9	27	19	2	0	0	0	112
004	5	0	1	3	0	0	5	0	0	1	0	0	0	15
007	5	41	14	4	0	0	1	105	25	1	1	0	0	197
008	0	1	0	0	0	0	0	0	1	0	0	0	0	2
010	1	0	0	0	0	0	0	0	0	0	0	0	0	1
012	0	3	1	0	0	0	7	28	12	1	0	1	0	53
013	2	3	1	2	0	0	2	25	6	2	0	0	0	43
027	1	1	0	1	0	0	0	0	0	0	0	0	0	3
030	0	0	0	0	0	0	0	3	2	0	0	0	0	5
031	7	18	8	6	0	0	5	30	20	1	1	0	0	96
TOTAL	**47**	**95**	**44**	**23**	**0**	**1**	**40**	**229**	**90**	**10**	**2**	**2**	**0**	**583**
%TAGE	**8%**	**16%**	**8%**	**4%**	**0%**	**<1%**	**7%**	**39%**	**15%**	**2%**	**<1%**	**<1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

CONFLICT OF INTEREST BOARD (312)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	0	0	0	0	0	0	0	1
002	3	0	0	0	0	0	2	1	0	0	0	0	0	6
003	0	0	0	0	0	0	2	0	0	1	0	0	0	3
008	0	0	0	0	0	0	3	1	0	0	0	0	0	4
012	1	0	0	0	0	0	0	0	2	0	0	0	0	3
013	0	0	0	0	0	0	0	1	0	0	1	0	0	2
TOTAL	**5**	**0**	**0**	**0**	**0**	**0**	**7**	**3**	**2**	**1**	**1**	**0**	**0**	**19**
%TAGE	**26%**	**0%**	**0%**	**0%**	**0%**	**0%**	**37%**	**16%**	**11%**	**5%**	**5%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF PROBATION (781)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
002	21	6	2	0	0	0	17	13	7	0	0	0	0	66
003	11	3	1	0	0	0	6	11	3	1	0	0	0	36
004	1	2	2	1	0	0	4	1	3	0	0	0	0	14
007	86	170	36	11	1	4	64	412	60	3	3	4	0	854
008	3	0	0	1	0	0	4	2	0	0	0	0	0	10
009	1	1	0	0	0	0	0	0	3	0	0	0	0	5
010	1	0	0	1	0	0	0	0	1	0	0	0	0	3
012	0	2	2	1	0	0	4	29	7	0	0	0	0	45
013	5	9	1	4	0	0	26	176	34	10	1	3	0	269
022	1	0	2	0	0	0	0	0	0	0	0	0	0	3
028	1	9	1	0	0	0	0	6	0	0	0	0	0	17
031	2	14	5	0	0	0	0	17	8	2	0	0	0	48
TOTAL	**133**	**216**	**52**	**19**	**1**	**4**	**125**	**667**	**126**	**16**	**4**	**7**	**0**	**1370**
%TAGE	**10%**	**16%**	**4%**	**1%**	**<1%**	**<1%**	**9%**	**49%**	**9%**	**1%**	**<1%**	**1%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF SMALL BUSINESS SERVICES (801)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	0	0	0	0	0	1	0	0	1	0	0	0	6
002	8	4	2	3	0	0	11	7	1	3	0	0	1	40
003	9	25	5	4	0	0	12	23	9	2	1	0	0	90
004	3	1	1	0	0	0	0	1	0	0	0	0	0	6
008	1	1	1	0	0	0	0	0	1	0	0	0	0	4
009	2	0	0	0	0	0	0	0	0	0	0	0	0	2
012	2	1	2	0	0	0	3	24	3	1	0	0	0	36
013	2	2	1	0	0	0	2	12	2	2	0	0	0	23
031	5	3	3	2	0	0	1	5	2	1	0	0	0	22
TOTAL	**36**	**37**	**15**	**9**	**0**	**0**	**30**	**72**	**18**	**10**	**1**	**0**	**1**	**229**
%TAGE	**16%**	**16%**	**7%**	**4%**	**0%**	**0%**	**13%**	**31%**	**8%**	**4%**	**<1%**	**0%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF HOUSING PRESERVATION & DEVELOPMENT (806)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	0	0	0	0	0	1	1	0	0	0	0	0	6
002	143	85	32	25	2	0	41	20	4	1	0	0	1	354
003	159	248	89	36	1	1	50	130	32	14	0	1	0	761
004	18	10	5	9	0	1	5	11	1	4	0	0	0	64
006	40	25	10	7	0	0	27	37	9	3	0	0	0	158
007	0	0	0	0	0	0	0	1	0	1	0	0	0	2
008	18	6	3	3	0	0	10	6	1	2	0	0	0	49
009	1	1	1	0	0	0	0	0	0	0	0	0	0	3
010	2	3	0	2	0	0	0	8	1	0	0	0	0	16
012	8	13	8	3	0	0	19	147	28	11	0	0	0	237
013	14	24	9	2	0	0	21	229	58	12	1	0	1	371
025	28	35	23	7	0	1	1	0	0	0	0	0	0	95
027	1	0	0	1	0	0	0	1	0	0	0	0	0	3
028	0	4	4	0	0	0	2	13	9	0	0	0	0	32
031	12	32	17	0	0	0	12	107	56	10	1	0	0	247
TOTAL	**448**	**486**	**201**	**95**	**3**	**3**	**189**	**711**	**199**	**58**	**2**	**1**	**2**	**2398**
%TAGE	**19%**	**20%**	**8%**	**4%**	**<1%**	**<1%**	**8%**	**30%**	**8%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF BUILDINGS (810)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	2	0	0	0	0	0	0	3
002	33	6	3	8	0	1	13	2	1	2	0	0	0	69
003	182	64	27	35	1	1	20	23	15	3	0	0	0	371
004	14	8	4	8	0	0	6	0	3	3	0	0	0	46
006	1	0	1	1	0	0	0	0	0	0	0	0	0	3
008	4	3	0	2	0	0	2	6	3	1	0	0	0	21
012	4	10	3	3	0	0	20	65	9	3	0	0	0	117
013	7	4	1	4	0	0	10	43	12	2	0	0	0	83
028	0	1	1	0	0	0	0	0	0	0	0	0	0	2
031	11	26	7	5	0	0	12	85	27	9	2	0	0	184
TOTAL	**257**	**122**	**47**	**66**	**1**	**2**	**85**	**224**	**70**	**23**	**2**	**0**	**0**	**899**
%TAGE	**29%**	**14%**	**5%**	**7%**	**<1%**	**<1%**	**9%**	**25%**	**8%**	**3%**	**<1%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF HEALTH & MENTAL HYGIENE (816)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	7	0	1	0	0	0	0	1	1	0	0	0	0	10
002	80	19	7	7	1	0	72	49	6	9	0	0	1	251
003	92	162	40	35	0	0	125	467	127	57	1	1	2	1109
004	111	41	31	65	0	1	158	74	28	69	1	2	0	581
005	77	35	7	28	0	0	310	384	61	102	2	1	9	1016
006	6	3	4	0	0	0	14	17	3	0	0	0	0	47
007	1	6	0	0	0	0	5	23	2	0	1	0	0	38
008	11	1	2	1	0	0	25	2	0	0	0	0	0	42
009	3	0	0	0	0	0	6	1	0	1	0	0	0	11
010	48	139	29	36	0	0	38	98	36	22	0	0	2	448
012	6	14	8	5	0	0	27	175	46	9	0	0	0	290
013	26	79	37	15	0	0	60	371	134	17	4	2	3	748
015	1	0	0	0	0	0	0	0	0	0	0	0	0	1
018	3	20	17	2	0	0	0	12	6	0	0	0	0	60
019	3	8	6	2	0	0	1	11	1	0	1	0	0	33
021	1	19	3	3	0	0	57	163	42	7	0	1	12	308
022	14	100	62	2	0	0	4	34	12	0	0	0	0	228
025	18	5	6	1	0	0	0	0	0	0	0	0	0	30
026	3	0	3	2	0	0	0	0	0	0	0	0	0	8
027	15	43	22	3	0	0	1	6	0	0	0	0	3	93
028	5	15	2	2	0	0	0	3	2	0	0	0	0	29
030	8	10	6	2	0	0	11	66	10	4	0	0	0	117
031	36	90	34	17	0	0	48	156	73	34	6	0	14	508
TOTAL	**575**	**809**	**327**	**228**	**1**	**1**	**962**	**2113**	**590**	**331**	**16**	**7**	**46**	**6006**
%TAGE	**10%**	**13%**	**5%**	**4%**	**<1%**	**<1%**	**16%**	**35%**	**10%**	**6%**	**<1%**	**<1%**	**1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF ENVIRONMENTAL PROTECTION (826)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	7	0	1	0	0	0	1	0	0	0	0	0	0	9
002	178	12	10	25	0	0	27	10	1	1	0	0	0	264
003	274	95	38	59	1	0	79	54	19	14	0	0	1	634
004	409	100	47	219	3	5	124	31	18	64	0	0	0	1020
005	0	0	0	0	0	0	1	0	0	0	0	0	0	1
006	18	5	1	4	0	0	9	1	0	0	0	0	0	38
008	91	6	0	3	0	1	105	15	4	7	0	0	0	232
009	2	0	0	0	0	0	0	0	0	0	0	0	0	2
010	69	38	8	23	0	1	17	6	3	4	0	0	0	169
012	29	19	2	8	0	0	88	130	32	7	2	1	0	318
013	27	27	19	18	1	0	69	149	56	25	3	0	1	395
018	101	15	17	0	0	0	10	2	2	0	0	0	0	147
022	1	4	3	0	0	0	0	1	0	0	0	0	0	9
023	0	1	0	0	0	0	0	0	0	0	0	0	0	1
025	1380	204	147	127	7	0	12	4	1	0	0	0	2	1884
027	5	4	1	0	0	0	0	1	0	0	0	0	0	11
028	279	128	84	9	0	0	2	23	6	5	0	0	0	536
031	29	49	27	20	1	0	58	123	84	48	1	0	0	440
TOTAL	**2899**	**707**	**405**	**515**	**13**	**7**	**602**	**550**	**226**	**175**	**6**	**1**	**4**	**6110**
%TAGE	**47%**	**12%**	**7%**	**8%**	**<1%**	**<1%**	**10%**	**9%**	**4%**	**3%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF SANITATION (827)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	3	0	0	0	0	0	0	0	0	0	0	0	0	3
002	235	23	10	11	0	1	10	8	2	2	0	0	0	302
003	50	49	28	19	0	0	27	52	23	4	0	0	0	252
004	23	21	5	15	0	0	14	10	4	4	0	0	0	96
005	2	3	0	0	0	0	3	0	1	0	0	0	0	9
006	0	2	0	0	0	0	1	1	0	0	0	0	0	4
007	3	2	0	0	0	0	0	0	0	0	0	0	0	5
008	1	1	0	0	0	0	7	1	0	0	0	0	0	10
009	3	2	1	1	0	0	0	0	0	0	0	0	0	7
010	5	3	0	1	0	0	3	4	0	1	0	0	0	17
012	10	1	1	1	0	0	17	13	5	1	0	0	0	49
013	44	53	14	11	0	0	66	149	45	10	0	0	6	398
019	3	0	1	0	0	0	0	0	0	0	0	0	0	4
022	0	1	0	0	0	0	0	0	0	0	0	0	0	1
023	8	11	4	0	0	0	0	0	1	0	0	0	0	24
025	654	62	40	21	1	2	2	2	1	0	0	0	0	785
026	20	22	1	0	0	0	0	0	0	0	0	0	0	43
027	3	3	1	0	0	0	0	0	0	0	0	0	0	7
028	18	3	9	1	0	0	0	1	0	0	0	0	2	34
029	3880	1595	1039	70	12	8	19	106	31	0	2	1	2	6765
030	0	0	0	0	0	0	1	0	0	0	0	0	0	1
031	10	22	14	2	0	0	10	20	13	4	0	0	0	95
TOTAL	**4975**	**1879**	**1168**	**153**	**13**	**11**	**180**	**367**	**126**	**26**	**2**	**1**	**10**	**8911**
%TAGE	**56%**	**21%**	**13%**	**2%**	**<1%**	**<1%**	**2%**	**4%**	**1%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF FINANCE (836)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	2	0	0	0	0	1	1	0	0	0	0	0	6
002	49	19	1	5	0	0	23	15	4	4	0	0	0	120
003	214	115	24	60	0	0	71	101	17	50	0	0	0	652
004	73	18	11	22	0	0	21	18	5	15	0	0	0	183
006	1	0	0	0	0	0	0	0	0	0	0	0	0	1
008	17	2	1	0	0	0	13	1	1	0	0	0	0	35
009	1	0	0	0	0	0	1	0	0	0	0	0	0	2
010	10	20	2	2	0	0	2	10	4	0	0	0	0	50
012	12	17	16	7	0	0	46	164	20	12	1	0	0	295
013	34	55	18	13	0	0	52	258	52	22	0	0	1	505
015	2	0	0	0	0	0	0	1	0	0	0	0	0	3
018	44	37	27	4	0	0	4	10	4	0	0	0	0	130
022	0	0	2	0	0	0	0	0	0	0	0	0	0	2
025	0	1	0	0	0	0	0	0	0	0	0	0	0	1
026	0	3	0	0	0	0	0	0	0	0	0	0	0	3
027	2	0	0	0	0	0	0	0	0	0	0	0	0	2
031	5	3	1	1	0	0	0	10	2	2	0	0	0	24
TOTAL	**466**	**292**	**103**	**114**	**0**	**0**	**234**	**589**	**109**	**105**	**1**	**0**	**1**	**2014**
%TAGE	**23%**	**14%**	**5%**	**6%**	**0%**	**0%**	**12%**	**29%**	**5%**	**5%**	**<1%**	**0%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF TRANSPORTATION (841)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	1	0	0	0	0	0	2	0	0	0	0	0	0	3
002	79	9	3	28	0	0	23	7	1	2	0	0	1	153
003	175	119	35	30	3	4	71	98	16	7	1	5	0	564
004	197	44	13	144	0	2	45	12	7	13	0	1	0	478
006	21	12	4	5	0	0	19	9	4	1	0	0	0	75
008	4	0	0	0	0	0	3	1	1	0	0	0	0	9
009	1	1	0	0	0	0	1	2	0	0	0	0	0	5
010	10	7	3	4	0	1	4	5	2	1	1	0	0	38
012	15	11	8	3	0	0	23	111	15	3	0	3	0	192
013	28	41	10	6	1	1	38	169	42	6	3	1	0	346
018	5	27	10	6	0	0	1	29	4	2	1	0	0	85
022	1	5	2	0	0	0	0	2	2	0	0	0	0	12
023	0	7	0	0	0	0	4	3	1	0	0	1	0	16
024	3	0	1	0	0	0	0	0	0	0	0	0	0	4
025	1075	360	225	62	5	49	22	31	17	3	2	1	1	1853
026	7	1	0	0	0	2	1	2	0	0	0	0	0	13
027	1	2	0	0	0	0	0	0	0	0	0	0	0	3
028	61	32	21	3	0	1	1	11	3	0	0	0	0	133
029	2	12	1	0	0	1	1	1	0	0	0	0	0	18
031	20	18	12	11	0	0	12	29	12	5	0	0	0	119
TOTAL	**1706**	**708**	**348**	**302**	**9**	**61**	**271**	**522**	**127**	**43**	**8**	**12**	**2**	**4119**
%TAGE	**41%**	**17%**	**8%**	**7%**	**<1%**	**1%**	**7%**	**13%**	**3%**	**1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF PARKS & RECREATION (846)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	1	0	0	0	0	2	0	0	0	0	0	0	7
002	99	36	13	11	0	0	40	4	3	2	1	0	0	209
003	31	8	1	4	0	0	20	4	1	3	0	0	0	72
004	70	6	3	12	0	0	19	10	3	5	0	0	0	128
006	2	1	0	0	0	0	4	0	0	1	0	0	0	8
007	31	61	17	3	0	4	35	48	12	3	0	4	0	218
008	1	1	0	0	0	0	2	3	1	0	0	0	0	8
009	0	0	0	0	0	0	3	0	0	0	0	0	0	3
010	15	7	3	2	0	0	7	3	0	6	0	0	0	43
012	24	11	7	4	0	0	48	31	10	5	0	0	0	140
013	48	42	13	8	0	0	77	105	58	11	0	0	0	362
018	37	55	41	4	0	0	34	37	21	2	1	0	1	233
019	21	13	27	1	0	7	4	0	2	0	0	1	0	76
023	12	50	24	4	1	3	16	63	21	2	1	1	1	199
024	516	446	311	33	0	2	72	116	45	7	2	1	1	1552
025	188	26	24	7	1	0	0	1	0	0	0	0	0	247
026	5	0	1	0	0	0	0	0	0	0	0	0	0	6
028	47	489	147	15	3	6	66	2023	611	14	15	7	14	3457
031	34	15	9	1	0	1	38	20	12	4	0	1	0	135
TOTAL	**1185**	**1268**	**641**	**109**	**5**	**23**	**487**	**2468**	**800**	**65**	**20**	**15**	**17**	**7103**
%TAGE	**17%**	**18%**	**9%**	**2%**	**<1%**	**<1%**	**7%**	**35%**	**11%**	**1%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF DESIGN & CONSTRUCTION (850)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	0	1	0	0	0	0	0	0	0	0	0	0	5
002	130	25	20	73	1	0	24	9	6	2	0	0	0	290
003	74	44	12	59	0	1	22	37	14	18	1	1	0	283
004	101	67	12	90	0	1	46	11	3	11	0	0	0	342
006	4	1	0	0	0	0	0	0	1	1	0	0	0	7
008	2	0	0	0	0	0	1	0	0	0	0	0	0	3
009	0	0	1	0	0	0	0	0	0	1	0	0	0	2
010	13	17	3	11	0	0	6	4	2	2	0	0	1	59
012	4	3	0	1	0	0	10	30	11	2	0	0	0	61
013	6	5	6	1	0	0	10	39	10	4	2	0	0	83
025	5	1	0	9	0	0	2	1	0	0	0	0	0	18
027	1	2	2	0	0	0	0	0	0	0	0	0	0	5
031	1	5	0	3	0	0	1	3	4	0	0	0	0	17
TOTAL	**345**	**170**	**57**	**247**	**1**	**2**	**122**	**134**	**51**	**41**	**3**	**1**	**1**	**1175**
%TAGE	**29%**	**14%**	**5%**	**21%**	**<1%**	**<1%**	**10%**	**11%**	**4%**	**3%**	**<1%**	**<1%**	**<1%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF INFORMATION TECHNOLOGIES & TELECOMMUNICATIONS (858)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	4	0	0	0	0	0	0	0	0	0	0	0	0	4
002	53	4	4	2	0	1	17	3	3	1	0	0	0	88
003	15	7	5	0	0	0	17	11	3	1	0	0	0	59
004	78	28	11	11	1	0	15	10	1	6	0	0	0	161
008	0	0	0	0	0	0	1	0	0	0	0	0	0	1
009	3	1	1	0	0	1	1	0	0	1	0	0	0	8
010	11	15	6	2	0	0	0	5	2	3	0	0	0	44
012	4	5	3	1	0	0	3	20	9	0	0	0	0	45
013	1	10	4	1	0	0	7	26	14	2	0	0	0	65
025	1	0	0	0	0	0	0	0	0	0	0	0	0	1
028	1	8	5	0	0	0	1	29	19	2	0	0	0	65
031	12	6	2	4	0	0	8	28	8	0	0	0	0	68
TOTAL	**183**	**84**	**41**	**21**	**1**	**2**	**70**	**132**	**59**	**16**	**0**	**0**	**0**	**609**
%TAGE	**30%**	**14%**	**7%**	**3%**	**<1%**	**<1%**	**11%**	**22%**	**10%**	**3%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF RECORDS & INFORMATION SERVICES (860)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	2	0	0	0	0	0	0	0	0	0	0	0	0	2
002	3	0	0	0	0	0	1	0	0	0	0	0	1	5
003	4	0	0	1	0	0	6	2	0	1	0	0	0	14
004	0	0	0	0	0	0	2	2	0	0	0	0	0	4
009	1	0	0	0	0	0	0	0	0	0	0	0	0	1
012	1	0	0	1	0	0	2	0	1	0	0	0	0	5
013	3	4	4	1	0	0	3	2	0	3	1	0	0	21
027	0	1	0	0	0	0	0	0	0	0	0	0	0	1
028	0	0	0	0	0	0	1	0	0	0	0	0	0	1
TOTAL	**14**	**5**	**4**	**3**	**0**	**0**	**15**	**6**	**1**	**4**	**1**	**0**	**1**	**54**
%TAGE	**26%**	**9%**	**7%**	**6%**	**0%**	**0%**	**28%**	**11%**	**2%**	**7%**	**2%**	**0%**	**2%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF CONSUMER AFFAIRS (866)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	0	0	0	0	0	0	2	0	0	0	0	0	0	2
002	2	0	0	1	0	0	5	1	1	0	0	0	0	10
003	41	19	12	0	0	0	7	8	1	1	0	0	0	89
004	2	1	0	0	0	0	1	2	0	0	0	0	0	6
008	5	0	0	1	0	0	5	1	2	0	0	0	0	14
010	2	0	0	0	0	0	0	0	0	0	0	0	0	2
012	0	0	1	0	0	0	2	5	2	0	0	0	0	10
013	1	5	0	3	0	0	10	22	13	3	0	0	0	57
031	3	7	3	3	0	0	6	16	11	4	0	0	0	53
TOTAL	**56**	**32**	**16**	**8**	**0**	**0**	**38**	**55**	**30**	**8**	**0**	**0**	**0**	**243**
%TAGE	**23%**	**13%**	**7%**	**3%**	**0%**	**0%**	**16%**	**23%**	**12%**	**3%**	**0%**	**0%**	**0%**	**100%**

