

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #11/15-008: Preliminary Determination Pursuant to the Audit of the Office of the Actuary (OA) Equal Employment Opportunity Program from January 1, 2008 to December 31, 2010.

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, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, the Equal Employment Practices Commission audited the OA'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 OA's compliance with the city's Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary finding:

1. Although, the agency distributed the policy statement, it was not distributed during audit period. The EEO policy statement was not included with the updated EEO policy in 2008.

Note: An updated EEO policy and agency head EEO policy statement was distributed to all employees during the week of August 15, 2011.

2. Although, the agency provided prior EEO training, no training was conducted during the audit period. In the future, the agency intends to provide computer based training to employees who have not received training.

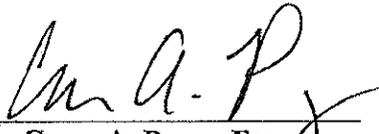
Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Chief Actuary Robert C. North formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, a response to these findings within thirty days of receipt of the letter indicating what corrective actions the OA will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on October 6, 2011.

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva A. Rice
Commissioner



Cesar A. Perez, Esq.
Chair

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

RESOLUTION #12/22-008C: Determination of implementation by the Office of the Actuary of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of the Actuary's compliance with the Citywide Equal Employment Opportunity Policy from January 1, 2008 to December 31, 2010.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure 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, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to insure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Office of the Actuary (OA) the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 6, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the OA submitted its response to the EEPC's preliminary determination letter, on November 3, 2011; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination on November 22, 2011, identifying those recommended corrective actions the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the OA for a period not to exceed six months, from January 2012 through August 2012, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Commission granted the Office of the Actuary its request for an extension of the compliance monitoring period to complete implementation of the corrective actions; and

Whereas, the Office of the Actuary submitted its Final Compliance Report on September 7,, 2012; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the City's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Compliance Summary Report prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Office of the Actuary has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

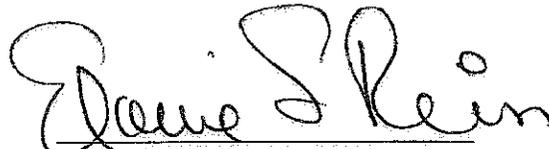
Be It Finally Resolved,

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Chief Actuary Robert C. North, Jr., formally informing him that the OA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on October 18, 2012.

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner


Elaine S. Reiss, Esq.
Commissioner

MEMORANDUM

TO: All Staff
New York City Office of the Actuary

FROM: Robert C. North, Jr. *RJ*
Chief Actuary

SUBJ: Audit by Equal Employment Practices
Commission

DATE: September 7, 2012

During Fiscal Year 2012 the employment practices, programs, policies and procedures of the Office of the Actuary ("OA") were audited by the New York City Equal Employment Practices Commission ("EEPC"). The period covered by the audit was January 1, 2008 to December 31, 2010.

The EEPC audit found that, overall, the OA was in compliance with the City's Equal Employment Opportunity ("EEO") Policy.

However, the EEPC audit found that, during the audited period, the OA was in partial compliance with the requirement that all employees be trained in EEO-related policies, rights and responsibilities. The EEPC audit recommended that the OA develop a plan to ensure that all individuals who work within the agency, including managers and supervisors, receive EEO-related training. The EEPC audit also required that the OA disseminate a summary of its audit findings to agency employees.

All Staff
September 7, 2012
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The OA accepted the recommendations of the EEPC audit and has complied by (1) developing an EEO training plan and executing that plan by providing computer-based training and instructor-led training in EEO policies and practices to OA employees, supervisors and managers and (2) by disseminating this memorandum to OA employees.

The OA is, and always has been, strongly committed to ensuring fair employment practices for its employees and for job applicants and will continue the appropriate administration of the EEO requirements in the future.

If you have any questions concerning the OA's EEO Policy or the EEPC audit, please contact Ms. Susan M. Flaschenberg.

cc: Ms. S.M. Flaschenberg
Mr. J.R. Gibney
Mr. S.H. Rumley