EEPC EQUAL EMPLOYMENT PRACTICES COMMISSION

2017 ADDENDUM

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Executive Summary

Continued Success in Achieving the Quadrennial Audit Mandate

In 2017, the EEPC continued its evaluation and monitoring of the recruitment and selection practices of City agencies via the Employment Practices Audit (EPA). The EPA requires the agencies to analyze workforce statistics to determine whether there is underutilization; assess selection processes to determine whether job qualifications and criteria specified are job-related and required by business necessity; and develop prospective recruitment and selection strategies that increase employment opportunities in job groups where underutilization is present.

Chapter 36, Section 831(d)(5) of the New York City Charter empowers the EEPC to *audit* and *evaluate* the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunities for women and minority employees and applicants seeking employment. Sections 831(d)(2) and 832(c) authorize the EEPC to make a determination that any agency plan, program, procedure, approach, measure or standard does not provide equal employment opportunity, require appropriate corrective action, and *monitor* the implementation of the corrective action it prescribes.

At the beginning of 2017, forty-six (46) agency-audits were either occurring or initiated to accommodate the Commission's Audit Plan. After the evaluation of their employment practices, twenty-seven (27) agencies were required to implement corrective measures, and were assigned a compliance-monitoring period. Nineteen (19) agencies, Community Boards, did not require corrective action and were exempt from compliance-monitoring; these agencies are reviewed and evaluated once every five to six years due to their small size. At the conclusion of 2017, a total of thirty-five (35) *Determination of Compliance* certificates were issued to agencies which successfully implemented all corrective actions. Another four (4) agencies were at the mid-point of the compliance-monitoring phase and had implemented over half of the assigned corrective actions. Two (2) other agencies were granted the additional time necessary to conclude implementation of remedial measures. Consequently, no agency received a Determination of Partial Compliance or Non-Compliance. Each agency audited in 2017 was cooperative and successful in implementing action(s) deemed necessary to improve its employment policies, procedures, and programs, thereby collectively improving the practices of the City as an employer. The corrective actions that were most frequently issued, and implemented, between 2016 and 2017 as a result of the EPA are included in Appendix IV.

Research and Audit Initiatives

Due to the recent wave of sexual harassment complaints within the private sector, the Board of Commissioners voted during the December 21, 2017 meeting to temporarily suspend the EPA in order to focus on agencies' prevention and response to sexual harassment. While it is not the role of the EEPC to investigate individual complaints of employment discrimination or sexual harassment, it is within the EEPC's purview to audit, evaluate and monitor City agencies to ensure that they implement and maintain legally sound policies and procedures regarding sexual harassment, meaningful and responsive procedures for investigating sexual harassment complaints, and programs to educate employees about the prevention of sexual harassment.

Sexual harassment impacts employment decisions and interferes with work performance, thereby creating a barrier to equal employment opportunities. The City Charter authorizes the EEPC to audit and evaluate the employment practices and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for females and minority group members, at least once every (four) 4 years. As a result, the EEPC developed a new audit, entitled the Sexual Harassment Prevention and Response Audit (SHPRA). The SHPRA is derived from the EEPC's Discrimination Complaint and Investigation Procedure Audit, which previously provided a comprehensive assessment on the intake and investigation of all types of discrimination complaints. As sexual harassment prevention initiatives must remedy a systemic disruption of the workplace, the SHPRA framework examines a series of equally important and intertwined components such as learning initiatives and the roles of senior leadership, human resources departments, equal employment offices, managers, and most importantly individual employees. The SHPRA, which will assist agencies with implementing measures intended to ensure compliance with federal, state, and local laws, is the subject matter focus for the 2018-2021 quadrennial cycle. The EEPC will initiate the SHPRA audit for 35 agencies in 2018.

YEAR 2017

Audits Initiated

A total of 46 audits, were occurring or were initiated during the calendar year.

1. Administrative Tax Appeals, Office of
2. Administrative Trials & Hearings, Office of
3. Aging, Dept. for the
4. Borough President's Office, Queens
5. Citywide Administrative Services, Dept. of
6. Education Retirement System, Board of
7. Education, Dept. of
8. Employees' Retirement System, New York City
9. Environmental Protection, Dept. of
10. Housing Authority, New York City
11. Independent Budget Office
12. Information Technology & Telecomm., Dept. of
13. Investigation, Dept. of
14. Labor Relations, Office of
15. Law Department, New York
16. Police Department, New York
17. Police Pension Fund, New York City
18. Public Advocate, Office of the
19. Special Narcotics Prosecutor, Office of
20. Transportation, Dept. of

Community Boards:

21- 34. Community Boards - Queens Nos. 1-14

35- 46. Community Boards – Manhattan Nos. 1–12

Determinations

Total Number of Determinations Issued pertaining to the Review and Evaluation of Agencies' Employment Practices and Procedures: 46

Agencies that received Determinations with corrective action(s): 27

1. Queens Community Board #3
2. Queens Community Board #7
3. Queens Community Board #12
4. Queens Community Board #13
5. Administrative Trials & Hearings, Office of
6. New York City Law Department
7. Manhattan Community Board #4
8. Manhattan Community Board #6
9. Manhattan Community Board #8
10. Aging, Dept. for the
11. Administrative Tax Appeals, Office of
12. Info. Technology & Telecomm., Dept. of
13. Investigation, Dept. of
14. Citywide Administrative Services, Dept. of
15. Public Advocate, Office of the
16. Labor Relations, Office of
17. Police Department, New York
18. Special Narcotics Prosecutor, Office of
19. Employees' Retirement System, NY City
20. Police Pension Fund, New York City
21. Borough President's Office, Queens
22. Transportation, Dept. of
23. Independent Budget Office
24. Environmental Protection, Dept. of
25. Education Retirement System, Board of
26. Housing Authority, New York City
27. Education, Dept. of

As a result of the corrective actions received, the abovementioned agencies were assigned a 6-month compliance monitoring period.

Agencies that received Determinations with NO corrective action: 19

1. Queens Community Board #1
2. Queens Community Board #2
3. Queens Community Board #4
4. Queens Community Board #5
5. Queens Community Board #6
6. Queens Community Board #8
7. Queens Community Board #9
8. Queens Community Board #10
9. Queens Community Board #11
10. Queens Community Board #14
11. Manhattan Community Board #1
12. Manhattan Community Board #2
13. Manhattan Community Board #3
14. Manhattan Community Board #5
15. Manhattan Community Board #7
16. Manhattan Community Board #9
17. Manhattan Community Board #10
18. Manhattan Community Board #11
19. Manhattan Community Board #12

For a summary of corrective actions as well as the EEPC's determination of compliance or non-compliance, review the Agency Resolutions in Appendix II, or visit the EEPC's website at www.nyc.gov/eepc and click on the agency's link.

The EEPC makes other audit-related documents (i.e., the EEPC Preliminary Determination and Optional Agency Response, and the EEPC Final Determination and Agency Response) available to the New York City Department of Records and Information Services. Audit-related documents are also made available via Freedom of Information Law (FOIL) request. Documents pertaining to an agency's audit are available upon the EEPC's issuance of a determination of compliance or non-compliance, which is the concluding step in an audit.

Compliance-Monitoring

The City Charter requires that this Commission monitor agencies for a period of up to 6 months to ensure implementation of prescribed corrective action.