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES (868)

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
001	5	0	0	2	0	0	1	0	0	0	0	0	0	8
002	72	8	4	6	1	0	30	6	1	2	0	0	0	130
003	113	25	17	23	0	1	45	22	12	9	0	0	0	267
004	47	11	11	21	0	0	7	6	3	7	0	0	0	113
006	6	0	0	0	0	0	1	0	0	0	0	0	0	7
008	11	0	2	2	0	0	7	3	1	1	0	0	0	27
010	5	2	1	0	0	0	4	4	4	0	0	0	0	20
012	12	6	3	3	1	0	24	45	22	5	0	0	0	121
013	19	28	12	7	0	0	18	117	39	3	2	0	1	246
018	0	1	1	0	0	0	0	0	0	0	0	0	0	2
019	2	7	0	0	0	0	0	0	1	0	0	0	0	10
022	29	165	73	4	1	0	14	96	89	4	0	0	0	475
025	161	18	18	10	0	3	0	1	0	0	0	0	0	211
026	27	6	11	0	0	0	0	0	0	0	0	0	0	44
027	19	8	6	2	0	0	0	0	0	0	0	0	0	35
028	5	0	3	0	0	0	0	1	0	0	0	0	0	9
031	21	22	9	2	1	0	8	39	6	3	1	0	0	112
TOTAL	**554**	**307**	**171**	**82**	**4**	**4**	**159**	**340**	**178**	**34**	**3**	**0**	**1**	**1837**
%TAGE	**30%**	**17%**	**9%**	**4%**	**<1%**	**<1%**	**9%**	**19%**	**10%**	**2%**	**<1%**	**0%**	**<1%**	**100%**

