

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #08/03-014: Preliminary Determination Pursuant to the Audit of the Staten Island Borough President Office's (SIBPO) Equal Employment Opportunity Program from July 1, 2005 through June 30, 2007.

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 Staten Island Borough President Office's Equal Employment Opportunity Program; and

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

Be It Resolved,

that pursuant to the audit of the Staten Island Borough President Office's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The SIBPO's EEO Policy is not posted on bulletin boards. (Sect. VC, Citywide EEOP)
2. The SIBPO did not distribute the EEO Policy since 2004.
3. The SIBPO EEO Policy does not contain the updated EEO officer's contact information. (Sect. VB, Citywide EEOP)
4. The SIBPO does not participate in the Section 55-A Program. (Sect. IIB, Citywide EEOP)
5. The SIBPO has not appointed a disability rights coordinator. (Sect. VB, Citywide EEOP)

6. The SIBPO did not have a female EEO professional available during the second half of the audit period. (Sect. VB, Citywide Policy)
7. The agency did not conduct EEO training during and after the audit period. (Sect. VC, Citywide EEOP)
8. The EEO officer reports to the legal counsel, who is a direct report to the agency head; he also reports to the chief of staff, who reports to the deputy borough president, who in turn reports to the agency head. (Sect. VB, Citywide EEOP)
9. The EEO officer did not have regularly scheduled meetings with the counsel or the chief of staff and did not maintain documentation of such meetings.
10. The organization chart does not show a reporting relationship between the EEO officer and the agency head or direct report to the agency head. (Sect. VB, EEOP)
11. The EEO officer is not involved in developing job recruitment strategies and selecting recruitment media. (Sect. VC, Citywide EEO Policy)
12. The SIBPO has not provided structured interview training to personnel involved in the recruitment and hiring process. (Sect. IV, Citywide EEOP)
13. Thirty-six percent of the survey respondents said they did not see the agency's job vacancy postings on agency bulletin boards prior to the application deadlines. Fifty percent said they did not remember. (DCAS, Personnel Services Bulletin No. 200-9, June 30, 1998)

Be It Finally Resolved,

that the Commission authorizes the Chair, Ernest F. Hart, Esq., to forward a letter to the Staten Island Borough President Honorable James P. Molinaro,, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipts of the letter indicating what corrective actions the Staten Island Borough President Office's will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on March 20, 2008.

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner



Ernest F. Hart, Esq.
Chair

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

RESOLUTION #09/10-014C: Determination of implementation by the Staten Island Borough President's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Staten Island Borough President's Office's Charter-mandated Equal Employment Opportunity Program from July 1, 2005 to June 30, 2007.

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 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, 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, pursuant to its audit of the Staten Island Borough President's Office (SIBPO), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter March 20, 2008 setting forth its findings and recommended corrective actions; and

Whereas, the SIBPO submitted its response to EEPC's preliminary determination letter on April 25, 2008; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on June 3, 2008 identifying those recommendations accepted and rejected by SIBPO; and

Whereas, in response to EEPC's final determination letter, SIBPO submitted its response on September 8, 2008; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the SIBPO for a period not to exceed six months, from December 2008 through May 2009, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Staten Island Borough President's Office submitted its Final Compliance Report on June 25, 2009; and

Whereas, the Staten Island Borough President's Office submitted additional information on July 6, 2009; and

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

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

Be It Resolved,

that the Staten Island Borough President's Office 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,

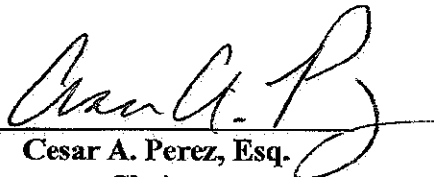
that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Honorable James P. Molinaro, formally informing him that the Staten Island Borough President's Office has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on July 16, 2009.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair



JAMES P. MOLINARO
PRESIDENT

CITY OF NEW YORK
PRESIDENT
OF THE
BOROUGH OF STATEN ISLAND

BOROUGH HALL, STATEN ISLAND, N.Y. 10301

MEMORANDUM

From: James P. Molinaro
To: All staff members
Date: June 24, 2009
Re: Resolutions of Equal Employment Practices Commission
2008 audit

I would like to take this opportunity to bring you up to date on how this office, over the past six months, has complied with the recommendations from last year's Equal Employment Practices Commission (EECP) compliance audit.

There were a total of 8 recommended items from the Commission, and these are the actions this office has taken to implement the recommendations:

1. By clicking on an icon, the Equal Employment Opportunity (EEO) Policy is now available to everyone from their office desktop computer.
2. As changes are made to the EEO policy, I will notify everyone, via a paper memo to be included with their paystub, that an update exists to the EEO policy and, more importantly, where they can find it in the document.
3. The Borough President's office is participating in the Section 55-A Program.
4. Both EEO officers report to the Chief-of-Staff.
5. Any and all documentations/communications concerning EEO issues are now kept in a locked filing system with Ms. Jillian Gambino.
6. An organization chart has been revised showing the arrangement of how the EEO officers report to the Chief-of-Staff.
7. I have informed the head of personnel that our two EEO officers are to be included in developing job recruitment strategies and selecting recruitment media whenever we will hire in the future.
8. The two EEO officers have performed a structured training session with the individuals responsible for recruitment/interviewing.

As I stated at the end of last year, this office remains committed to the EEO policies of the City of New York. I will report to all of you on the results of the final compliance review from the EECP.

Thank you.