Total Agencies Monitored for Implementation of Corrective Actions Prescribed: 27

Agencies that Achieved Compliance While Being Monitored in 2017: 15

1. **Community Boards - Queens No. 3:**
   Issued/Implemented 1 corrective action
2. **Community Boards - Queens No. 7:**
   Issued/Implemented 1 corrective action
3. **Community Boards - Queens No. 12:**
   Issued/Implemented 2 corrective actions
4. **Community Boards - Queens No. 13:**
   Issued/Implemented 2 corrective actions
5. **Community Boards - Manhattan - No. 6:**
   Issued/Implemented 1 corrective action
6. **Community Boards - Manhattan - No. 8:**
   Issued/Implemented 1 corrective action
7. **Law Department, New York:**
   Issued/Implemented 1 corrective action
8. **Administrative Tax Appeals, Office of:**
   Issued/Implemented 4 corrective actions
9. **Administrative Trials & Hearings, Office of:**
   Issued/Implemented 10 corrective actions
10. **Information Technology & Telecomm., Dept. of:**
    Issued/Implemented 6 corrective actions
11. **Aging, Dept. for the:**
    Issued/Implemented 2 corrective actions
12. **Investigation, Dept. of:**
    Issued/Implemented 7 corrective actions
13. **Police Pension Fund, New York City:**
    Issued/Implemented 10 corrective actions
14. **Public Advocate, Office of the:**
    Issued/Implemented 17 corrective actions
15. **Special Narcotics Prosecutor, Office of:**
    Issued/Implemented 15 corrective actions

Agencies Undergoing Compliance-Monitoring at the Conclusion of 2017: 12

1. **Borough President's Office, Queens**
   Issued 12 /Implemented 10 corrective actions
2. **Citywide Administrative Services, Dept. of**
   Issued 7 /Implemented 2 corrective actions
3. **Community Boards - Manhattan No. 6**
   Issued 1 /Implemented 1 corrective actions
4. **Education, Dept. of**
   Issued 13 /Implemented 12 corrective actions
5. **Education Retirement System, Board of**
   Issued 20 /Implemented 17 corrective actions
6. **Employees' Retirement System, New York City**
   Issued 14 /Implemented 1 corrective action
7. **Environmental Protection, Dept. of**
   Issued 6 /Implemented 2 corrective actions
8. **Housing Authority, New York City**
   Issued 9 /Implemented 9 corrective actions
9. **Independent Budget Office**
   Issued 11 /Implemented 6 corrective actions
10. **Labor Relations, Office of**
    Issued 8 /Implemented 2 corrective actions
11. **Police Department, New York**
    Issued 8 /Implemented 4 corrective actions
12. **Transportation, Dept. of**
    Issued 7 /Implemented 6 corrective actions

For specific information on the monitoring period, and the corrective actions implemented, see Appendix III or visit the EEPC's website at www.nyc.gov/eepc and click on the agency's link.

Non-Compliance

At the end of the Monitoring Period, a *Determination of Partial Non-Compliance* is issued if the Commission determines that compliance with the prescribed corrective actions has not been accomplished.

In 2017, no agency received a Determination of Partial / Non-Compliance.**

**Corrective action prescribed, but not implemented results in a Determination of Partial or Full Non-Compliance.

Meeting Calendar: 2017

The Commission held at 11 meetings in 2017. The dates are as follows:

Thursday, January 19th @ 9:15 AM
Thursday, February 16th @ 9:15 AM
Thursday, March 30th @ 9:15 AM
Thursday, April 27th @ 9:15 AM
Thursday, May 25th @ 9:15 AM
Thursday, June 22nd @ 9:15 AM
Thursday, August 17th @ 9:15 AM
Thursday, September 28th @ 9:15 AM
Thursday, October 26th @ 9:15 AM
Thursday, November 30th @ 9:15 AM
Thursday, December 21st @ 9:15 AM

Meetings typically commenced between 9:15 and 9:30 am and adjourned by 11:00am.

As required by Local Law 103 of 2013, beginning April 3rd, 2015, the Commission's meetings were recorded and made available to the public online at:
https://www.youtube.com/channel/UCdgAeD4p-esdjymDTdGScfA

Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

2018 and Beyond

The EEPC audits each agency once every four (4) years at minimum. In order to meet the Charter mandate, annual audit plans are developed to ensure agencies not audited within the previous 4 years receive priority. In 2018, the EEPC will follow-up with 3 agencies which each received a Determination of Partial Non-Compliance to re-administer the EPA. The EEPC will commence the SHPRA for all other agencies.

Upcoming Audits:

Borough President's Office, Bronx
Borough President's Office, Brooklyn
Borough President's Office, Manhattan
Borough President's Office, Staten Island
Buildings, Dept. of
City Clerk/Clerk of the Council
City Comptroller, Office of
Collective Bargaining, Office of
Community Boards, Bronx No. 1 - 12
Community Boards, Staten Island Nos. 1-3
Financial Information Services Agency
Emergency Management, Office of
Health & Mental Hygiene, Dept. of
Homeless Services, Dept. of
Mayor, Office of the
Sanitation, Dept. of
Small Business Services, Dept. of
Standards & Appeals, Board of
Taxi & Limousine Commission
Youth & Community Development, Dept. of

Follow-Up Due to Previous Non-Compliance:

District Attorney – Queens County Office
District Attorney – Bronx County Office
Public Administrator - Richmond County Office

Meeting Calendar: 2018

10 meetings are scheduled for the following dates:

Thursday, January 18th at 9:30 AM
Thursday, February 22nd at 9:30 AM
Thursday, April 10th at 9:30 AM
Thursday, May 10th at 9:30 AM
Thursday, June 4th at 9:30 AM
Thursday, August 30th at 9:30 AM
Thursday, September 27th at 9:30 AM
Thursday, October 25th at 9:30 AM
Thursday, November 29th at 9:30 AM
Thursday, December 20th at 9:30 AM

This schedule is subject to revision. Public notices of the Commission's meetings are published in the City Record for five successive days prior to the date of the meeting.

Learn more about this Commission and its audits by visiting our website at: www.nyc.gov/eepc.

Conference/Hearing

The Commission is in the planning and budgeting phase of its next Conference. Please check the EEPC's website for further updates.

Tentative Date:
September 27th, 2018

To suggest a topic for an EEPC Conference/Hearing, or to volunteer for an Advisory Committee, send an email to mramsukh@eepc.nyc.gov.

APPENDICES

Appendix I

Chapter 36 §830 of the New York City Charter
[Equal Employment Practices Commission]*

a. 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.

b. The commission shall consist of five members who, shall be compensated on a per diem basis. The mayor and the council shall each appoint two members. In addition, the mayor and the speaker of the council shall appoint a fifth member to serve as the chair of the commission for a term of four years.

c. A vacancy in the commission shall not impair the right of the remaining members to exercise all the powers of the commission and three members thereof shall constitute a quorum.

d. Members shall be appointed for four-year terms except that of the members first appointed, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June, nineteen hundred ninety-two, one of those appointed by the mayor and one of those appointed by the council shall serve for terms expiring on the thirtieth day of June nineteen hundred ninety-five; and the chair shall serve for a term expiring on the thirtieth day of June, nineteen hundred ninety-four.

e. The commission may, within the appropriations available therefor, appoint an executive director and such deputies, assistants, and other employees as may be needed for the performance of the duties prescribed herein.

f. The commission may meet as necessary to implement the provisions of this chapter provided that the commission shall meet at least once every eight weeks.

§ 831 Duties and powers of the New York City equal employment practices commission.

a. The commission: (i) shall monitor the employment policies, programs and practices of each city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury, including the board of education, city and community colleges, the financial services corporation, the health and hospital corporation, the public development corporation, and the city housing authority; and (ii) monitor the coordination and implementation of any city affirmative employment program of equal employment opportunity for minority group members and women who are employed by or who seek employment with city agencies, including the activities of the department of citywide administrative services, and the civil service commission, pursuant to chapter thirty-five, and any other agency designated by the mayor to assist in the implementation or coordination of such efforts, and all city agencies required by section eight hundred fifteen to establish agency programs

b. The commission may request and shall receive from any city agency such information, other than information which is required by law to be kept confidential or which is privileged as attorney-client

communications, attorney work products or material prepared for litigation, and such assistance as may be necessary to carry out the provisions of this chapter.

c. The commission shall communicate to the commission on human rights any information regarding suspected or alleged violations of chapter one of title eight of the administrative code.

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

1. to review the uniform standards, procedures, and programs of the department of citywide administrative services pursuant to paragraphs twelve and fourteen of subdivision a of section eight hundred, fourteen, and to review the plans adopted by city agencies in accordance with the provisions of paragraph nineteen of subdivision a of section eight hundred fifteen, and to provide any such agency or the department of citywide administrative services with such comments and suggestions as the commission deems necessary and appropriate;

2. to recommend to the department of citywide administrative services, all city agencies, or any one or more particular agencies, procedures, approaches, measures, standards and programs to be utilized by such agencies in their efforts to ensure a fair and effective affirmative employment program of equal employment opportunity for minority group members and women who are employed by or seek employment with city agencies;

3. to recommend to any city agency actions which such agency should consider including in its next annual plan as required by paragraph nineteen of subdivision a of section eight hundred fifteen;

4. to advise and, if requested, assist city agencies in their efforts to increase employment of minority group members and women who are employed by or who seek employment with city agencies;

5. 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 this commission;

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;

7. to publish by the fifteenth of February of each year a report to the mayor and the council on the activities of the commission and the effectiveness of each city agency's affirmative employment efforts and the efforts by the department of citywide administrative services to ensure equal employment opportunity for minority group members and women who are employed by or seek to be employed by city agencies;

8. to establish appropriate advisory committees;

9. to serve with such other agencies or officials as shall be designated by the mayor as the city liaison to federal, state and local agencies responsible for compliance with equal employment opportunity for minority group members and women who are employed by or who seek to be employed by city agencies; and

10. to take such other actions as are appropriate to effectuate the provisions and purposes of this chapter.