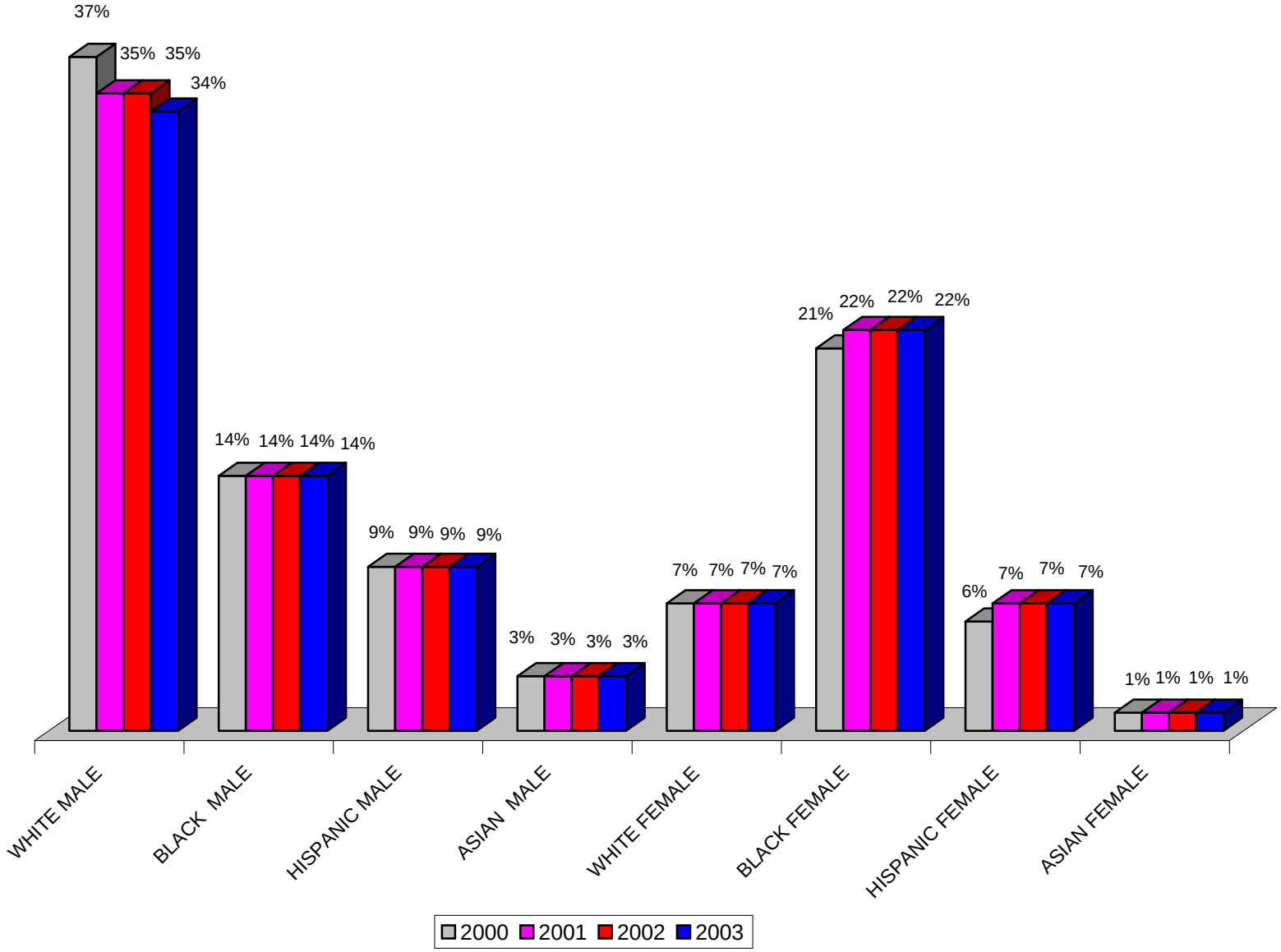
NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORKFORCE COMPOSITION SUMMARY
AS OF DECEMBER 31, 2003

REPORT: PBUTNO31.2003
SOURCE: NYCDCAS

GRAND TOTAL OF CITY AGENCIES

	MALE						FEMALE							
JOB GRP	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	WHITE	BLACK	HSPN	ASIAN	NATIVE AMER	UKWN	OTHR	TOTAL
GRAND TOTAL	50480	21231	13878	4344	296	517	10670	33085	10233	2213	465	514	212	148138
%TAGE	**34%**	**14%**	**9%**	**3%**	**<1%**	**<1%**	**7%**	**22%**	**7%**	**1%**	**<1%**	**<1%**	**<1%**	**100%**

Total City Workforce
2000 - 2003



The following groups represent less than 1% of the City's Total Workforce: Native American (Male/Female); Other (Male/Female); Unknown (Male/Female)

APPENDIX H

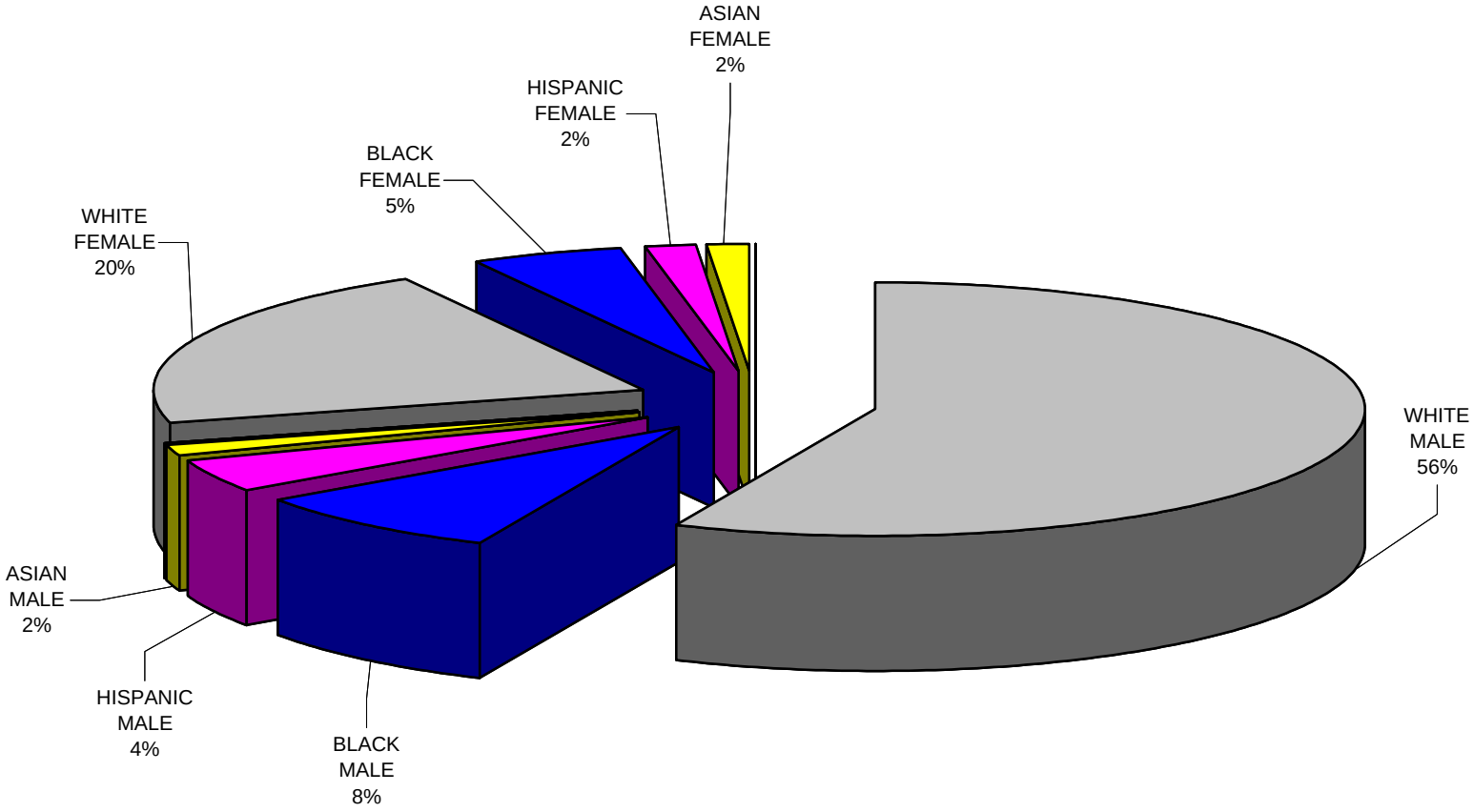
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

ADMINISTRATORS (JOB GROUP 001)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**113**	**17**	**8**	**3**	**0**	**0**	**42**	**10**	**3**	**3**	**0**	**1**	**0**	**200**
PERCENTAGE	**57%**	**9%**	**4%**	**2%**	**0%**	**0%**	**21%**	**5%**	**2%**	**2%**	**0%**	**<1%**	**0%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

ADMINISTRATORS (001)



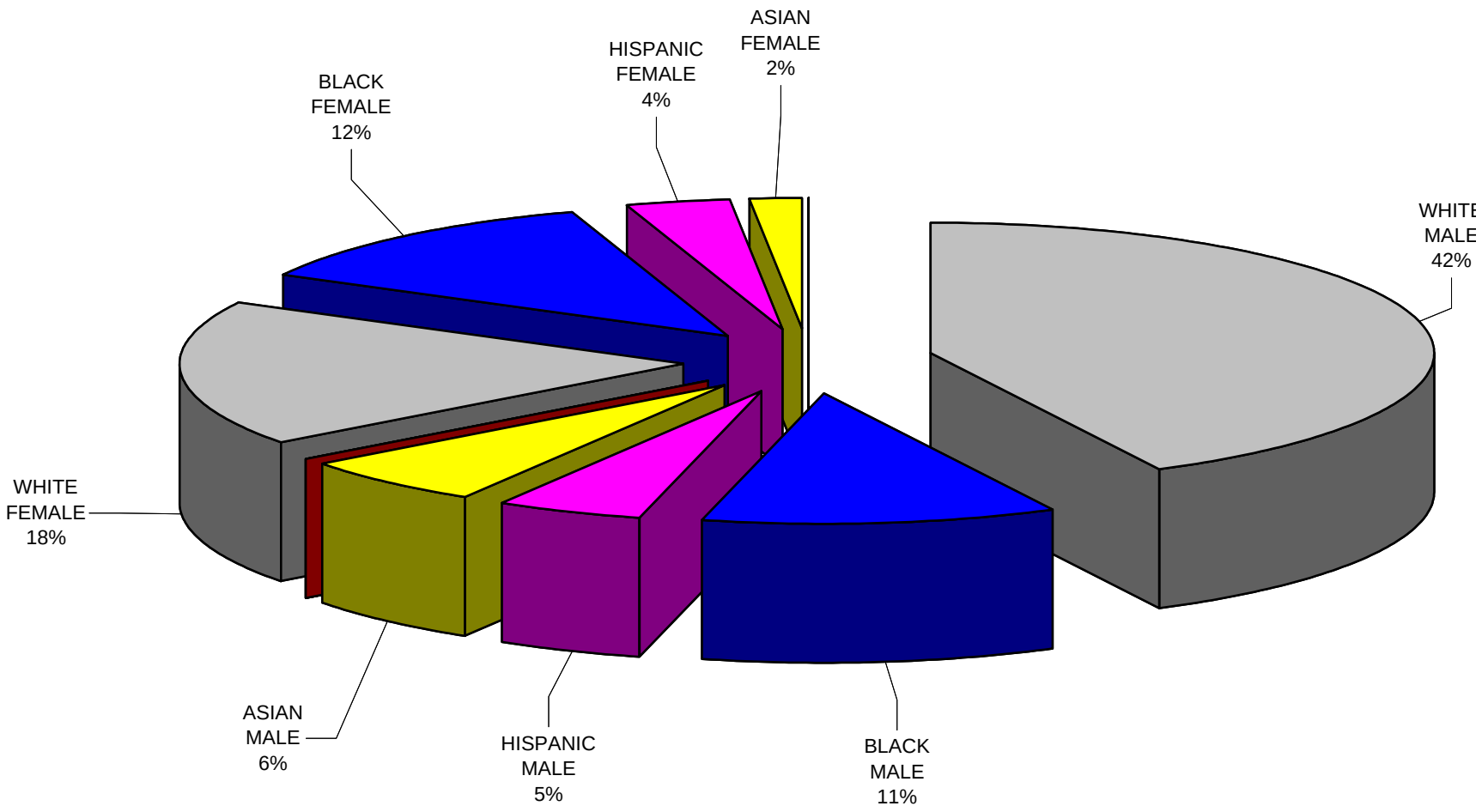
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

MANAGERS (JOB GROUP 002)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**1803**	**485**	**204**	**259**	**7**	**8**	**764**	**510**	**150**	**68**	**2**	**2**	**6**	**4267**
PERCENTAGE	**42%**	**11%**	**5%**	**6%**	**<1%**	**<1%**	**18%**	**12%**	**4%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

MANAGERS (002)



