

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #11/16-944: Preliminary Determination Pursuant to the Audit of the Public Administrator, Queens County (QCPA) 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 QCPA 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 QCPA compliance with its 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 findings:

1. The agency head did not issue an EEO Policy statement reiterating his/her commitment to EEO and listing the name and phone number of the EEO Officer.
2. The agency head did not post an EEO Policy statement reiterating his/her commitment to EEO and listing the name and phone number of the EEO Officer.
3. Although, the agency has appointed an EEO Officer, its organization chart does not include this title or its reporting relationship.
4. Although the agency's employees took a CLE course on sexual harassment, they did not receive comprehensive EEO-related training on the agency's EEO policies, and their rights/responsibilities under such policies.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Public Administrator, Lois M. Rosenblatt formally informing her 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 QCPA 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 #12/08-944C: Determination of implementation by the Queens County Public Administrator of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of the Queens County Public Administrator's compliance with its Equal Employment Opportunity Program 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 the Administrative Code of the City of New York, Title 8, as amended, the City established the New York City Human Rights Law, which identified other groups for protection from discrimination in employment; and

Whereas, pursuant to its audit of the Queens County Public Administrator's (QCPA) Equal Employment Opportunity Program, 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 QCPA 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 letter on December 22, 2011, identifying those recommendations accepted and rejected by QCPA; and

Whereas, QCPA submitted its response to EEPC's final determination letter, on January 13, 2012; and

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

Whereas, the Queens County Public Administrator submitted its Final Compliance Report on May 21, 2012; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the Queens County Public Administrator'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 Queens County Public Administrator 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,

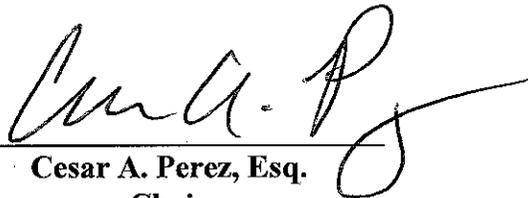
that the Commission authorizes the Chair, Cesar A. Perez, to forward a letter to the Queens County Public Administrator, Lois M. Rosenblatt, Esq., formally informing her that the QCPA has implemented the recommended corrective actions to the Commission's satisfaction.

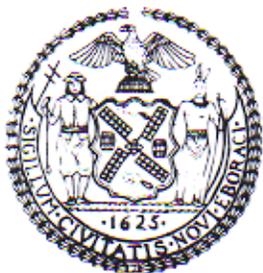
Approved unanimously on May 24, 2012.

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair



Queens County Office of the Public Administrator

Lois M. Rosenblatt, Esq.
Public Administrator

Susan B. Brown
Deputy Public Administrator

Gerard J. Sweeney, Esq.
Counsel

MEMORANDUM

To: All Employees
From: Lois Rosenblatt 
Re: Audit by the Equal Employment Practices Commission (EEOC)
Date: April 26, 2012

This office was recently audited by the EEOC to determine if we are in compliance with the City's Equal Employment Opportunity Policy.

The EEOC offered four recommendations for improvement to our existing EEO policies, to wit:

1. Use the distribution of the EEO Policy to our employees as an opportunity to reiterate my commitment to Equal Employment as well as create an electronic link to the City's EEO Policy and Handbook.

If you recall, everyone was provided with a copy of the City's EEO Policy and Handbook upon the start of your employment. You can also access these documents in 'Scanning' in a folder entitled 'EEO Documents' at any time.

2. Post on our website our current EEO Policy and my EEO Policy Statement.

These items can be found on the PA Office's website: www.queenscountypa.com both at the bottom of the home page and in the Forms/Links page. In addition, my EEO Policy Statement is clearly posted in the front office vestibule as well as in the employee lunchroom next to the bulletin board.

3. Update our Organizational Chart – which can also be found in the EEO Documents file.
4. Lastly, provide EEO related training to all employees, both City salaried as well as Imprest, who work within this Agency.