§ 832 Compliance Procedures.

a. The commission shall conduct such study or investigations 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.

b. For the purpose of ascertaining facts in connection with any study or investigation authorized by this chapter, the commission shall have power to compel the attendance of witnesses, to administer oaths and to examine such persons as they may deem necessary. The commission or any agent or employee thereof duly designated in writing by them for such purposes may administer oaths or affirmations, examine witnesses in public or private hearing, receive evidence and preside at or conduct any such study or investigation.

c. If the commission makes a preliminary determination pursuant to subdivision d of section eight hundred thirty-one, that any plan, program, procedure, approach, measures or standard adopted or utilized by any city agency or the department of citywide administrative services does not provide equal employment opportunity; and/or if the commission makes a preliminary determination pursuant to this chapter and chapter thirty-five, that an agency has not provided equal employment opportunity, the commission shall notify the agency in writing of this determination and provide an opportunity for the agency to respond. If the commission, after consideration of any such response and after consulting with the agency, concludes that the corrective actions, if any, taken or planned by the agency are not sufficient to correct the non-compliance identified in the preliminary determination, it should make a final determination in writing, including such recommended corrective action as the commission may deem appropriate. The agency shall within thirty days thereafter respond to the commission on any corrective action it intends to make and shall make monthly reports to such commission on the progress of such corrective action. If the commission, after a period not to exceed six months, determines that the agency has not taken appropriate and effective corrective action, 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.

Appendix II: Audit and Evaluation Resolutions

The following pages contain the Commission's 2017 Resolutions pursuant to the audit and evaluation of agencies' employment practices. The Commission reviews, approves, and adopts Resolutions of EEO Program Analysts' findings for each agency. An audit-related Resolution specifies the audit period, delineates the corrective action prescribed to an agency as a result of the EEPC's audit and evaluation, and authorizes the mailing of a Final Determination. The agencies are listed below in alphabetical order. In addition, Resolutions can be found on the EEPC's website at: http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

1. Administrative Tax Appeals, Office of:
   RESOLUTION #2017/210-021
2. Administrative Trials & Hearings, Office of:
   RESOLUTION #2017/211-820
3. Aging, Dept. for the:
   RESOLUTION #2017/212-125
4. Citywide Administrative Services, Dept. of:
   RESOLUTION #2017/211-868
5. Borough President's Office, Queens:
   RESOLUTION #2017/212-013
6. Education, Dept. of:
   RESOLUTION #2017/212-740
7. Education Retirement System, Board of:
   RESOLUTION #2017/212-521
8. Employees' Retirement System, New York City:
   RESOLUTION #2017/211-009
9. Environmental Protection, Dept. of:
   RESOLUTION #2017/213-826
10. Independent Budget Office:
    RESOLUTION #2017/212-132
11. Information Technology & Telecomm., Dept. of:
    RESOLUTION #2017/212-858
12. Investigation, Dept. of:
    RESOLUTION #2017/211-032
13. Labor Relations, Office of
    RESOLUTION #2017/211-214
14. Police Department, New York :
    RESOLUTION #2017/212-056
15. Police Pension Fund, New York City :
    RESOLUTION #2017/211-256
16. Public Advocate, Office of the
    RESOLUTION #2017/210-101
17. Transportation, Dept. of:
    RESOLUTION #2017/213-841
18. Special Narcotics Prosecutor, Office of:
    RESOLUTION #2017/210-906

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/210-021*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of Administrative Tax Appeals' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of Administrative Tax Appeals' (OATA) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 3, 2017, setting forth findings and the following required corrective actions:

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/ or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race ethnicity and gender), and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

4. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/ or using other methods to communicate internal opportunities.

5. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

6. Ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, and job postings.

7. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/ school. Obtain a certificate of completion.

8. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

9. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

10. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on May 17, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017, and indicated that corrective action(s) nos. 1 - 10 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from June 2017 through November 2017, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to President Ellen Hoffman of the Office of Administrative Tax Appeals.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #*2017/211-820*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of Administrative Trials and Hearings' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of Administrative Trials and Hearings' (OATH) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 5, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.

3. Ensure that all employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

4. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/ school. Obtain a certificate of completion.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on June 15, 2017, with documentation of its actions to rectify required corrective action nos. 2 and 4; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 19, 2017, and indicated that corrective action(s) nos. 1 and 3 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July 2017 through December 2017, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Commissioner/ Chief Judge Fidel F. Del Valle of the Office of Administrative Trials and Hearings.

Approved unanimously on June 22, 2016.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-125: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department for the Aging's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Monitoring of the Department for the Aging's (DFTA) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 28, 2017, setting forth findings and the following required corrective actions:

1. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

2. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on August 10, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on August 14, 2017; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from September 2017 through February 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Commissioner Donna M. Corrado of the Department for the Aging.

Approved unanimously on August 17, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/211-868*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Citywide Administrative Services' Employment Practices and Procedures from July 1, 2013 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Citywide Administrative Services' (DCAS) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30, 2017, setting forth findings and the following required corrective actions:

1. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

2. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

3. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

4. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use

uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

5. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

7. Implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 16, 2017 which indicated that corrective action(s) nos. 1 - 7 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July 2017 through December 2017, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Lisette Camilo, Commissioner of the Department of Citywide Administrative Services.

Approved unanimously on June 22, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION # 2017/212-013: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of the Queens Borough President's Employment Practices and Procedures from January 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of the Queens Borough President's (QBPO) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 26, 2017, setting forth findings and the following required corrective actions:

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

3. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

4. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

5. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

6. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

8. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected* (or *disposition*) of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

9. Ensure that all employees have access to information regarding job responsibilities, performance evaluation standards.

10. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

11. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

12. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

13. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on July 11, 2017 with documentation of its actions to rectify required corrective action no. 1; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on July 14, 2017 which

agreed and accepted documentation for implementation of the aforementioned corrective action, and indicated that corrective actions nos. 2 through 13 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from August 2016 through January 2018 to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Queens Borough President Melinda Katz.

Approved unanimously on August 17, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION # 2017/212-740: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the New York City Department of Education's Employment Practices and Procedures from January 1, 2014 to December 31, 2016

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Education's (DoE) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 22, 2017, setting forth findings and the following required corrective actions:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, that includes, or attach as addend, an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

3. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which

diminish adverse impact

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

8. Use and maintain an applicant/candidate log or tracking system which, at minimum, in additional to the aforementioned information (Position, Position ID, Enter Date, Name, Email Address Line, City, State, Country, Postal Code and Primary Phone) also captures ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) and recruitment source of each applicant. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

9. Ensure that all employees have access to information regarding job responsibilities and performance evaluation standards.

10. Ensure that the principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities. Indicate the reporting relationship between the principal EEO Professional and agency head in the agency's organizational chart, EEO Policy and Annual EEO Plan.

11. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

12. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

13. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on July 10, 2017 which indicated that corrective actions nos. 1 through 7 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from August 2017 through January 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Chancellor Carmen Fariña of the New York City Department of Education.

Approved unanimously on August 17, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-521: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Board of Education Retirement System's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Board of Education Retirement System's (BERS) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 14th, 2017, setting forth findings and the following required corrective actions:

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: uniform and responsive procedures for providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, and federal, state and local agencies that enforce laws against discrimination.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

4. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

5. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

6. Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

7. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

8. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

10. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

11. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

12. Use and maintain a candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

13. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

14. Ensure that employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities, and job postings.

15. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.

16. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, state, and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.

17. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

18. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

19. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

20. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued the Final Determination on July 6, 2017, which indicated that corrective actions nos. 1 through 20 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from August, 2017 through January, 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Sanford Rich, Executive Director, of the Board of Education Retirement System.

Approved unanimously on August 17th 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #*2017/211-009*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the New York City Employees' Retirement System's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the New York City Employees' Retirement System's (NYCERS) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 16th, 2017, setting forth findings and the following required corrective actions:

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

3. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

4. Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations

serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

8. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected* (or *disposition*) of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the individuals involved in the hiring decision.

10. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

11. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

12. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

13. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

14. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued the Final Determination on June 12, 2016, which indicated that corrective actions nos. 1 through 14 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July through December, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Karen Mazza, Interim Executive Director of the New York City Employees' Retirement System.

Approved unanimously on June 22nd, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/213-826*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Environmental Protection's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Environmental Protection's (DEP) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated September 6, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Review the agency's statistical information including the annual number of EEO complaints on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

3. Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on September 20, 2017 with documentation of its actions to rectify required corrective action no. 1, 2, 4, and 5; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on September 26, 2017, which agreed and accepted documentation for implementation of the aforementioned corrective actions, and indicated that corrective action nos. 3 and 6 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from October, 2017 through March, 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Vincent Sapienza, Acting Commissioner of the Department of Environmental Protection.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-132: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of Independent Budget Office's Employment Practices and Procedures from July 1, 2013 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Independent Budget Office's (IBO) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 12, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career

fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

6. Use and maintain an applicant/candidate log or tracking system which, includes in addition to the above disability status. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

7. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

8. Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the General Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.

9. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

10. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

11. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on June 22, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on July 10, 2017, and indicated that corrective actions nos. 1 through 11 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from August 2017 through January 2018, to determine whether it implemented the required corrective actions;

and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Ronnie Lowenstein, Director of the Independent Budget Office.

Approved unanimously on August 17, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-858: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the NYC Department of Information Technology and Telecommunications' Employment Practices and Procedures from July 1, 2014 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Information Technology and Telecommunications' (DOITT) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 21, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on August 7, 2017 which indicated that corrective actions nos. 1 through 6 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from September 2017 through February 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Anne Roest, Commissioner of the Department of Information Technology and Telecommunications.

Approved unanimously on August 17, 2018.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/211-032*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Investigation's Employment Practices and Procedures from January 1, 2014 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Investigation's (DOI) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 2, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate

in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

7. Administer an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on June 16, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 19, 2017 and indicated that corrective action(s) nos. 1 - 7 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July 2017 through December 2017, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Mark G. Peters, Commissioner of the Department of Investigation.

Approved unanimously on June 22, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #*2017/211-214*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of Labor Relations' Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of Labor Relations' (OLR) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30th, 2017, setting forth findings and the following required corrective actions:

1. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; and current contact information for federal, state and local agencies that enforce laws against discrimination.

2. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

3. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

4. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

5. Use and maintain a candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

6. Ensure that all employees have access to information regarding training opportunities.

7. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

8. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued the Final Determination on June 16, 2016, which indicated that corrective actions nos. 1 through 8 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July, 2017 through December, 2017, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Robert W. Linn, Commissioner of the Office of Labor Relations.

Approved unanimously on June 22nd, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-056: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the New York City Police Department's Employment Practices and Procedures from January 1, 2014 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the New York City Police Department's (NYPD) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 18, 2017, setting forth findings and the following required corrective actions:

1. Establish and implement an EEO training plan for all employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

3. Assess the manner in which candidates are selected for employment for all job groups, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate

in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. Ensure designated professionals (may be referred to as the Career Counselor) have appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

7. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

8. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on August 3, 2017 which indicated that corrective action(s) nos. 1 through 8 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from August 2017 through January 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to James P. O'Neill, Commissioner of the New York City Police Department.

Approved unanimously on August 17, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/211-256: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the NYC Police Pension Fund's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the NYC Police Pension Fund's (PPF) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30, 2017, setting forth findings and the following required corrective actions:

1. Issue an updated EEO policy statement, to include all protected classes.

2. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

3. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

4. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

5. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason

selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

6. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

7. Ensure that employees have access to information regarding job responsibilities, performance evaluation standards, examinations, and training opportunities.

8. Appoint a principal EEO Professional – who is trained and knowledgeable regarding city, state and EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints – to implement EEO policies and standards within the agency.

9. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

10. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

11. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on June 12, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 20, 2017; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from July. 2017 through December, 2017, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Executive Director Kevin Holloran of the NYC Police Pension Fund.

Approved unanimously on June 22, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/210-101:* Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of the New York City Public Advocate's Employment Practices and Procedures from January 1, 2014 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of the New York City Public Advocate's (ONYCPA) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 8, 2017, setting forth findings and the following required corrective actions:

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: an up-to-date list of protected classes under NYC and NYS Human Rights Laws.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

4. Ensure that the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs are reviewed on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies

(e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

5. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

6. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

7. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

8. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

10. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

11. Ensure that the Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.

12. Ensure that the principal EEO Professional is trained and knowledgeable regarding city, state and EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints – to implement EEO policies and standards within the agency.

13. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for

EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

14. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

15. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

16. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

17. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which indicated that corrective action(s) nos. 1 - 17 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from June 2017 through November 2017, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Public Advocate James.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/213-841*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Transportation's Employment Practices and Procedures from January 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Transportation's (DOT) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated September 7, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

3. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

4. Review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these

standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

6. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

7. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on September 20, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued the Final Determination on September 25, 2017, which indicated that corrective actions nos. 1 through 7 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from October, 2017 through March, 2018, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Polly Trottenberg, Commissioner of the Department of Transportation.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION *#2017/210-906*: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Office of the Special Narcotics Prosecutor's Employment Practices and Procedures from July 1, 2013 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Office of the Special Narcotics Prosecutor's (OSNP) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated April 24, 2017, setting forth findings and the following required corrective actions:

1. Distribute/Post a paper or electronic copy of the agency's Equal Employment Opportunity Policy, which includes, or attach as addenda: an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

3. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or

gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

8. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

9. Remind employees of the identity and type of guidance available from the Career Counselor at least once each year.

10. Ensure that the Human Resources Professional ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations and training opportunities; and informs the principal EEO Professional of the number of 55-a program participants.

11. Document reasonable accommodation requests and their outcomes. NOTE: In order to ensure appropriate and sufficient documentation is maintained, the agency should utilize its reasonable accommodation requests form.

12. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for

EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

13. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

14. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

15. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on May 8, 2017 with documentation of its actions to rectify required corrective action no. 1; and

Whereas, on May 12, 2017, the EEPC issued an Amendment to the Preliminary Determination setting forth findings on two audit standards with no corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective action, and indicated that corrective action(s) nos. 2 - 15 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from June 2017 through November 2017, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission approves issuance of this Final Determination to Special Narcotics Prosecutor Brennan.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Appendix III: Determination of Compliance Resolutions

Pursuant to the City Charter-mandated compliance-monitoring procedure and period, the Commission considers, in consultation with an agency, whether programs, or procedures utilized by the agency are in compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter; and reviews, approves, and adopts a Determination of Compliance or Non-Compliance at the end of an assigned monitoring period. The following pages contain the Commission's 2017 Compliance Resolutions, which specify whether the agency required corrective action, whether the agency required monitoring, the compliance-monitoring period, the corrective actions implemented by the agency and the agency's status at the end of the period. Adoption of a Compliance Resolution authorizes the mailing of a Determination of Compliance and Certificate, if applicable, to the agency head. The agencies are listed below in alphabetical order. In addition, Resolutions can be found on the EEPC's website at: http://www.nyc.gov/html/eepc/html/about/eepc_jurisdiction.shtml.