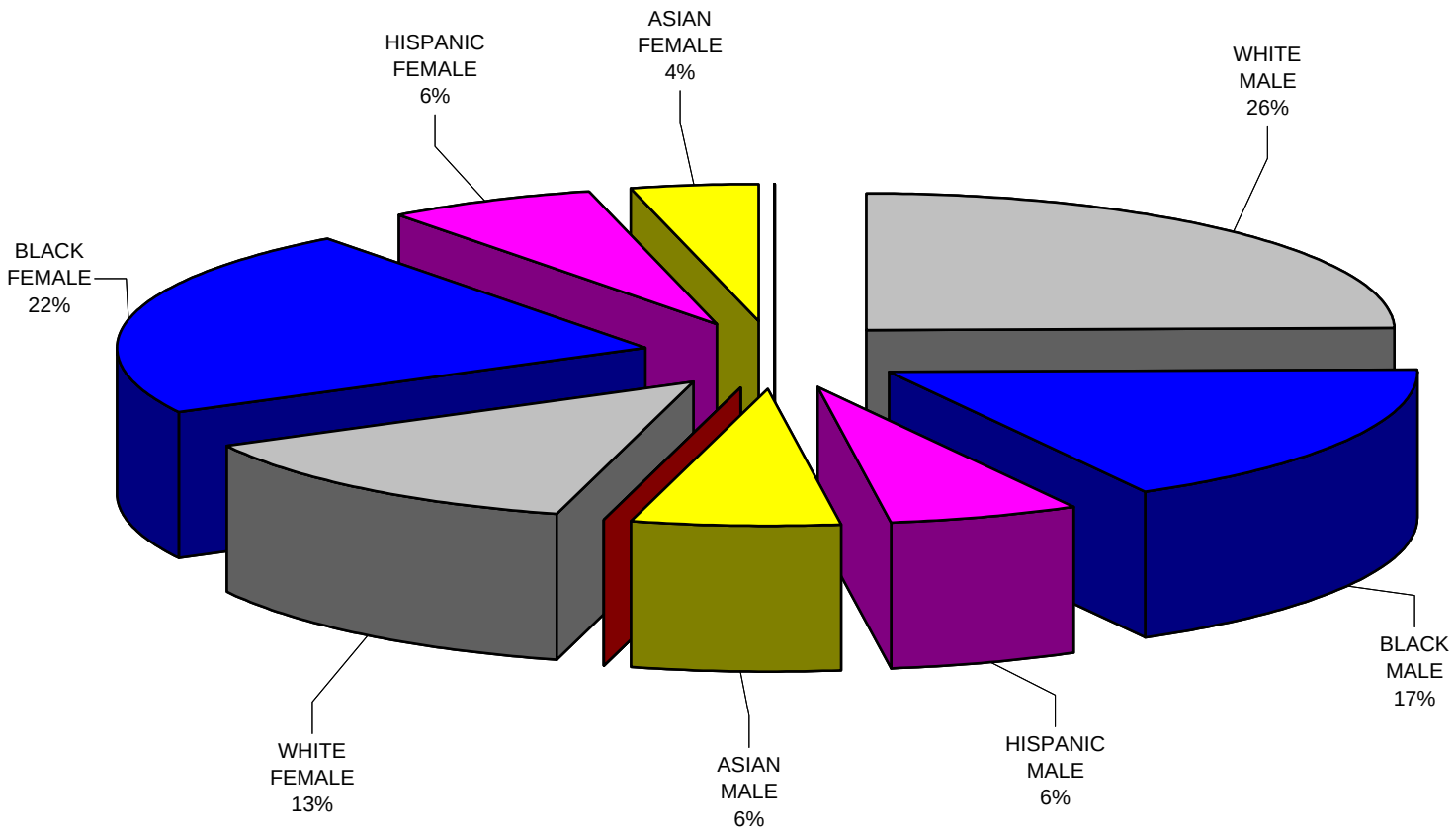
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

MANAGEMENT SPECIALIST (JOB GROUP 003)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**1910**	**1332**	**454**	**493**	**8**	**9**	**1012**	**1725**	**500**	**297**	**7**	**10**	**5**	**7763**
PERCENTAGE	**25%**	**17%**	**6%**	**6%**	**<1%**	**<1%**	**13%**	**22%**	**6%**	**4%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

MANAGEMENT SPECIALIST (003)



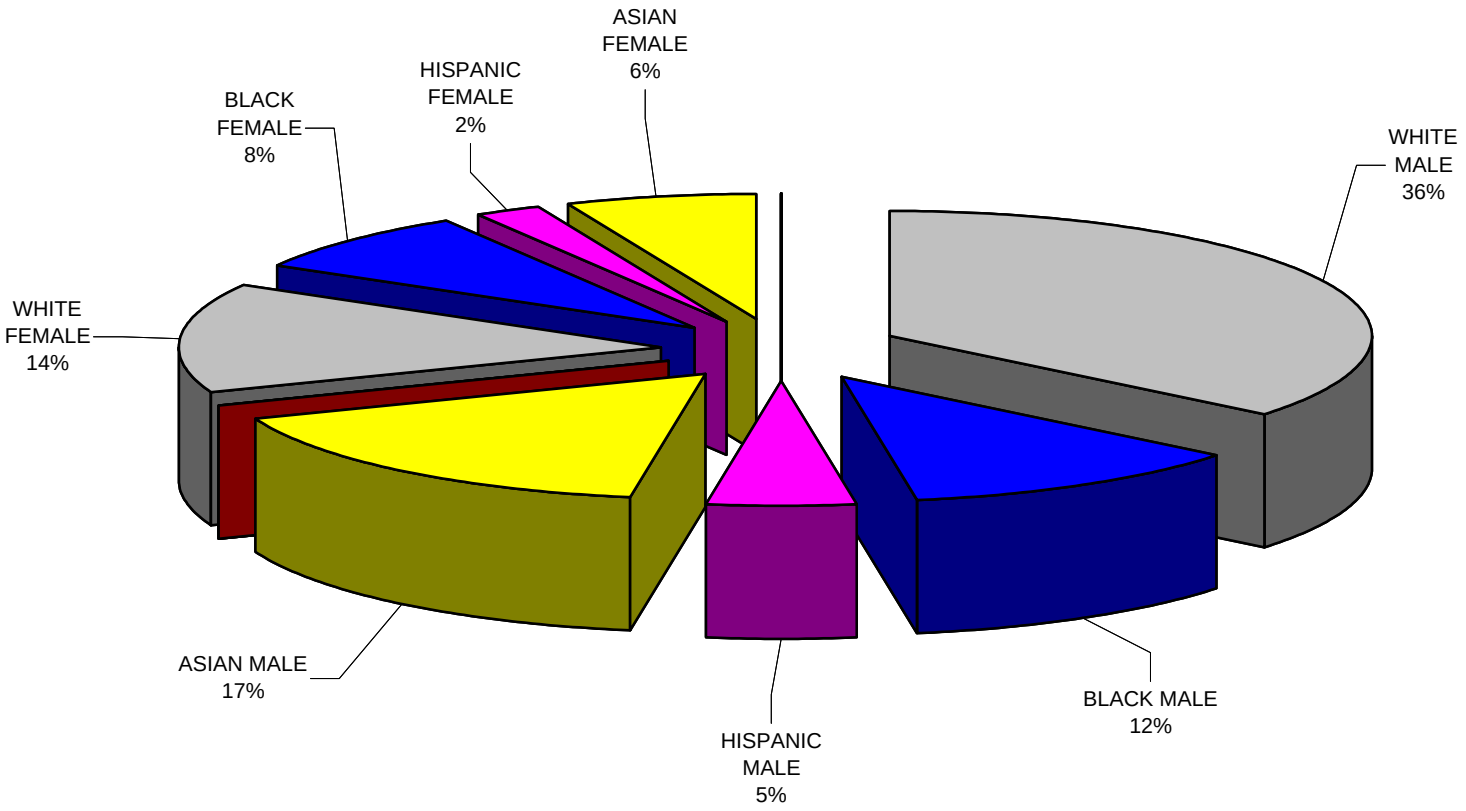
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

SCIENCE PROFESSIONALS (JOB GROUP 004)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**1593**	**526**	**217**	**750**	**6**	**11**	**630**	**358**	**104**	**282**	**3**	**5**	**0**	**4485**
PERCENTAGE	**36%**	**12%**	**5%**	**17%**	**<1%**	**<1%**	**14%**	**8%**	**2%**	**6%**	**<1%**	**<1%**	**0%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

SCIENCE PROFESSIONALS (004)



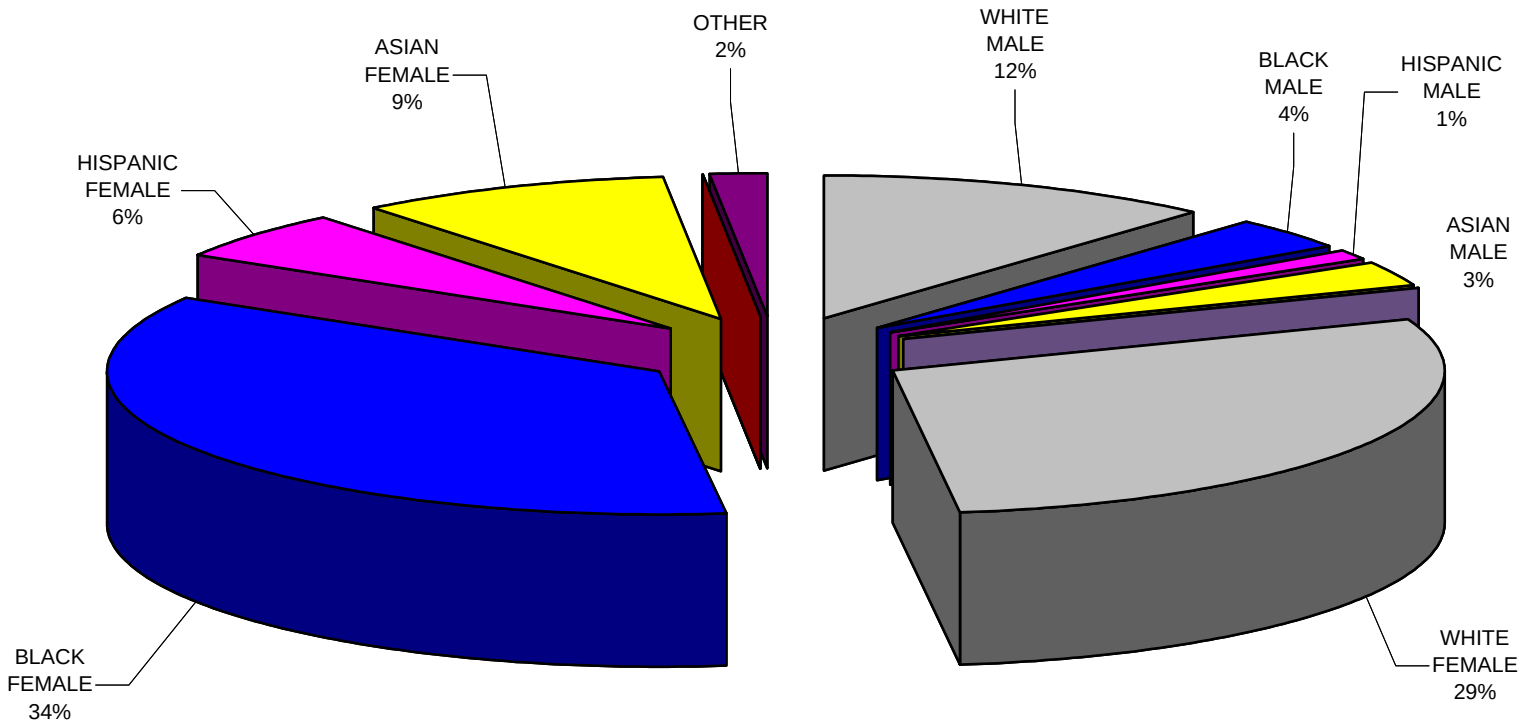
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

HEALTH PROFESSIONALS (JOB GROUP 005)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**145**	**46**	**13**	**35**	**0**	**0**	**357**	**442**	**71**	**114**	**2**	**2**	**19**	**1246**
PERCENTAGE	**12%**	**4%**	**1%**	**3%**	**0%**	**0%**	**29%**	**35%**	**6%**	**9%**	**<1%**	**<1%**	**2%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

HEALTH PROFESSIONALS (005)



