

## **EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK**

**RESOLUTION #05/08-103:** Preliminary Determination Pursuant to the Audit of the Office of the City Clerk's (OCC) Equal Employment Opportunity Program from January 1, 2003 through December 31, 2004.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, the Equal Employment Practices Commission audited the OCC's Equal Employment Opportunity Program; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any City agency does not provide equal employment opportunity. Now, Therefore,

**Be It Resolved,**

that pursuant to the audit of the OCC's compliance with its Equal Employment Opportunity Program, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The agency has not established an EEO Program or engaged in any EEO-related activities.
2. Agency employees were not notified of the EEO Officer's appointment.
3. The EEO Officer has not received EEO training from the Department of Citywide Administrative Services or another appropriate agency or school.
4. The previous EEO Officer left no EEO files.

**Be It Finally Resolved,**

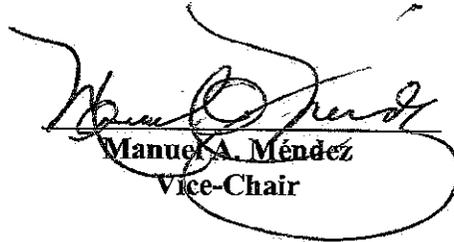
that the Commission authorizes the Vice-Chairman to forward a letter to City Clerk Victor Robles, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions OCC will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on June 8, 2005.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**

**Veronica Villanueva, Esq.**  
**Commissioner**



**Manuel A. Méndez**  
**Vice-Chair**



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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July 12, 2007

Victor L. Robles

City Clerk/Clerk of the Council

One Centre Street, 2<sup>nd</sup> Floor South

New York, New York 10007

Re: Resolution #07/04-103C: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Office of the City Clerk/Clerk of the Council's (OCC/CC) Equal Employment Opportunity Program (EEOP) from January 1, 2003 to December 31, 2004.

Dear Mr. Robles:

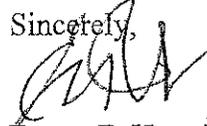
Pursuant to Section 832 of Chapter 36 of the New York City Charter, staff of the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Office of the City Clerk/Clerk of the Council (OCC/CC) for a period not to exceed six months. The compliance period was September 2005 through February 2006. OCC/CC requested an extension of the compliance period and was granted a three-month extension. The OCC/CC's Final Compliance Report was submitted on February 23, 2007. Additional information and documentation were received on March 9, 2007 and June 18, 2007.

The goal of monitoring was to determine if the OCC/CC implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from January 1, 2003 to December 31, 2004.

After completing its review of the Compliance Reports submitted by your agency, EEPC staff submitted a Compliance Summary Report for Commission review. The Commission has determined that the OCC/CC has implemented the recommended corrective actions as required by Chapter 35 and 36 of the New York City Charter to the Commission's satisfaction. The Office of the City Clerk/Clerk of the Council is now in compliance with the requirements of the City's Equal Employment Opportunity Policy.

On behalf of this Commission, I want to thank you, 1<sup>st</sup> Deputy Clerk Michael McSweeney and EEO Officer Jose Gonzalez for the cooperation extended to the EEPC Compliance Unit during the compliance-monitoring period.

Sincerely,



Ernest F. Hart, Esq.  
Chair

C: Michael McSweeney, 1<sup>st</sup> Deputy Clerk  
Jose Gonzalez, EEO Officer