1. Community Boards - Queens No. 1 RESOLUTION #2017-208-431-C01
2. Community Boards - Queens No. 2 RESOLUTION #2017-208-432-C02
3. Community Boards - Queens No. 5 RESOLUTION #2017-208-435-C03
4. Community Boards - Queens No. 6 RESOLUTION #2017-208-436-C04
5. Community Boards - Queens No. 8 RESOLUTION #2017-208-438-C05
6. Community Boards - Queens No. 10 RESOLUTION #2017-208-440-C06
7. Community Boards - Queens No. 4 RESOLUTION #2017-208-434-C07
8. Community Boards - Queens No. 9 RESOLUTION #2017-208-439-C08
9. Community Boards - Queens No. 11 RESOLUTION #2017208-441-C09
10. Community Boards - Queens No. 14 RESOLUTION #2017-208-444-C10
11. Community Boards - Queens No. 3 RESOLUTION #2017-210-433-C11
12. Community Boards - Queens No. 7 RESOLUTION #2017-210-437-C12
13. Community Boards - Queens No. 13 RESOLUTION #2017-210-443-C13
14. Community Boards - Queens No. 12 RESOLUTION #2017-210-442-C14
15. Administrative Trials and Hearings, Office of RESOLUTION #2017/212-820-C15
16. Community Boards - Manhattan - No. 9 RESOLUTION#2017/213-349-C16
17. Community Boards - Manhattan - No. 11 RESOLUTION#2017/213-351-C17
18. Law Department, New York RESOLUTION#2017/213-025-C18
19. Community Boards - Manhattan - No. 7 RESOLUTION#2017/213-347-C19
20. Community Boards - Manhattan - No. 1 RESOLUTION#2017/213-341-C20
21. Community Boards - Manhattan - No. 10 RESOLUTION#2017/213-213-350-C21
22. Community Boards - Manhattan - No. 12 RESOLUTION#2017/213-352-C22
23. Community Boards - Manhattan - No. 3 RESOLUTION#2017/213-343-C23
24. Community Boards - Manhattan - No. 5 RESOLUTION#2017/213-345-C24
25. Community Boards - Manhattan - No. 2 RESOLUTION#2017/213-342-C25
26. New York City Fire Department RESOLUTION #2016AP/057-C26
27. Community Boards - Manhattan - No. 8 RESOLUTION#2017/214-348-C27
28. Aging, Dept. for the RESOLUTION #2017/214-125-C28
29. Community Boards - Manhattan - No. 4 RESOLUTION#2017/213-344-C29
30. Special Narcotics Prosecutor, Office of RESOLUTION #2017/216-906-C30
31. Public Advocate, Office of the RESOLUTION #2017/216-101-C31
32. Information Technology & Telecomm., Dept. of RESOLUTION #2017/216-858-C32
33. Police Pension Fund, New York City RESOLUTION #2017/216-256-C33
34. Investigation, Dept. of RESOLUTION #2017/216-032-C34
35. Administrative Tax Appeals, Office of RESOLUTION #2017/216-021-C35

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-431-C01: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 1's Equal Employment Opportunity Program for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 1's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Joseph Risi of the Queens Community Board No. 1.

Approved unanimously on March 30, 2017.

Angela Cabrera, Commissioner

Malini Cadambi Daniel, Commissioner

Arva R. Rice, Commissioner

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-432-C02: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 2's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 2's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Denise Keehan Smith of the Queens Community Board No. 2.

Approved unanimously on March 30, 2017.

Angela Cabrera, Commissioner

Malini Cadambi Daniel, Commissioner

Arva R. Rice, Commissioner

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-435-C03: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 5's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 5's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 5's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 5's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Vincent Arcuri, Jr., of the Queens Community Board No. 5.

Approved unanimously on March 30, 2017.

Angela Cabrera

Angela Cabrera, Commissioner

Malini Cadambi Daniel

Malini Cadambi Daniel, Commissioner

Arva R. Rice, Commissioner

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-436-C04: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 6's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 6's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 6's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 6's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Joseph C. Hennessy of the Queens Community Board No.6.

Approved unanimously on March 30, 2017.

Angela Cabrera

Angela Cabrera, Commissioner

Malini Cadambi Daniel

Malini Cadambi Daniel, Commissioner

Arva R. Rice

Arva R. Rice, Commissioner

Elaine S. Reiss

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-438-C05: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 8's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 8's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 8's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 8's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Martha Taylor of the Queens Community Board No. 8.

Approved unanimously on March 30, 2017.

Angela Cabrera

Angela Cabrera, Commissioner

Malini Cadambi Daniel

Malini Cadambi Daniel, Commissioner

Arva R. Rice

Arva R. Rice, Commissioner

Elaine S. Reiss

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-440-C06: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 10's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 10's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 10's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 10's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Elizabeth Braton of the Queens Community Board No. 10.

Approved unanimously on March 30, 2017.

Angela Cabrera, Commissioner

Malini Cadambi Daniel, Commissioner

Arva R. Rice, Commissioner

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-434-C07: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 4's Equal Employment Opportunity Program for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 4's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 4's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 4's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Damian Vargas of the Queens Community Board No. 4.

Approved unanimously on March 30, 2017.

Angela Cabrera

Angela Cabrera, Commissioner

Malini Cadambi Daniel

Malini Cadambi Daniel, Commissioner

Arva R. Rice

Arva R. Rice, Commissioner

Elaine S. Reiss

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-439-C08: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 9's Equal Employment Opportunity Program for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 9's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 9's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 9's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Raj Rampershad of the Queens Community Board No. 9.

Approved unanimously on March 30, 2017.

Angela Cabrera

Angela Cabrera, Commissioner

Malini Cadambi Daniel

Malini Cadambi Daniel, Commissioner

Arva R. Rice

Arva R. Rice, Commissioner

Elaine S. Reiss

Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-444-C10: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 14's Equal Employment Opportunity Program for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 14's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 14's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 14's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Dolores Orr of the Queens Community Board No. 14.

Approved unanimously on March 30, 2017.

Angela Cabrera
Angela Cabrera, Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel, Commissioner

Arva R. Rice
Arva R. Rice, Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017-208-441-C09: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Queens Community Board No. 11's Equal Employment Opportunity Program for compliance with the Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2013 through December 31, 2016.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Queens Community Board No. 11's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination pursuant to Section 831(d) whether 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 and analysis of the Queens Community Board No. 11's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Queens Community Board No. 11's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective actions are required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Christine Haider of the Queens Community Board No. 11.

Approved unanimously on March 30, 2017.

Angela Cabrera
Angela Cabrera, Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel, Commissioner

Arva R. Rice
Arva R.Rice, Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq., Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/210-433-C11: Determination of **Compliance** (Monitoring Period Not Required) by Queens Community Board No. 3 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2013 through December 30, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Queens Community Board No. 3 (QCB3) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated April 14, 2017, setting forth setting forth the following required corrective action:

1. The Community Board must use the EEO tag line when advertising job vacancies.

Whereas, the QCB3 submitted its response to the EEPC's Determination on May 5, 2017 with a commitment to institute the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Queens Community Board No. 3 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the Commission approves issuance of this Final Determination to Chairperson of the Philip Papas.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/210-437-C12: Determination of **Compliance** (Monitoring Period Not Required) by Queens Community Board No. 7 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2013 through December 30, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Queens Community Board No. 7 (QCB7) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated April 14, 2017, setting forth setting forth the following required corrective action:

1. The Community Boards must use the EEO tag line when advertising job vacancies.

Whereas, the QCB7 submitted its response to the EEPC's Determination on May 2, 2017 with a commitment to institute the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Queens Community Board No. 7 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the Commission approves issuance of this Final Determination to Chairperson of the Eugene T. Kelty, Jr.

Approved unanimously on May 25, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Arva Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/210-443-C13: Determination of **Compliance** (Monitoring Period Not Required) by Queens Community Board No. 13 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2013 through December 30, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Queens Community Board No. 13 (QCB13) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated April 14, 2017, setting forth setting forth the following required corrective actions:

1. The Community Boards must post job vacancies in their offices.

2. The Community Boards must use the EEO tag line when advertising job vacancies.

Whereas, the QCB13 submitted its response to the EEPC's Determination on May 11, 2017 with a commitment to institute the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Queens Community Board No. 13 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the Commission approves issuance of this Final Determination to Chairperson of the Bryan Block.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/210-442-C14: Determination of **Compliance** (Monitoring Period Not Required) by Queens Community Board No. 12 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2013 through December 30, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Queens Community Board No. 12 (QCB12) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated April 14, 2017, setting forth setting forth the following required corrective actions:

1. The Community Boards must post job vacancies in their offices.

2. The Community Boards must use the EEO tag line when advertising job vacancies.

Whereas, the QCB12 submitted its response to the EEPC's Determination on May 22, 2017 with a commitment to institute the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective actions and no corrective actions were remaining; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Queens Community Board No. 12 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the Commission approves issuance of this Final Determination to Chairperson of the Adrienne Adams.