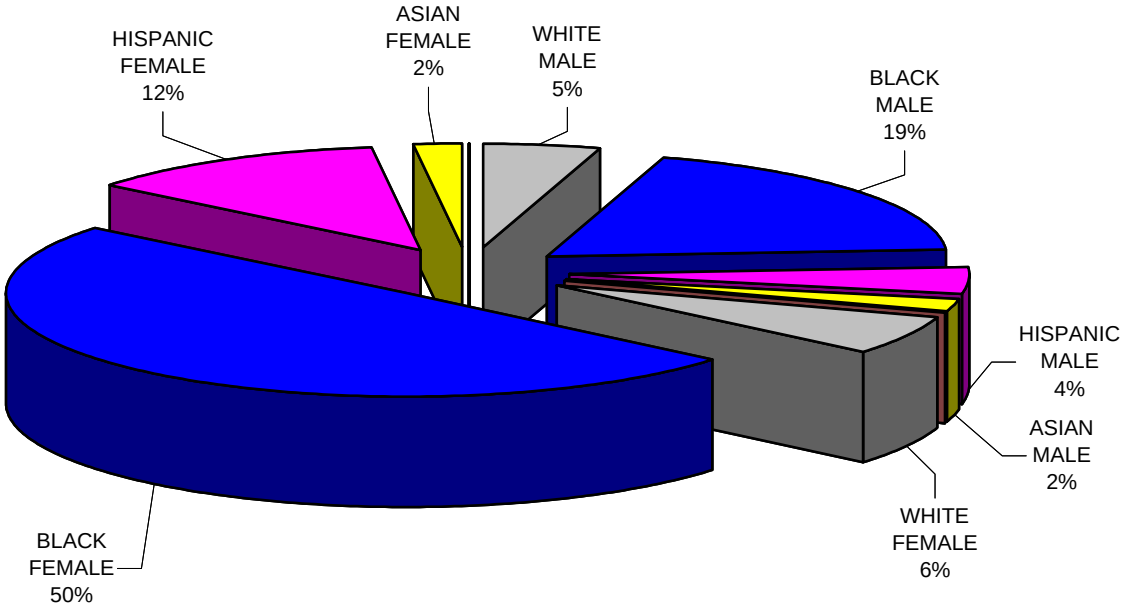
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

SOCIAL WORKERS (JOB GROUP 007)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**616**	**2549**	**581**	**235**	**7**	**8**	**826**	**6608**	**1631**	**246**	**27**	**8**	**4**	**13346**
PERCENTAGE	**5%**	**19%**	**4%**	**2%**	**<1%**	**<1%**	**6%**	**50%**	**12%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

SOCIAL WORKERS (007)



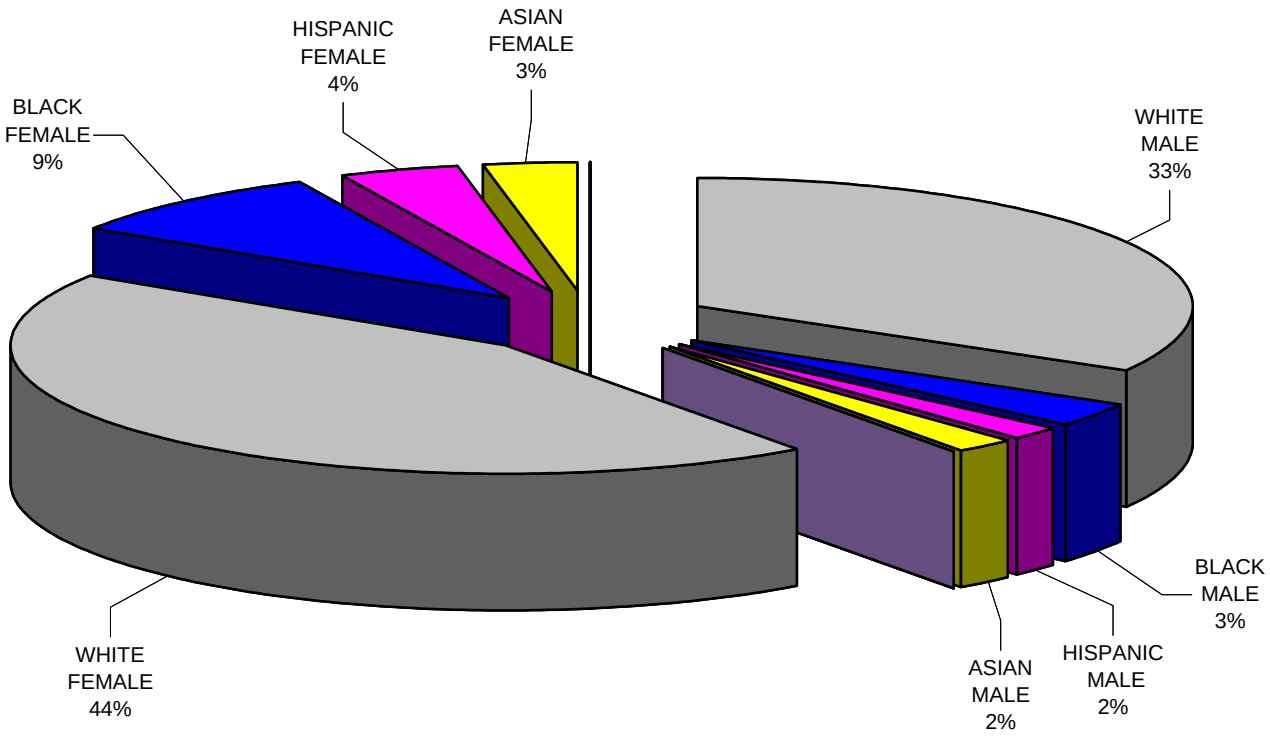
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

LAWYERS (JOB GROUP 008)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**495**	**49**	**24**	**30**	**0**	**1**	**655**	**135**	**57**	**46**	**0**	**0**	**3**	**1495**
PERCENTAGE	**33%**	**3%**	**2%**	**2%**	**0%**	**<1%**	**44%**	**9%**	**4%**	**3%**	**0%**	**0%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

LAWYERS (008)


HISPANIC FEMALE 4%
ASIAN FEMALE 3%
BLACK FEMALE 9%
WHITE MALE 33%
BLACK MALE 3%
WHITE FEMALE 44%
ASIAN MALE 2%
HISPANIC MALE 2%

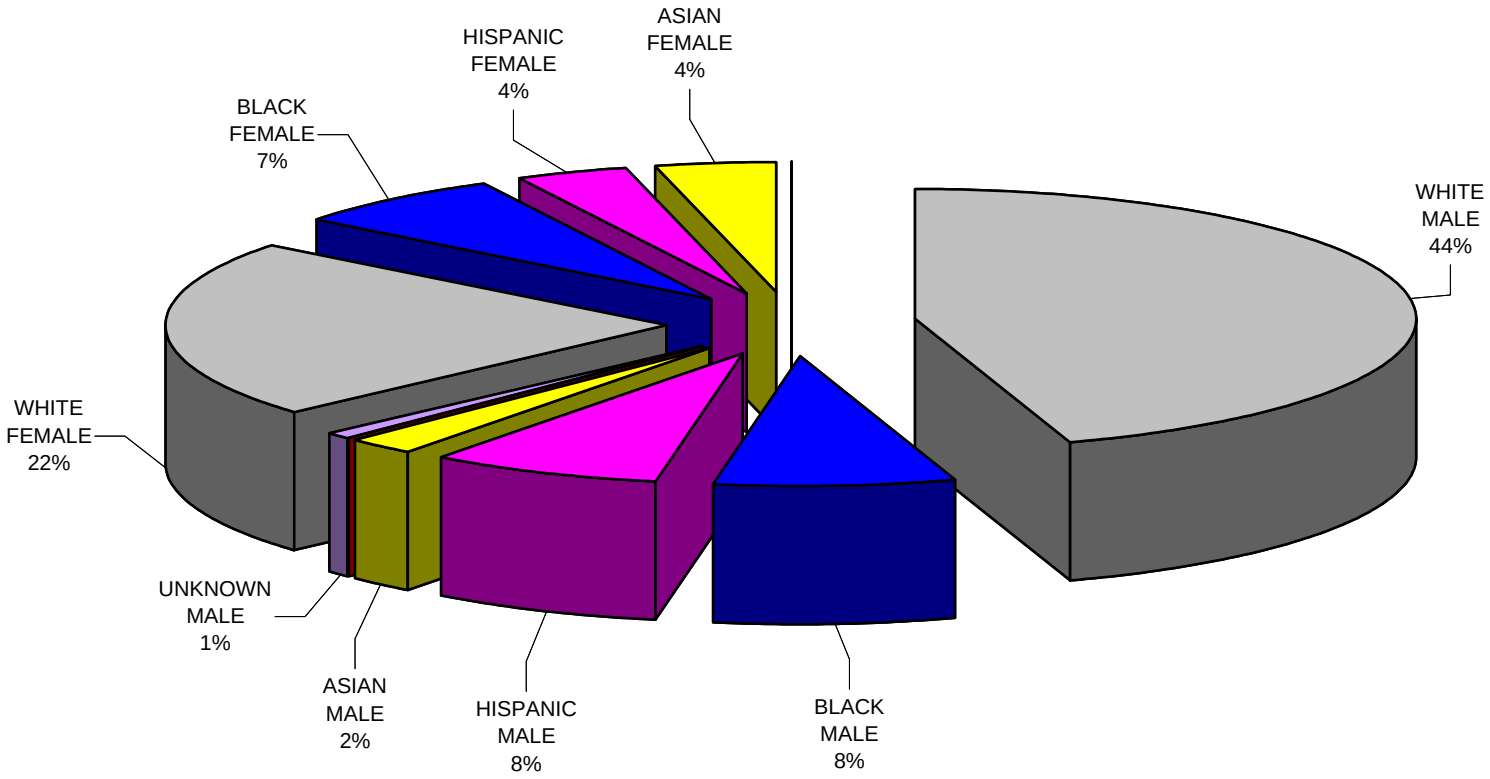
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

PUBLIC RELATIONS (JOB GROUP 009)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**59**	**10**	**10**	**3**	**0**	**1**	**29**	**9**	**5**	**5**	**0**	**0**	**0**	**131**
PERCENTAGE	**45%**	**8%**	**8%**	**2%**	**0%**	**1%**	**22%**	**7%**	**4%**	**4%**	**0%**	**0%**	**0%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

PUBLIC RELATIONS (009)



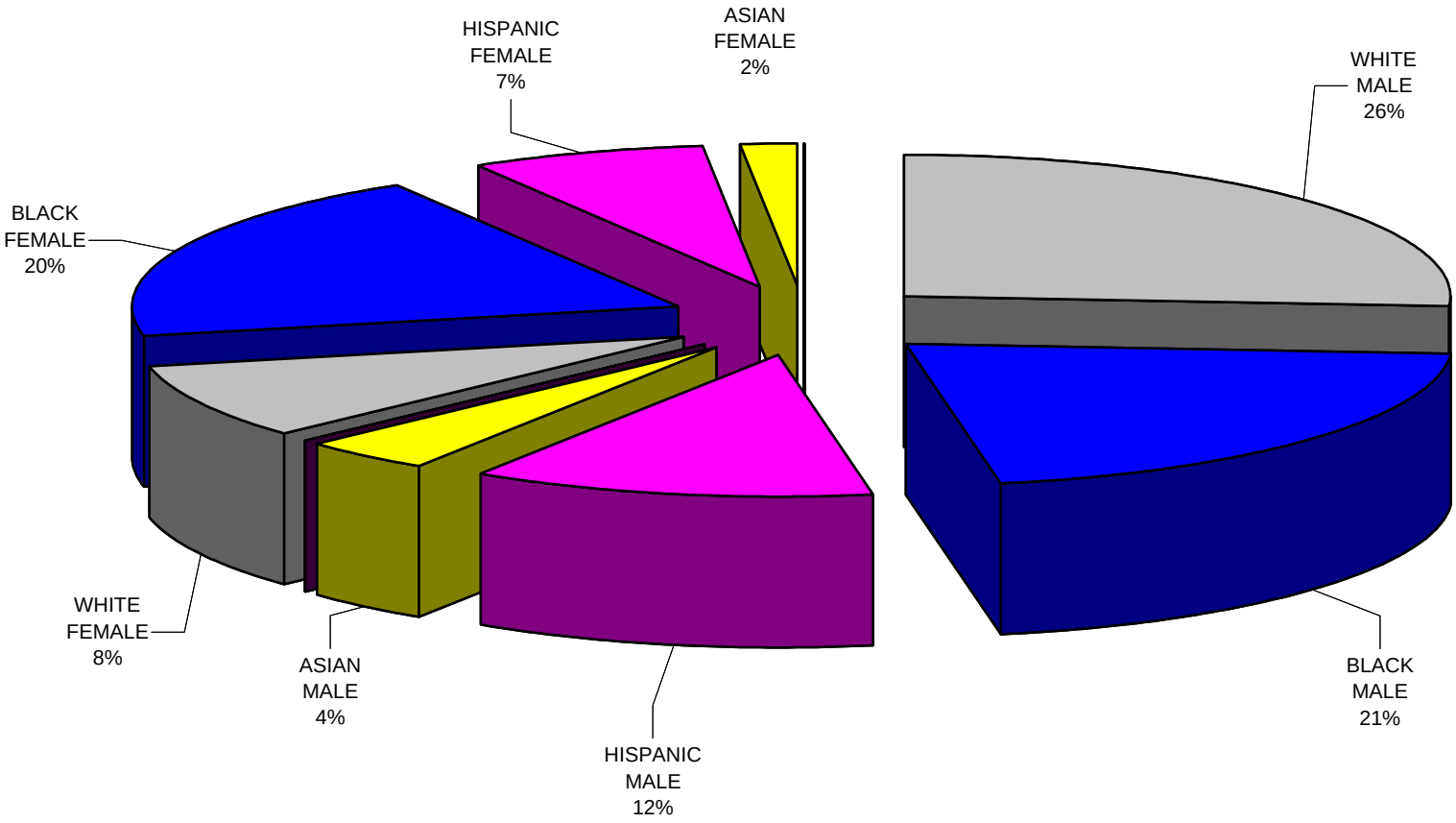
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

