

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #11/08-941: Preliminary Determination Pursuant to the Audit of the Public Administrator, New York County (NYCPA) 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 NYCPA'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 NYCPA 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:

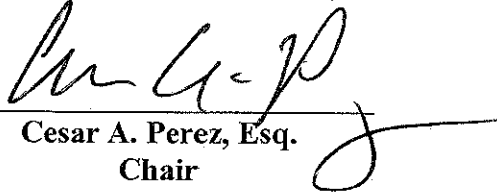
1. The agency did not designate an EEO professional of each gender for complaint intake and investigation.
2. The agency's organization chart did not include the EEO Officer's title or reporting relationship.

Be It Finally Resolved, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Public Administratrix, Ethel J. Griffin 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 NYCPA will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on September 9, 2011.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner


Cesar A. Perez, Esq.
Chair

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

RESOLUTION #12/07-941C: Determination of implementation by the New York County Public Administrator of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of the New York 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 New York County Public Administrator's (NYCPA) Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated September 9, 2011, setting forth its findings and recommended corrective actions; and

Whereas, the NYCPA submitted its response to the EEPC's preliminary determination letter, on March 7, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on March 22, 2012, confirming the NYCPA's agreement with all audit recommendations; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the NYCPA 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 New York County Public Administrator submitted its Final Compliance Report on May 7, 2012; and

Whereas, all of the aforementioned recommended corrective actions are required by, or are consistent with, the New York County Public Administrator's Equal Employment Opportunity Policy; and

Whereas, the members of this Commission have reviewed a Summary Compliance 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 New York 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,

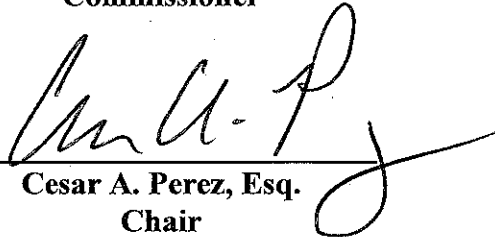
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the New York County Public Administrator Ethel J. Griffin, Esq., formally informing her that the NYCPA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 24, 2012.

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner


Cesar A. Perez, Esq.
Chair



Public Administrator

County of New York

ETHEL J. GRIFFIN, *Commissioner*
Public Administratrix

JOY A. THOMPSON, *Deputy Commissioner*
Deputy Public Administrator

May 1, 2012

MEMORANDUM

TO: Public Administrator Employees

FROM: Ethel J. Griffin, Public Administrator

RE: Equal Employment Practices Commission Audit Compliance

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

1. We have updated our Organizational Chart to reflect that the EEO Officer, Joy Thompson, reports directly to the agency head.
2. We have designated Joe Gagliardi as our male EEO Officer and included him on the organizational chart. (We announced Joe's designation at the March 29, 2012 Staff Meeting.)
3. The final recommendation is that I write this Memorandum discussing the audit findings.

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

All employees are encouraged to use the resources available and to address any concerns with EEO Officers Joy Thompson and Joe Gagliardi.