Approved unanimously on May 25, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/212-820-C15: Determination of **Compliance** (Monitoring Period Required) by the Office of Administrative Trials and Hearings with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Administrative Trials and Hearings' (OATH) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 5, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.

3. Ensure that all employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/ abilities.

4. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/ school. Obtain a certificate of completion.

Whereas, the Office of Administrative Trials and Hearings submitted its response to the EEPC's Preliminary Determination letter, on June 15, 2017, with documentation of its actions to rectify required corrective actions #2 and #4;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 19, 2017, which agreed and accepted documentation for implementation of the aforementioned corrective actions, with corrective actions #1 and #3, remaining;

Whereas, the Office of Administrative Trials and Hearings submitted its response to the EEPC's final determination letter, on July 19, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from July 2017 to August 2017 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the Office of Administrative Trials and Hearings submitted a copy of the agency head's memorandum to staff dated August 11, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of Administrative Trials and Hearings has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Final Determination to Fidel F. Del Valle, Commissioner/Chief Judge of the Office of Administrative Trials and Hearings.

Approved unanimously on August 17, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-349-C16: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 9's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 9's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 9's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 9's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson John Padmore of the Manhattan Community Board No. 9.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-351-C17: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 11's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 11's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 11's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 11's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Diane Collier of the Manhattan Community Board No. 11.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION ***#2017/213-025-C18*****:** Determination of **Compliance** (No Compliance-Monitoring Period Required) by the New York City Law Department with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2014 through December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Law Department's (NYLD) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated August 16, 2017, setting forth findings and the following required corrective actions:

1. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the NYLD submitted its response to the EEPC's Preliminary Determination letter, on August 30, 2017, with documentation of its actions to rectify the required corrective action; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on September 6, 2017, which agreed and accepted documentation for implementation of the aforementioned corrective action; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the NYLD submitted a copy of the agency head's memorandum to staff dated September 27, 2017, which outlined the corrective action implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the New York City Law Department has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Final Determination to the Corporation Counsel Zachary W. Carter, Esq., of the New York City Law Department.

Approved unanimously on September 28, 2017.

Unsigned but Approved by:

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-347-C19: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 7's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 7's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 7's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 7's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Roberta Semer of the Manhattan Community Board No. 7.

Approved unanimously on September 28, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Arva Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-341-C20: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 1's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 1's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 1's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 1's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Anthony Notaro of the Manhattan Community Board No. 1.

Approved unanimously on September 28, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-350-C21: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 10's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 10's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 10's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 10's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Cicely Harris of the Manhattan Community Board No. 10.

Approved unanimously on September 28, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Arva Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-352-C22: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 12's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 12's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 12's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 12's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Shahabuddeen Ally of the Manhattan Community Board No. 12.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION ##2017/213-343-C23: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 3's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 3's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 3's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 3's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Jamie Rogers of the Manhattan Community Board No. 3.

Approved unanimously on September 28, 2017.

Angela Cabrera
Angela Cabrera
Commissioner

Malini Cadambi Daniel
Malini Cadambi Daniel
Commissioner

Arva Rice
Arva Rice
Commissioner

Elaine S. Reiss
Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION ##2017/213-345-C24: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 5's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 5's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 5's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 5's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Vikki Barbero of the Manhattan Community Board No. 5.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/213-342-C25: Determination of Compliance (No Corrective Action Required) pursuant to the Audit: Review, Evaluation and Monitoring of the Manhattan Community Board No. 2's Equal Employment Opportunity Program for compliance with Equal Employment Practices Commission's *Minimum Standards for Equal Employment Opportunity for Community Boards* from January 1, 2014 through June 30, 2017.

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 ensure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to ensure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, the Equal Employment Practices Commission conducted an audit and analysis of the Manhattan Community Board No. 2's Equal Employment Opportunity Program; and

Whereas, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a determination whether 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 and analysis of the Manhattan Community Board No. 2's EEO Program for compliance with this Commission's *Minimum Equal Employment Opportunity Standards for Community Boards*, the Equal Employment Practices Commission hereby affirms and adopts the following determination:

Manhattan Community Board No. 2's EEO Program has established compliance with the EEPC's *Minimum Standards for Community Boards*. ***No corrective action is required.***

Be It Finally Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Terri Cude of the Manhattan Community Board No. 2.

Approved unanimously on September 28, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2016AP/057C-26 Determination of **Compliance** (Monitoring Period Required) by the New York City Fire Department with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2012 through December 31, 2014.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the New York City Fire Departments' (FDNY) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 10, 2015, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts for all titles to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

7. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

8. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

9. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and consistent with the audit protocol referenced therein, the Preliminary Determination became Final, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on November 25, 2015, which indicated that corrective actions No., 1 – 9 require compliance-monitoring; and

Whereas, the FDNY submitted its response to the EEPC's final determination letter, on December 22, 2015, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from January 2016 through July 2016, and

Whereas, at the Commission's request the compliance period was extended to gather further information regarding recruitment; assessment of the manner in which candidates are selected for employment; and retention of candidates and employees in the Firefighter Job Group - Firefighter Title; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the FDNY submitted a copy of the agency head's memorandum to staff dated September 16, 2016, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated

his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the New York City Fire Department has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved, that the Commission will forward the Determination of Compliance to the Commissioner Daniel A. Nigro of the New York City Fire Department.

Approved unanimously on February 16, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

ABSENT
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/214-348-C27: Determination of **Compliance** (Monitoring Period Required) by Manhattan Community Board No. 8 with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2014 through June 30, 2017.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Manhattan Community Board No. 8 (MCB No. 8) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Determination dated September 6, 2017, setting forth the following required corrective action:

1. The Community Board must post job vacancies in their office.

Whereas, the MCB No. 8 submitted its response to the EEPC's Determination on September 27, 2017 with a commitment to institute the required corrective action;

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on October 26, 2017 which agreed and accepted documentation for implementation of the aforementioned corrective action and no corrective actions were remaining;

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that Manhattan Community Board No. 8 has implemented the required corrective action deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the Commission approves issuance of this Final Determination to Chairperson Nicholas Viest of the Manhattan Community Board No. 8.

Approved unanimously on October 26, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/214-125-C28: Determination of **Compliance** (Monitoring Period Required) by the Department for the Aging (DFTA) with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the New York City Department for the Aging's Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the DFTA's Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 28, 2017, setting forth findings and the following required corrective actions:

1. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

2. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on August 10, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on August 18, 2017 which indicated that corrective action nos. 1 and 2 required compliance monitoring; and

Whereas, the DFTA submitted its response to the EEPC's Final Determination letter, on September 15, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from September 2017 – October 2017, with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DFTA submitted a copy of the agency head's memorandum to staff dated October 10, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Department for the Aging has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Commissioner Donna M. Corrado of the Department for the Aging.

Approved unanimously on October 26, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner (Absent)

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/214-344-C29: Determination of **Compliance** (Monitoring Period Required) by the Manhattan Community Board No. 4 with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Manhattan Community Board No. 4's Employment Practices and Procedures from January 1, 2014 through June 30, 2017.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Manhattan Community Board No. 4's Equal Employment Opportunity Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated September 1, 2017, setting forth findings and the following required corrective actions:

1. Ensure that all job vacancy notices contain the EEO tag line.
2. Ensure that job vacancies are posted in the agency's offices and the Borough President's Office.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter October 12, 2017, which included documentation demonstrating that corrective actions 1 and 2 were implemented; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response, and determined that corrective action nos. 1 and 2 have been implemented; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Manhattan Community Board No. 4 has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Chairperson Delores Rubin of the Manhattan Community Board No. 4.

Approved unanimously on October 26, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Absent
Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner (Absent)

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-906-C30: Determination of **Compliance** (Monitoring Period Required) by the Office of the Special Narcotics Prosecutor with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2013 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the Special Narcotics Prosecutor's (OSNP) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated April 24, 2017, setting forth findings and the following required corrective actions:

1. Distribute/Post a paper or electronic copy of the agency's *Equal Employment Opportunity Policy*, which includes, or attach as addenda: an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals.

2. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

3. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

4. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

5. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review

the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

7. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

8. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected* (or *disposition*) of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

9. Remind employees of the identity and type of guidance available from the Career Counselor at least once each year.

10. Ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations and training opportunities; and informs the principal EEO Professional of the number of 55-a program participants.

11. Document reasonable accommodation requests and their outcomes.

12. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

13. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

14. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

15. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, the OSNP submitted its response to the EEPC's Preliminary Determination letter, on May 8, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which indicated that corrective action nos. 1 - 15 required compliance monitoring; and

Whereas, the OSNP submitted its response to the EEPC's Final Determination letter, on June 26, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from June 2017 – November 2017, with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OSNP submitted a copy of the agency head's memorandum to staff dated November 29, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of the Special Narcotics Prosecutor has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Bridget G. Brennan, Special Narcotics Prosecutor for the City of New York.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-101-C31: Determination of **Compliance** (Monitoring Period Required) by the Office of the New York City Public Advocate with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of the New York City Public Advocate's (Public Advocate) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 8, 2017, setting forth findings and the following required corrective actions:

1. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO professionals, and attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: an up-to-date list of protected classes under NYC and NYS Human Rights Laws.

3. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

4. Ensure that the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs are reviewed on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

5. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

6. Promote employees' awareness of opportunities for advancement and transfer within the agency by:

administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

7. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

8. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

9. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the *position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected* (or *disposition*) of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

10. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

11. Ensure that the Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.

12. Ensure that the principal EEO Professional is trained and knowledgeable regarding city, state and EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints – to implement EEO policies and standards within the agency.

13. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

14. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

15. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

16. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

17. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity.

Whereas, the Public Advocate did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on May 25, 2017 which indicated that corrective action nos. 1 - 17 required compliance monitoring; and

Whereas, the Public Advocate submitted its response to the EEPC's Final Determination letter, on June 26, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from June 2017 – November 2017, with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the Public Advocate submitted a copy of the agency head's memorandum to staff dated November 30, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Office of the New York City Public Advocate has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Letitia James, Public Advocate for the City of New York.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-858-C32: Determination of **Compliance** (Monitoring Period Required) by the Department of Information Technology and Telecommunications with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Information Technology and Telecommunications' (DoITT) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated July 21, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance, with respect to review of EEO complaints.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

Whereas, the DoITT did not submit a response to the EEPC's Preliminary Determination letter within 14 days from the date of its issuance, and, consistent with the audit protocol referenced therein, the Preliminary Determination became Final; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a Final Determination on August 7, 2017, which indicated that corrective actions 1 - 6 required compliance monitoring; and

Whereas, the DoITT submitted its response to the EEPC's final determination letter, on September 6, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from September 2017 to December 2017 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DoITT submitted a copy of the agency head's memorandum to staff dated December 18, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the DoITT has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Determination of Compliance to Commissioner Anne Roest of the Department of Information Technology and Telecommunications.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-256-C33: Determination of **Compliance** (Monitoring Period Required) by the Police Pension Fund with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Police Pension Fund's (PPF) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 30, 2017, setting forth findings and the following required corrective actions:

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/or using other methods to communicate internal opportunities.

3. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross-training, cross divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/abilities.

4. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

5. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/ type of guidance available from the Career Counselor at least once each year.

6. Ensure that employees have access to information regarding job responsibilities, performance evaluation standards, examinations, and training opportunities.

7. Appoint a principal EEO Professional – who is trained and knowledgeable regarding city, state and federal EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints – to implement EEO policies and standards within the agency.

8. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

9. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

10. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports (up to 30 days following each quarter) on efforts to implement the plan.

Whereas, the PPF submitted its response to the EEPC's Preliminary Determination letter on June 12, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC the EEPC considered the agency's response and issued a Final Determination on June 20, 2017 which indicated that corrective action nos. 1 - 10 required compliance monitoring; and

Whereas, the PPF submitted its response to the EEPC's final determination letter, on July 25, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from September 2017 to December 2017 with no extension of the monitoring period;

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the PPF submitted a copy of the agency head's memorandum to staff dated December 13, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

Be It Resolved, that the PPF has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Determination of Compliance to Executive Director Kevin Holloran of the Police Pension Fund.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-032-C34: Determination of **Compliance** (Monitoring Period Required) by the Department of Investigation with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from January 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Investigation's (DOI) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated June 2, 2017, setting forth findings and the following required corrective actions:

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the annual number of EEO complaints to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

6. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

7. Administer an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

Whereas, the DOI submitted its response to the EEPC's Preliminary Determination letter, on June 16, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on June 19, 2017 which indicated that corrective action nos. 1 - 7 required compliance monitoring; and

Whereas, the DOI submitted its response to the EEPC's Final Determination letter, on July 19, 2017; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from July 2017 – December 2017, with no extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the DOI submitted a copy of the agency head's memorandum to staff dated December 20, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Department of Investigation has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission approves issuance of this Determination of Compliance to Commissioner Mark G. Peters of the Department of Investigation.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION
CITY OF NEW YORK

RESOLUTION #2017/216-021-C35: Determination of **Compliance** (Monitoring Period Required) by the Office of Administrative Tax Appeals with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the Employment Practices and Procedures from July 1, 2014 to December 31, 2016.

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 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Office of Administrative Tax Appeals (OATA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated May 3, 2017, setting forth findings and the following required corrective actions:

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.

2. Ensure that the principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race ethnicity and gender), and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/ policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).

4. Promote employees' awareness of opportunities for advancement and transfer within the agency by: administering incentive programs; publicizing promotions, including promotions into, or changes in, the managerial ranks; and/ or using other methods to communicate internal opportunities.

5. Ensure that employees are considered internally for career enhancement, development opportunities and transfer by: providing and encouraging training, development or mentorship programs to improve their performance and skills; establishing internal talent pools via cross training, cross-divisional assignments, job transfers, and/or job rotation; and identifying internal successors with applicable knowledge/skills/ abilities.

6. Ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, and job postings.

7. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/ school. Obtain a certificate of completion.

8. Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

9. Establish and implement an annual managerial/non-managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.

10. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the OATA submitted its response to the EEPC's Preliminary Determination letter on May 17, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 25, 2017 which indicated that corrective action nos. 1 - 10 required compliance monitoring; and

Whereas, the OATA submitted its response to the EEPC's final determination letter, on June 26, 2017, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the corrective actions from June 2017 to November 2017 with a 1 month extension of the monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the OATA submitted a copy of the agency head's memorandum to staff dated December 5, 2017, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for

protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the OATA has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Final Determination to President Ellen Hoffman of the Office of Administrative Tax Appeals.

Approved unanimously on December 21, 2017.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Arva Rice
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Appendix IV:
5 Most Frequently Issued Corrective Actions

Rank	2016 & 2017	# of Agencies
1	**Communication: Agency Head & EEO Professional** Maintain documentation of meetings where decisions were made between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding practices or procedures that pertain to the administration and operation of the EEO program.	35
2	**Assess Selection for Impact** Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.	31
3	**Applicant/Candidate Tracking** Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source.	30
	Underutilization and Discretionary Titles If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and hire qualified candidates.	30
4	**Annually Review Statistical Information** Ensure that the principal EEO professional and HR Professional review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.	29
5	**ASP/Quarterly Report Submission** Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of EEO and sexual harassment complaint activity in each quarterly report.	28

5 Most Frequently Issued Corrective Actions 2016–2017
Agencies Issued

Rank #1: Most Frequently Issued Corrective Action

35 Agencies: Communication: Agency Head & EEO Professional

Maintain documentation of meetings where decisions were made between the agency head (or a direct report other than the General Counsel) and the principal EEO Professional regarding practices or procedures that pertain to the administration and operation of the EEO program.