TECHNICIANS (JOB GROUP 010)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**1446**	**1174**	**660**	**214**	**6**	**7**	**465**	**1094**	**390**	**90**	**13**	**1**	**16**	**5576**
PERCENTAGE	**26%**	**21%**	**12%**	**4%**	**<1%**	**<1%**	**8%**	**20%**	**7%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

TECHNICIANS (010)



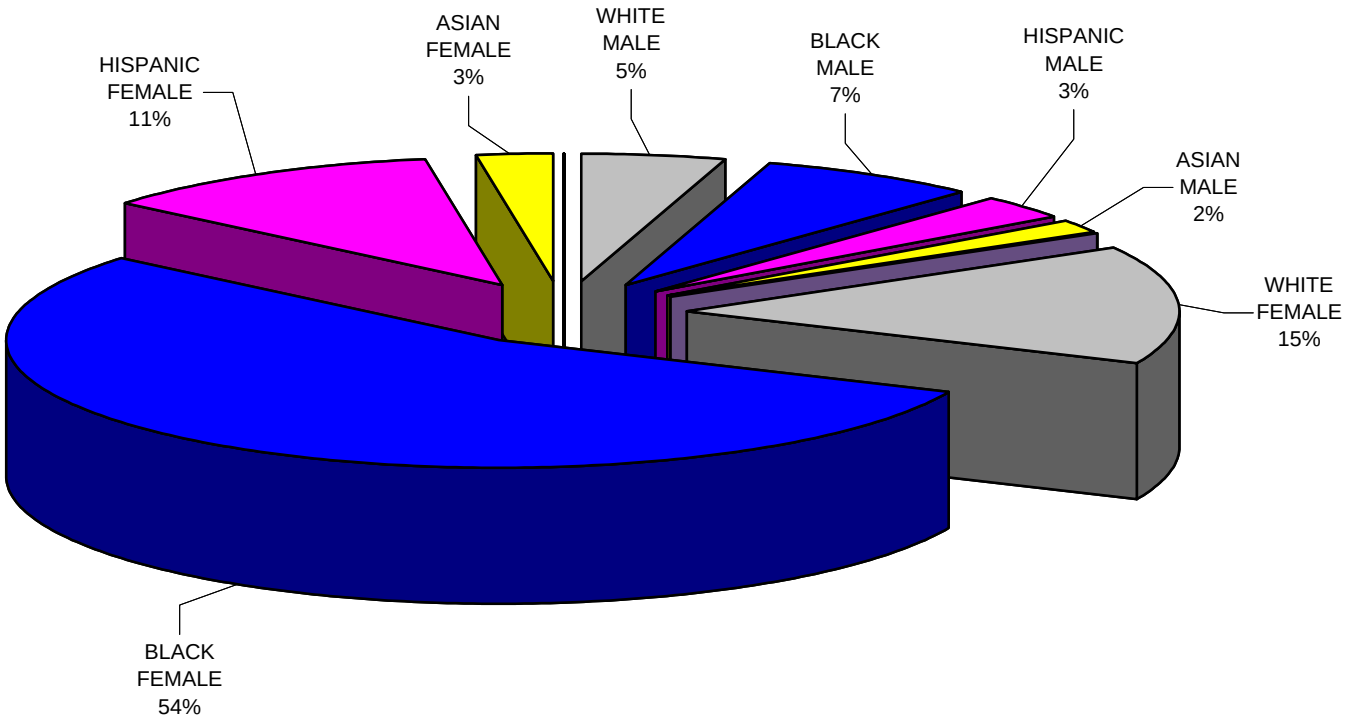
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

CLERICAL SUPERVISORS (JOB GROUP 012)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**256**	**387**	**156**	**91**	**1**	**0**	**801**	**2922**	**602**	**136**	**24**	**8**	**3**	**5387**
PERCENTAGE	**5%**	**7%**	**3%**	**2%**	**<1%**	**0%**	**15%**	**54%**	**11%**	**3%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

CLERICAL SUPERVISORS (012)



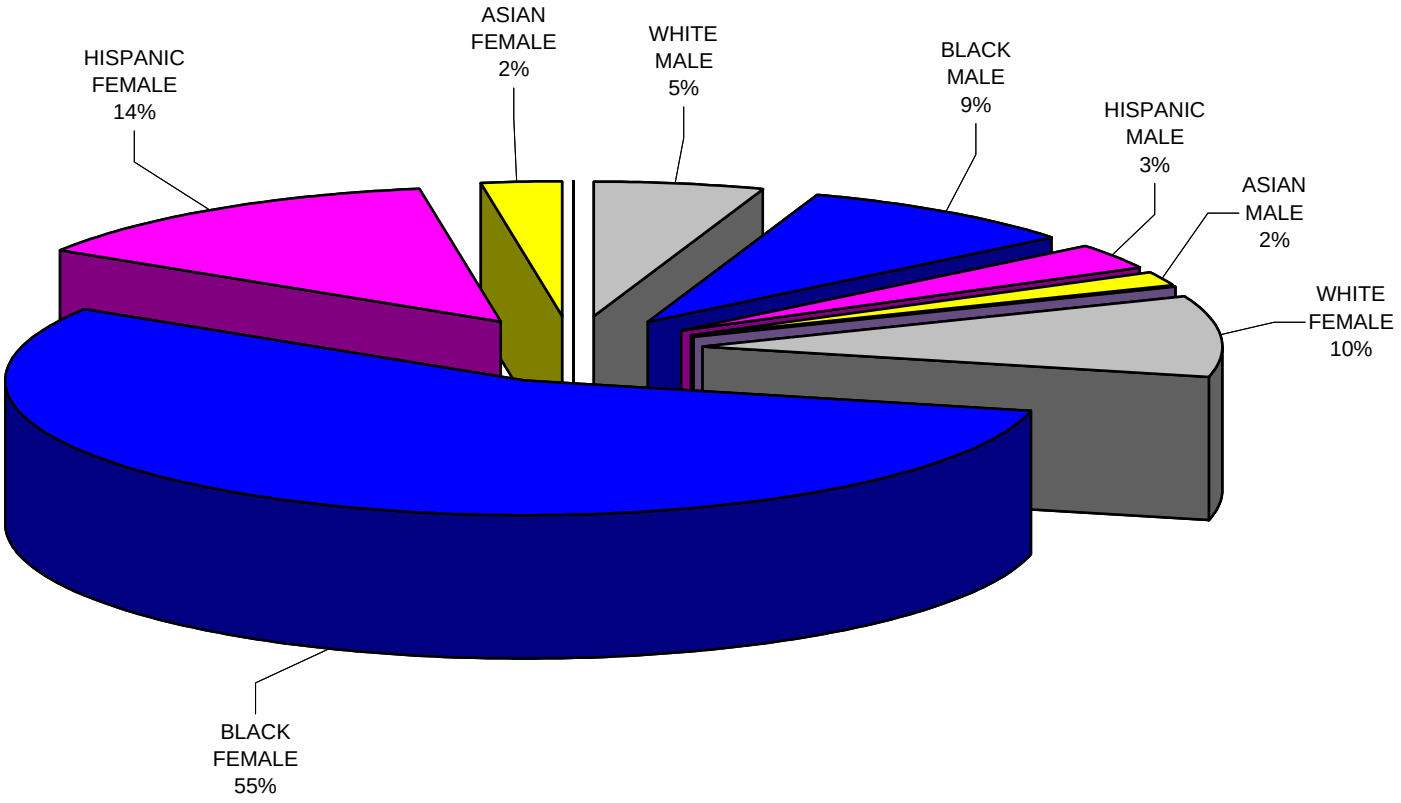
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

CLERICAL (JOB GROUP 013)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**626**	**1032**	**355**	**189**	**6**	**2**	**1140**	**6484**	**1597**	**277**	**50**	**16**	**26**	**11800**
PERCENTAGE	**5%**	**9%**	**3%**	**2%**	**<1%**	**<1%**	**10%**	**55%**	**14%**	**2%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

CLERICAL (013)



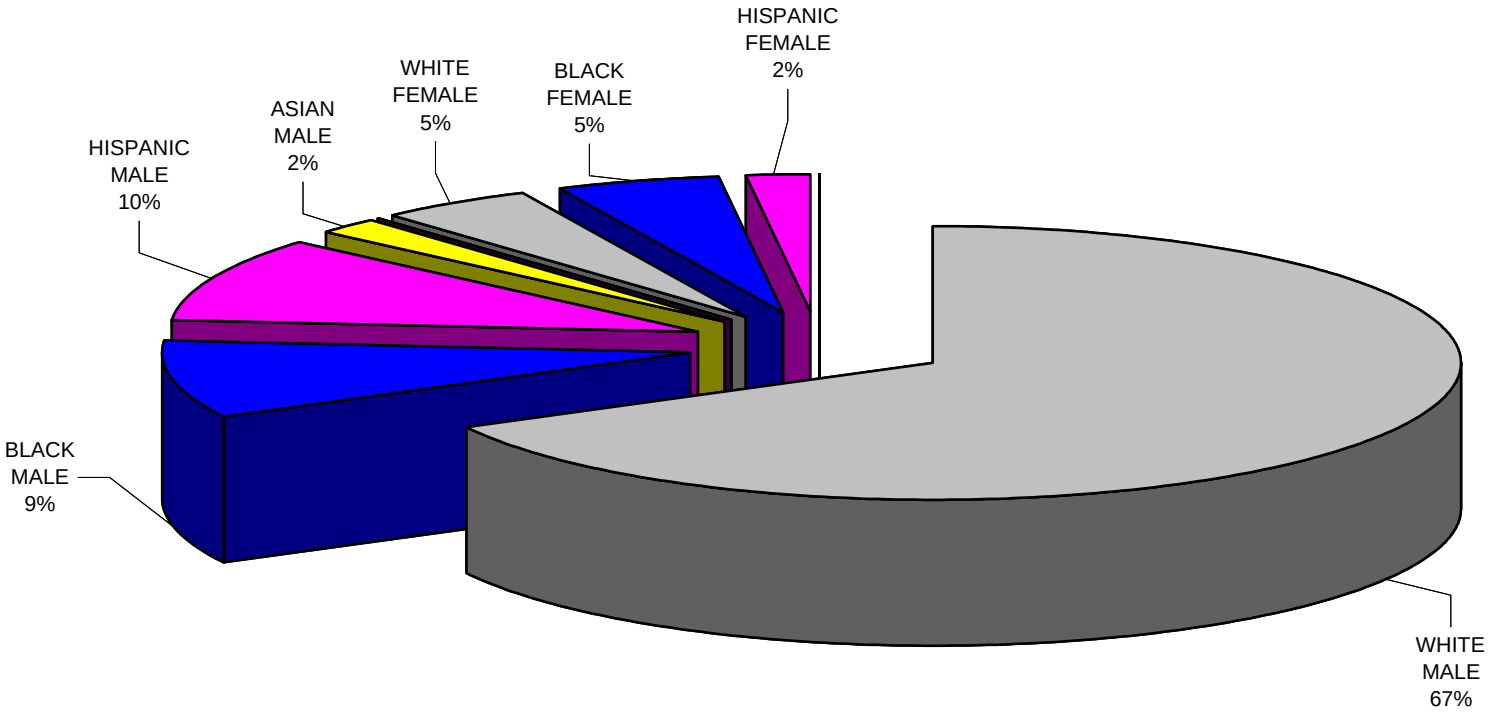
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

