

EQUAL EMPLOYMENT PRACTICES COMMISSION

CITY OF NEW YORK

RESOLUTION #12/36-868: Preliminary Determination Pursuant to the Audit of the Department of Citywide Administrative Services' (DCAS) Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

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

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

Whereas, the Equal Employment Practices Commission audited the Department of Citywide Administrative Services' Equal Employment Opportunity Program; and

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

Be It Resolved,

that pursuant to the audit of the Department of Citywide Administrative Services' compliance with the City's Equal Employment Opportunity Policy (EEOP), as well as Commission policies and EEO standards expressed in the City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Although the agency has appointed a Disability Rights Coordinator and posted the contact information for this individual on the agency's EEO webpage, 72% of the respondents to the EEPC's *Employee Survey* indicated they did not know who the agency's Disability Rights Coordinator was.
2. Although the agency appointed a Career Counselor and posted the name and contact information of this individual on the agency's EEO webpage and in the agency's EEO Policy Statement, 77% of respondents to the EEPC's *Employee Survey* indicated they did not know who the agency's Career Counselor was.

Be It Finally Resolved,

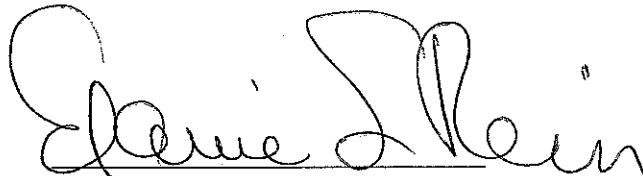
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Commissioner Edna Wells Handy, formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipt of the letter indicating what

corrective actions the Department of Citywide Administrative Services will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on October 18, 2012.

Malini Cadambi Daniel
Commissioner

Arva R. Rice
Commissioner



Elaine S. Reiss, Esq.
Commissioner

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #13/05-868: Determination of implementation by the Department of Citywide Administrative Services of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Department of Citywide Administrative Services' compliance with the Citywide Equal Employment Opportunity Policy from January 1, 2009 to December 31, 2011.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women, and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

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

Whereas, pursuant to its audit of the Department of Citywide Administrative Services (DCAS), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 23, 2012, setting forth its findings and recommended corrective actions; and

Whereas, the DCAS submitted its response to the EEPC's preliminary determination letter, on November 16, 2012; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued a final determination on November 27, 2012, including such recommended corrective action as the Commission deemed appropriate; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to determine whether the corrective actions taken by the agency are sufficient to remedy non-compliance identified in the preliminary determination; and

Whereas, at the EEPC's request, pursuant to Section 815.a.(19) of the New York City Charter, on January 23, 2013, the DCAS submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit; and

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

Whereas, the members of this Commission have determined that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,
that the Department of Citywide Administrative Services has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Department of Citywide Administrative Services Commissioner Edna Wells Handy, formally informing her that the DCAS has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on January 24, 2013,

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner

Arva R. Rice
Commissioner



Cesar A. Perez, Esq.
Chair



Edna Wells Handy
Commissioner

January 23, 2013

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Dear DCAS Coworker:

I'd like to share some good news with you.

The Equal Employment Practices Commission ("EEPC") has recently completed its audit of our agency's compliance with the City's Equal Employment Policy covering the period January 1, 2009 through December 31, 2011 – and I am pleased to note that the EEPC's findings were overwhelmingly positive. As you may know, we have been expanding our diversity recruitment outreach efforts, and using enhanced structured hiring and interviewing procedures that reflect our ongoing strategy to develop a more diverse and inclusive DCAS workforce. As a result, in the past fiscal year we have seen improvement in job groups that previously showed underutilization. I'd like to thank Norma Martin for her valuable contributions to this effort.

The EEPC has made two specific recommendations to enhance DCAS' EEO program based on employee survey responses:

1. Re-distribute and post the identity, location and contact information of the agency's Disability Rights Coordinator to ensure all employees know the person responsible for handling reasonable accommodation requests.
2. Re-distribute and post the identity, location and contact information of the agency's Career Counselor to remind employees that they have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.

Therefore, I would like to take this opportunity to remind you of the following:

Norma Martin, DCAS Diversity/EEO Officer is also the agency's Disability Rights Coordinator. She is responsible for providing information and assistance with the Reasonable Accommodation process. Her office is located on the 17th Floor at One Centre Street and her telephone number is 212-386-0256. If you should have questions regarding the Reasonable Accommodation process or need assistance with submitting a request, please contact Norma for assistance.

Monique Knoll, Director of Human Resources is also the agency's Career Counselor and can provide employees with services and relevant information needed in the career development process. Monique can provide recommendations for learning and development; assistance with civil service career planning and civil service exam information. Her office is located on the 17th Floor of One Centre Street and her telephone number is (212)386-0388. Employees interested in receiving career counseling should schedule an appointment to meet with Monique.

The information above is also accessible on the agency's intranet site DCAS Connect <http://dcasconnect/>

I would also like to reiterate DCAS' commitment to the City's Equal Employment Opportunity Policy, which maintains fair employment practices for everyone, and fosters an inclusive work environment that provides opportunities for the development, success and retention of our diverse staff.

Finally, be on the lookout in the coming weeks, when we announce our "Career Services" unit of DCAS Human Resources.

DCAS is fabulous and this audit report demonstrates one of the reasons why.

Thank you all,

Edna Wells Handy