Resolution #2016054 - Civilian Complaint Review Board
Resolution #2016312 - Conflict of Interest Board
Resolution #2016463 - Community College - Bronx
Resolution #2016465 - Community College - Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016469 - Community College - Fiorello H. LaGuardia
Resolution #2016831 - Business Integrity Commission
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney - Queens
Resolution #2016905 - District Attorney - Richmond County
Resolution #2016907 - Housing Development Corporation
Resolution #2016941 - Public Administrator - New York
Resolution #2016942 - Public Administrator - Bronx
Resolution #2016944 - Public Administrator - Queens
Resolution #2016945 - Public Administrator - Richmond County
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President - Queens
Resolution #2017021 - Administrative Tax Appeals
Resolution #2017025 - Law Department
Resolution #2017032 - Department of Investigation
Resolution #2017056 - Police Department
Resolution #2017101 - Public Advocate
Resolution #2017132 - Independent Budget Office
Resolution #2017214 - Office of Labor Relations
Resolution #2017256 - Police Pension Fund
Resolution #2017521 - Board of Education Retirement System
Resolution #2017740 - Department of Education
Resolution #2017826 - Environmental Protection, Dept. of
Resolution #2017841 - Transportation, Dept. of
Resolution #2017858 - Info. Technology & Telecomm., Dept. of
Resolution #2017868 - Department of Citywide Admin. Services
Resolution #2017906 - Office of the Special Narcotics Prosecutor

Rank #2: Most Frequently Issued Corrective Action

31 Agencies: Assess Selection for Impact

Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon a particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

Resolution #2016008 - Office of the Actuary
Resolution #2016054 - Civilian Complaint Review Board
Resolution #2016072 - Department of Correction
Resolution #2016463 - Community College – Bronx
Resolution #2016465 - Community College – Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016469 - Community College - Fiorello H. LaGuardia
Resolution #2016831 - Business Integrity Commission
Resolution #2016846 - Parks & Recreation, Dept. of
Resolution #2016850 - Department of Design & Construction
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney – Queens
Resolution #2016905 - District Attorney - Richmond County
Resolution #2016907 - Housing Development Corporation
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President – Queens
Resolution #2017032 - Department of Investigation
Resolution #2017056 - Police Department
Resolution #2017132 - Independent Budget Office
Resolution #2017521 - Board of Education Retirement System
Resolution #2017740 - Department of Education
Resolution #2017820 - Admin. Trials & Hearings, Office of
Resolution #2017826 - Environmental Protection, Dept. of
Resolution #2017841 - Transportation, Dept. of
Resolution #2017858 - Info. Technology & Telecomm., Dept. of
Resolution #2017868 - Department of Citywide Admin. Services
Resolution #2017906 - Office of the Special Narcotics Prosecutor
Resolution #2017996 - New York City Housing Authority

Rank #3: Most Frequently Issued Corrective Action (Tie)

30 Agencies (Tie): Applicant/Candidate Tracking

Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names or identification number, race/ethnicity, gender, disability, veteran status, interview date, interviewers' names, result (or disposition), reason selected/not selected for each applicant, and recruitment source.

Resolution #2016008 - Office of the Actuary
Resolution #2016072 - Department of Correction
Resolution #2016226 - City Commission on Human Rights
Resolution #2016312 - Conflict of Interest Board
Resolution #2016463 - Community College – Bronx
Resolution #2016464 - Community College – Queensborough
Resolution #2016465 - Community College – Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016469 - Community College - Fiorello H. LaGuardia
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney – Queens
Resolution #2016907 - Housing Development Corporation
Resolution #2016941 - Public Administrator - New York
Resolution #2016942 - Public Administrator – Bronx
Resolution #2016943 - Public Administrator - Kings County
Resolution #2016944 - Public Administrator – Queens
Resolution #2016945 - Public Administrator - Richmond County
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President – Queens
Resolution #2017101 - Public Advocate
Resolution #2017132 - Independent Budget Office
Resolution #2017214 - Office of Labor Relations
Resolution #2017256 - Police Pension Fund
Resolution #2017521 - Board of Education Retirement System
Resolution #2017740 - Department of Education
Resolution #2017906 - Office of the Special Narcotics Prosecutor
Resolution #2017996 - New York City Housing Authority

Rank #3: Frequently Issued Corrective Action

30 Agencies (Tie): Underutilization and Discretionary Titles

If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, determine the usefulness of the selection procedures (criteria, practices, and patterns) and their relevancy to measuring suitability for the job and advertise in minority- or female-oriented media outlets; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and hire qualified candidates.

Resolution #2016008 - Office of the Actuary
Resolution #2016054 - Civilian Complaint Review Board
Resolution #2016072 - Department of Correction
Resolution #2016226 - City Commission on Human Rights
Resolution #2016463 - Community College – Bronx
Resolution #2016465 - Community College – Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016469 - Community College - Fiorello H. LaGuardia
Resolution #2016831 - Business Integrity Commission
Resolution #2016846 - Parks & Recreation, Dept. of
Resolution #2016850 - Department of Design & Construction
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney – Queens
Resolution #2016905 - District Attorney - Richmond County
Resolution #2016907 - Housing Development Corporation
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President – Queens
Resolution #2017032 - Department of Investigation
Resolution #2017056 - Police Department
Resolution #2017132 - Independent Budget Office
Resolution #2017521 - Board of Education Retirement System
Resolution #2017740 - Department of Education
Resolution #2017826 - Environmental Protection, Dept. of
Resolution #2017841 - Transportation, Dept. of
Resolution #2017858 - Info. Technology & Telecomm., Dept. of
Resolution #2017868 - Department of Citywide Admin. Services
Resolution #2017906 - Office of the Special Narcotics Prosecutor

Rank #4: Frequently Issued Corrective Action

29 Agencies: Annually Review Statistical Information

Ensure that the principal EEO professional and HR Professional review the agency's statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

Resolution #2016008 - Office of the Actuary
Resolution #2016054 - Civilian Complaint Review Board
Resolution #2016312 - Conflict of Interest Board
Resolution #2016465 - Community College – Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016469 - Community College - Fiorello H. LaGuardia
Resolution #2016831 - Business Integrity Commission
Resolution #2016846 - Parks & Recreation, Dept. of
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney – Queens
Resolution #2016905 - District Attorney - Richmond County
Resolution #2016941 - Public Administrator - New York
Resolution #2016942 - Public Administrator – Bronx
Resolution #2016943 - Public Administrator - Kings County
Resolution #2016944 - Public Administrator – Queens
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President – Queens
Resolution #2017021 - Administrative Tax Appeals
Resolution #2017032 - Department of Investigation
Resolution #2017101 - Public Advocate
Resolution #2017132 - Independent Budget Office
Resolution #2017521 - Board of Education Retirement System
Resolution #2017740 - Department of Education
Resolution #2017826 - Environmental Protection, Dept. of
Resolution #2017858 - Info. Technology & Telecomm., Dept. of
Resolution #2017906 - Office of the Special Narcotics Prosecutor

Rank #5: Frequently Issued Corrective Action

28 Agencies: Agency-Specific Plan/Quarterly Report Submission

Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports on efforts to implement the Plan within 30 days following each quarter. Include a breakout of EEO and sexual harassment complaint activity in each quarterly report.

Resolution #2016008 - Office of the Actuary
Resolution #2016054 - Civilian Complaint Review Board
Resolution #2016226 - City Commission on Human Rights
Resolution #2016312 - Conflict of Interest Board
Resolution #2016463 - Community College - Bronx
Resolution #2016464 - Community College - Queensborough
Resolution #2016465 - Community College - Kingsborough
Resolution #2016466 - Community College - Borough of Manhattan
Resolution #2016468 - Community College - Eugenio Maria De Hostos
Resolution #2016901 - District Attorney - New York County
Resolution #2016902 - District Attorney – Bronx
Resolution #2016903 - District Attorney - Kings County
Resolution #2016904 - District Attorney - Queens
Resolution #2016905 - District Attorney - Richmond County
Resolution #2016907 - Housing Development Corporation
Resolution #2016941 - Public Administrator - New York
Resolution #2016942 - Public Administrator - Bronx
Resolution #2016943 - Public Administrator - Kings County
Resolution #2016944 - Public Administrator - Queens
Resolution #2016945 - Public Administrator - Richmond County
Resolution #2017009 - NYC Employees Retirement System
Resolution #2017013 - Borough President - Queens
Resolution #2017101 - Public Advocate
Resolution #2017132 - Independent Budget Office
Resolution #2017256 - Police Pension Fund
Resolution #2017521 - Board of Education Retirement System
Resolution #2017906 - Office of the Special Narcotics Prosecutor
Resolution #2017996 - New York City Housing Authority


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EQUAL EMPLOYMENT PRACTICES COMMISSION
2017
ANNUAL REPORT
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