POLICE SUPERVISORS (JOB GROUP 015)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**5439**	**725**	**826**	**140**	**8**	**29**	**384**	**412**	**154**	**13**	**6**	**21**	**5**	**8162**
PERCENTAGE	**67%**	**9%**	**10%**	**2%**	**<1%**	**<1%**	**5%**	**5%**	**2%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

POLICE SUPERVISORS (015)



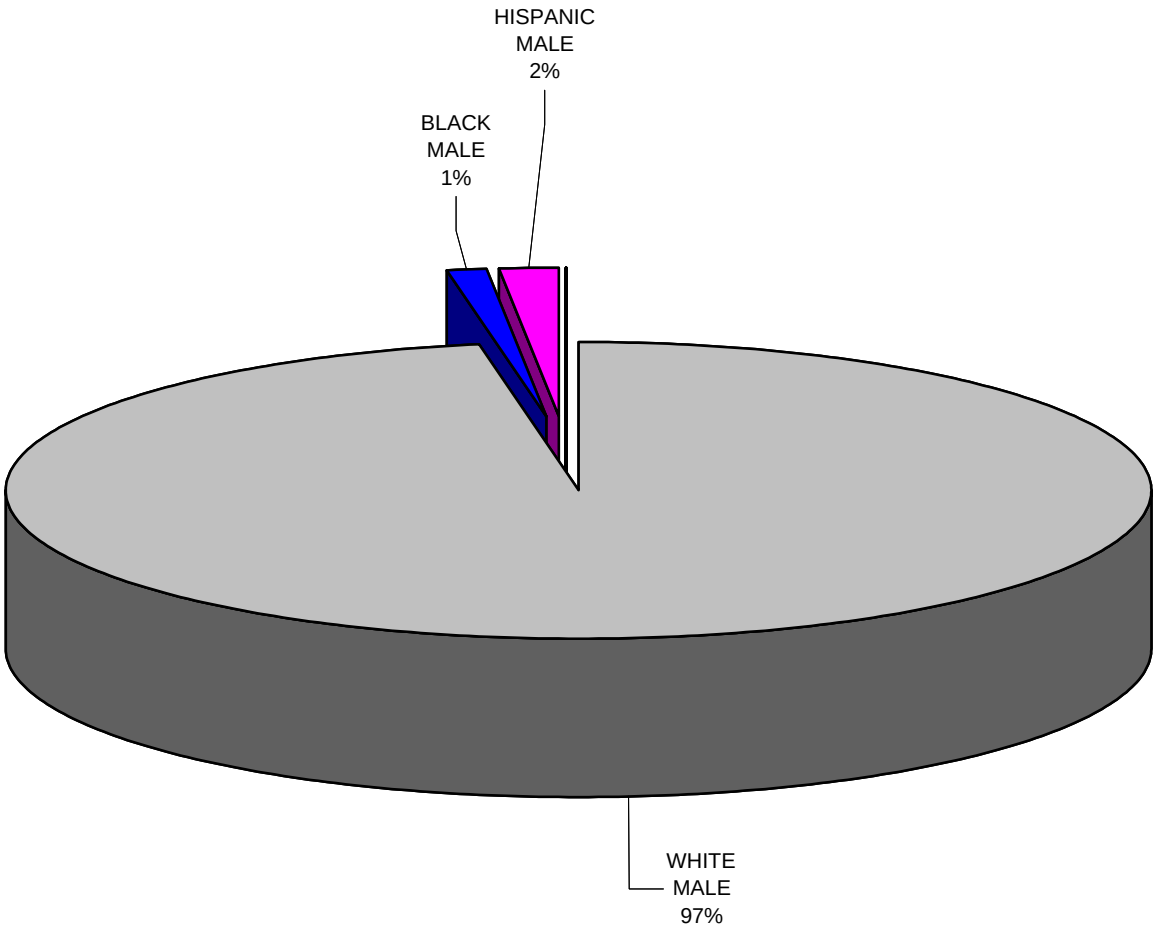
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

FIRE SUPERVISORS (JOB GROUP 016)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**2263**	**30**	**37**	**2**	**4**	**1**	**3**	**1**	**0**	**0**	**0**	**0**	**0**	**2341**
PERCENTAGE	**97%**	**1%**	**2%**	**<1%**	**<1%**	**<1%**	**<1%**	**<1%**	**0%**	**0%**	**0%**	**0%**	**0%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

FIRE SUPERVISORS (016)



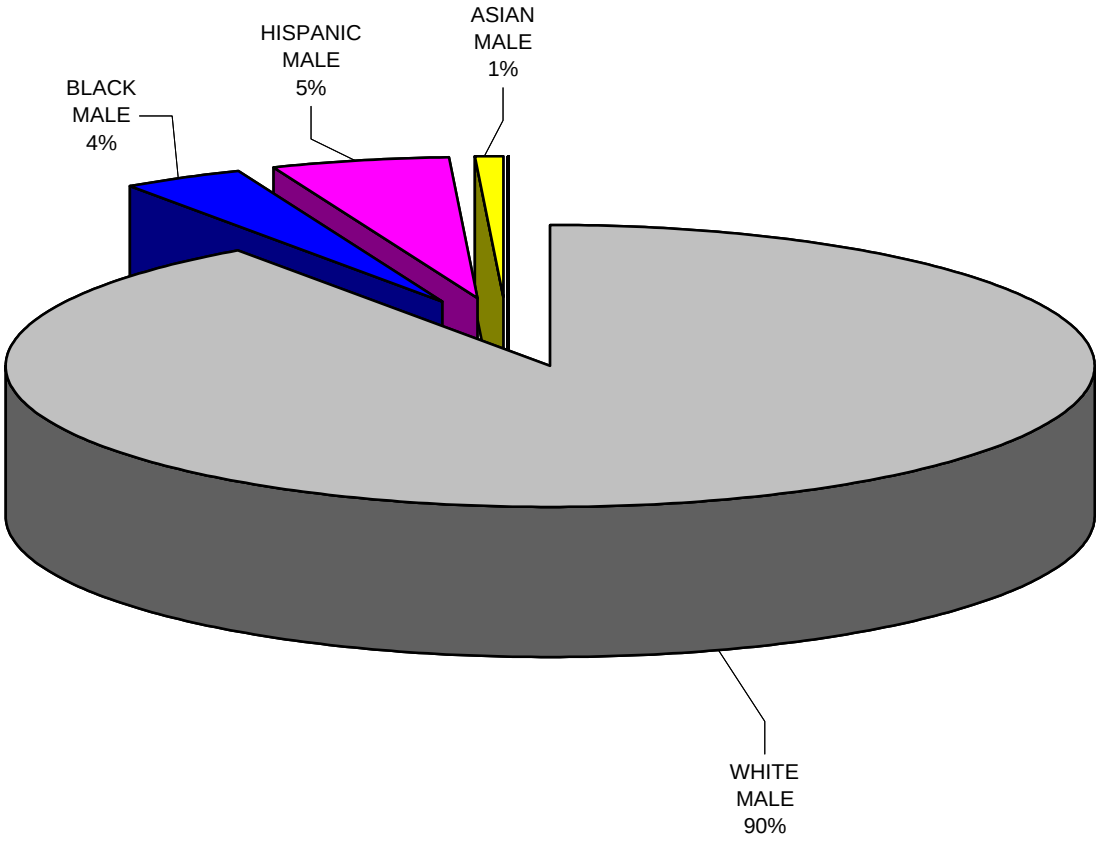
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

FIREFIGHTER (JOB GROUP 017)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**7826**	**318**	**444**	**76**	**11**	**7**	**18**	**8**	**2**	**0**	**2**	**0**	**2**	**8714**
PERCENTAGE	**90%**	**4%**	**5%**	**1%**	**<1%**	**<1%**	**<1%**	**<1%**	**<1%**	**0%**	**<1%**	**0%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

FIREFIGHTERS (017)



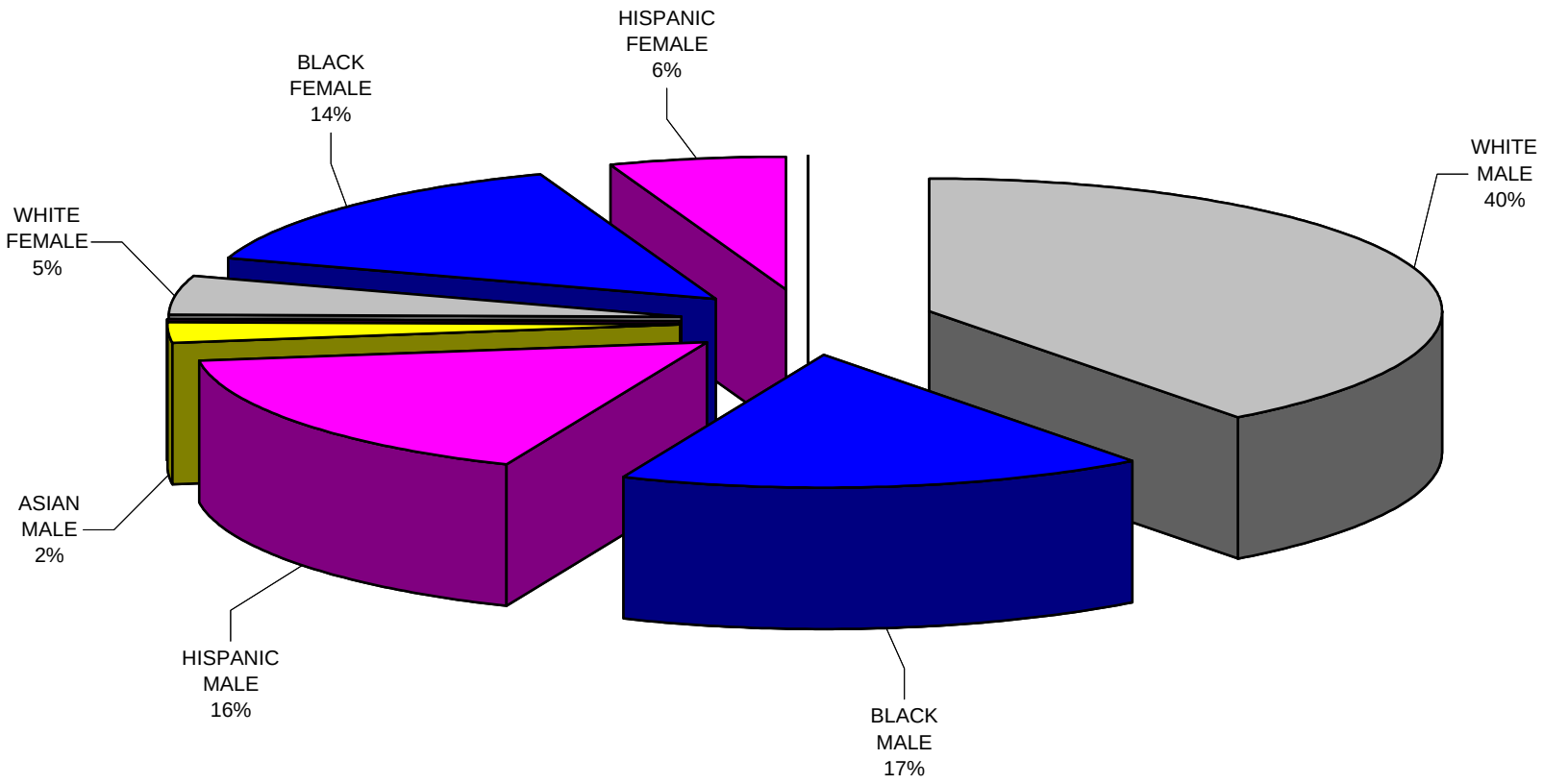
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

POLICE AND DETECTIVES (JOB GROUP 018)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**15615**	**6579**	**6537**	**982**	**64**	**58**	**1837**	**5626**	**2227**	**123**	**87**	**27**	**38**	**39800**
PERCENTAGE	**39%**	**17%**	**16%**	**2%**	**<1%**	**<1%**	**5%**	**14%**	**6%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

POLICE AND DETECTIVES (018)



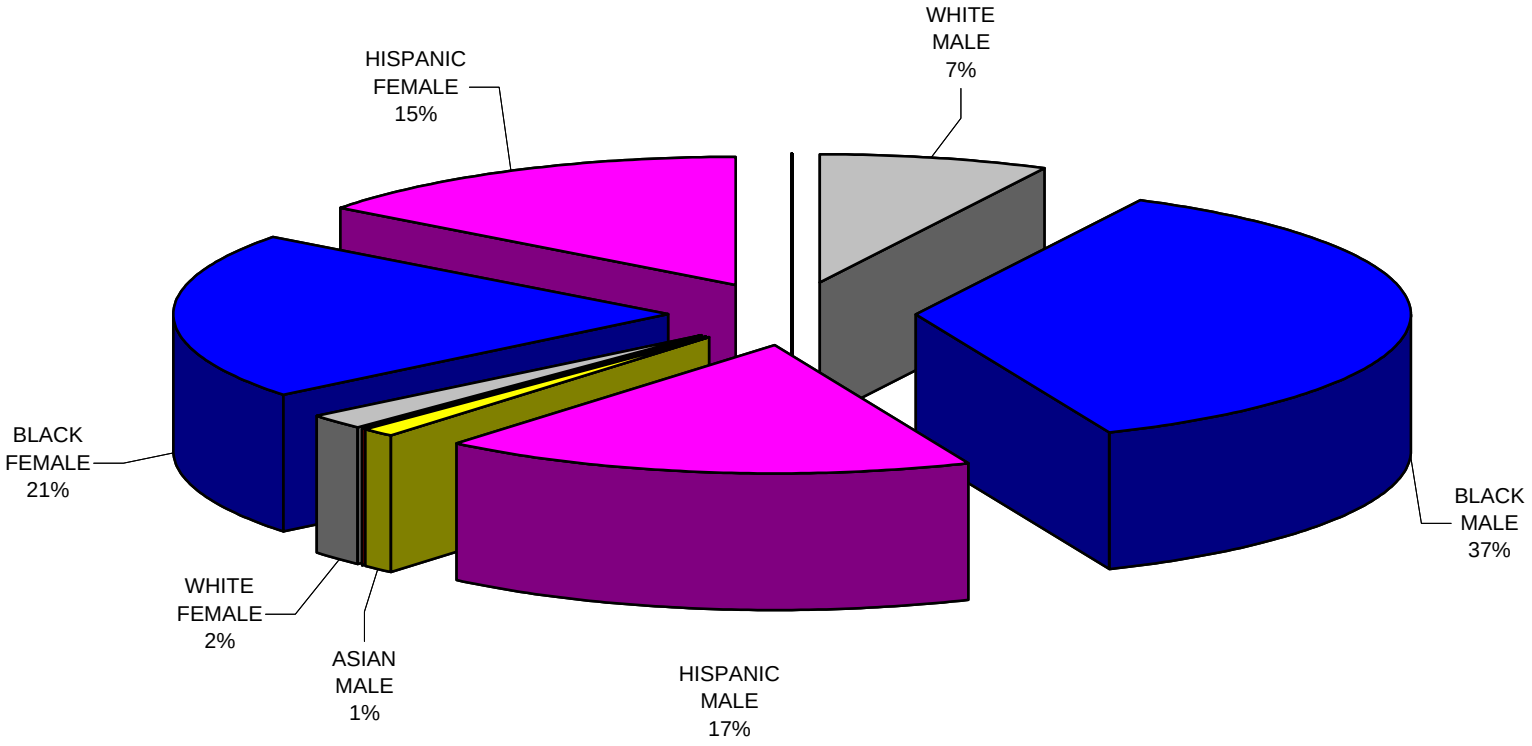
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

BUILDING SERVICES (JOB GROUP 022)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**96**	**460**	**222**	**13**	**4**	**0**	**26**	**266**	**188**	**6**	**0**	**1**	**0**	**1282**
PERCENTAGE	**7%**	**36%**	**17%**	**1%**	**<1%**	**0%**	**2%**	**21%**	**15%**	**<1%**	**0%**	**<1%**	**0%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

BUILDING SERVICES (022)



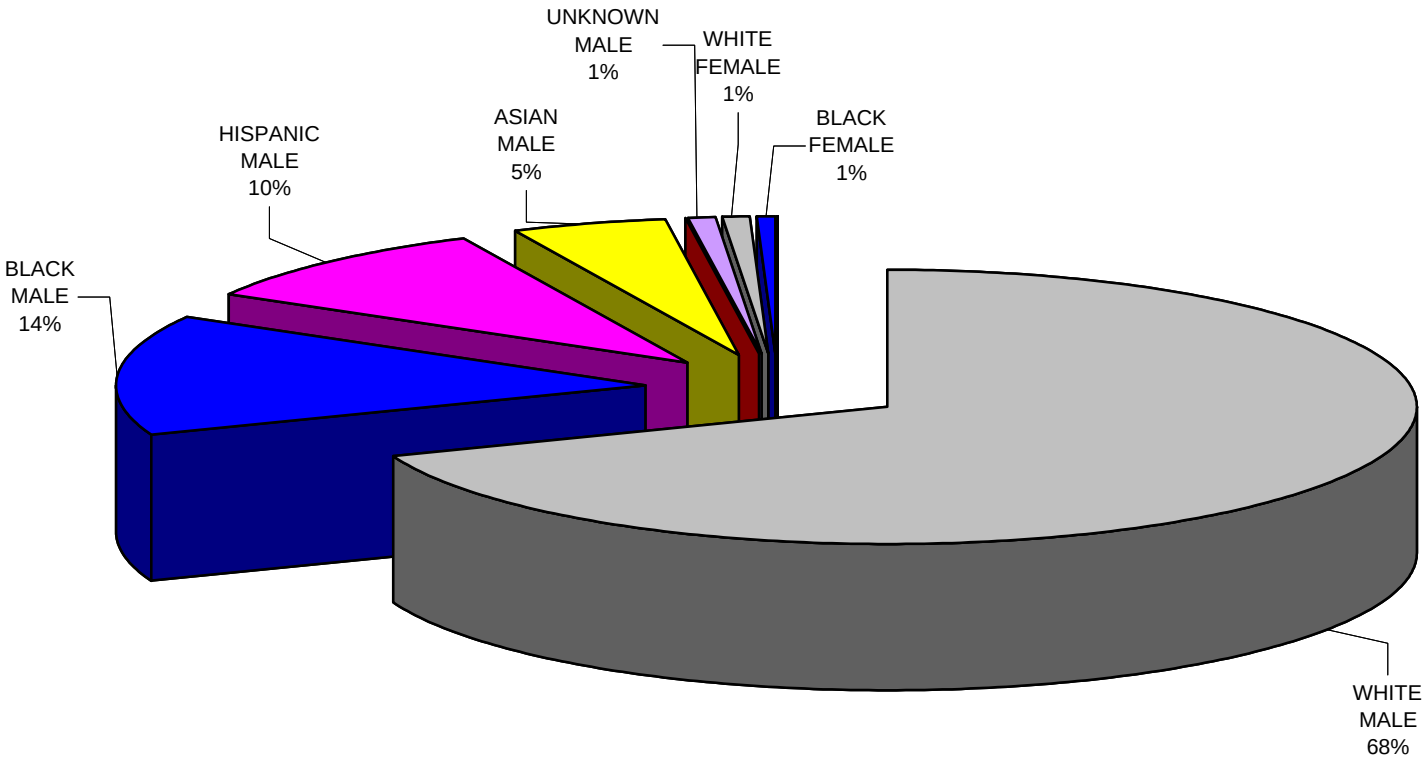
New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

CRAFTS (JOB GROUP 025)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**4449**	**912**	**624**	**306**	**17**	**59**	**41**	**44**	**19**	**4**	**2**	**1**	**7**	**6485**
PERCENTAGE	**69%**	**14%**	**10%**	**5%**	**<1%**	**1%**	**1%**	**1%**	**<1%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

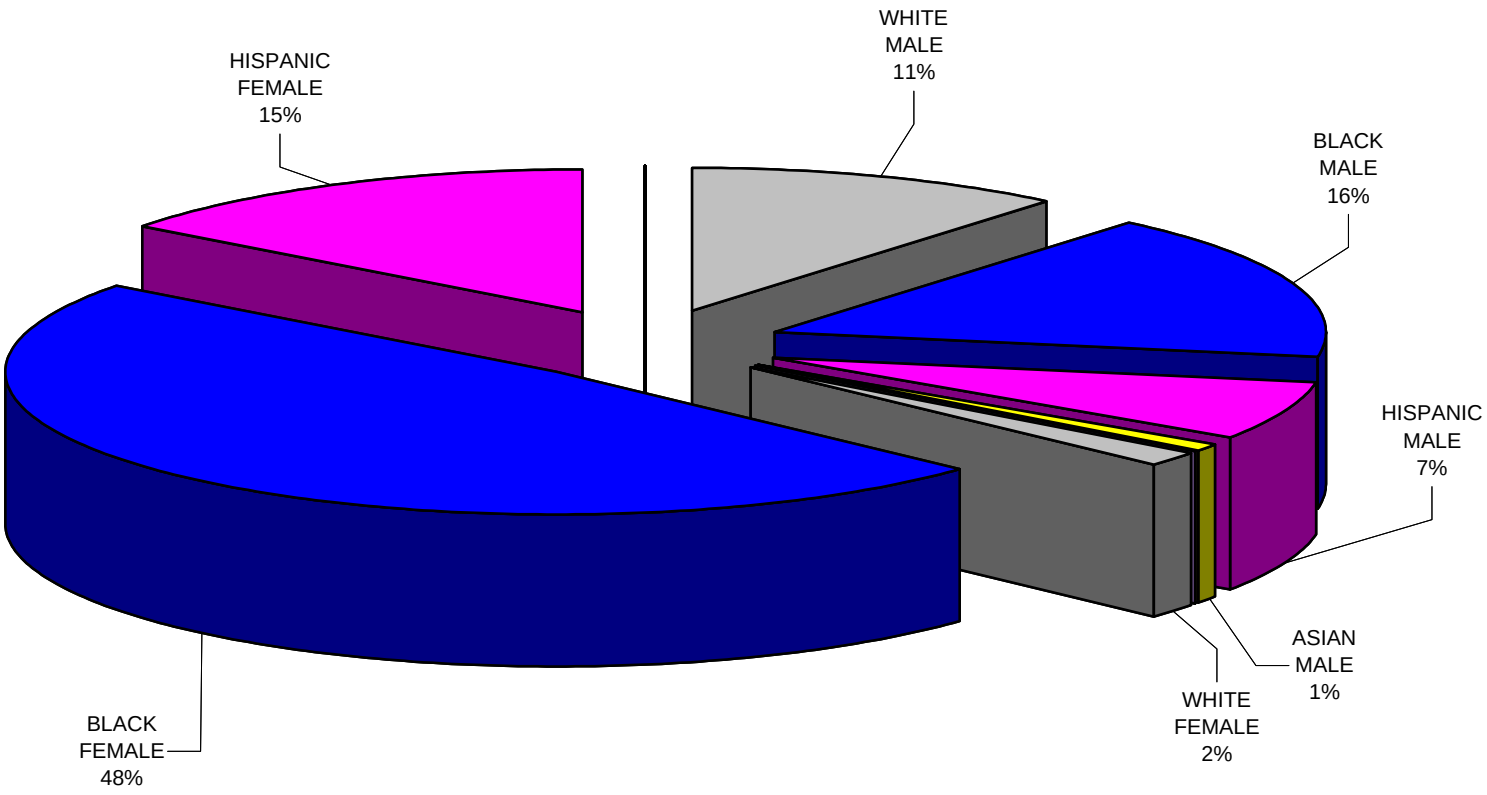
CRAFTS (025)


UNKNOWN MALE 1%
WHITE FEMALE 1%
BLACK FEMALE 1%
ASIAN MALE 5%
HISPANIC MALE 10%
BLACK MALE 14%
WHITE MALE 68%

New York City Work Force by Race and Gender of Select Job Groups
CALENDAR YEAR 2003

LABORERS (JOB GROUP 028)

	WHITE MALE	BLACK MALE	HISPANIC MALE	ASIAN MALE	NATIVE AMERICAN MALE	UNKNOWN MALE	WHITE FEMALE	BLACK FEMALE	HISPANIC FEMALE	ASIAN FEMALE	NATIVE AMERICAN FEMALE	UNKNOWN FEMALE	OTHER	TOTAL
TOTAL	**481**	**731**	**297**	**33**	**3**	**8**	**75**	**2110**	**650**	**21**	**15**	**7**	**16**	**4447**
PERCENTAGE	**11%**	**16%**	**7%**	**1%**	**<1%**	**<1%**	**2%**	**47%**	**15%**	**<1%**	**<1%**	**<1%**	**<1%**	**100%**

Source: New York City Department of Citywide Administrative Services
Percentages have been rounded to the nearest whole number

LABORERS (028)