

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

RESOLUTION #01/26-868: Preliminary Determination Pursuant to the Audit of the Department of Citywide Administrative Services and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 1998 to June 30, 2000.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) 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, the Equal Employment Practices Commission audited the Department of Citywide Administrative Services's compliance with the City's Equal Employment Opportunity Policy; 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 (DCAS) and its compliance with the City's Equal Employment Opportunity Policy (EEOP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Ten of the 15 (66%) supervisors/managers interviewed by EEPC auditors indicated they were not informed that EEO performance would be part of their overall performance evaluation.
2. Fourteen of the 15 (93%) supervisors/managers interviewed by EEPC auditors indicated that the agency had never evaluated their EEO performance.
3. DCAS did not conduct adverse impact studies.
4. Only 39 agency supervisors received structured interview training during the audit period. In addition, nine of the 15 (60%) supervisors/managers interviewed by EEPC auditors indicated they had not received such training.
5. The agency did not appoint a Career Counselor.
6. The EEO Officer was not involved in developing or reviewing job recruitment strategies.

7. Supervisors and managers were not directed to hold meeting with their subordinates to discuss agency EEO policies. In addition, 12 of the 15 (80%) managers interviewed by EEPC auditors indicated that no such meetings were held.
8. Fifty-one percent of employees surveyed by the Commission do not know who is the EEO Officer.

Be It Finally Resolved,

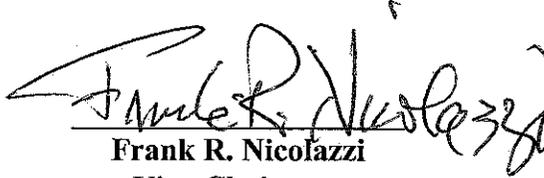
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Department of Citywide Administrative Services, William J. Diamond, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Department of Citywide Administrative Services will take to bring the agency into compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on July 19, 2001.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #02/06-856C: Determination of implementation by the New York City Department of Citywide Administrative Services of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the New York City Department of Citywide Administrative Services' Charter-mandated Equal Employment Opportunity Policy from January 1, 1998 to June 30, 2000.

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 its audit of the New York City Department of Citywide Administrative Services, (EEPC) the Equal Employment Practices Commission issued a preliminary determination letter, dated July 19, 2001 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC monitored DCAS for six months, from December 2001 through May 2002, to determine whether it implemented the aforementioned recommended corrective actions; and

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

Be It Resolved,

that the New York City Department of Citywide Administrative Services has fully implemented all nine of the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Department of Citywide Administrative Services, Martha K. Hirst, formally informing her that the agency has implemented all nine of the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 23, 2002

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner



Frank R. Nicolazzi
Vice-Chairman



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Martha K. Hirst
Commissioner

MEMORANDUM

TO: All Staff

FROM: Martha K. Hirst *Mattera*

DATE: May 8, 2002

SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Opportunity Program of all city agencies. The EEPC recently completed an audit of our agency's compliance with the City's Equal Employment Policy covering the period January 1, 1998 to June 30, 2000.

The EEPC made some recommendations to enhance DCAS' EEO program. I am pleased to report that DCAS had already complied with the majority of the EEPC's recommendations.

Although I am pleased with our accomplishments, I would like to call your attention to several areas where DCAS incorporated EEPC recommendations, to improve the delivery of our EEO program to better serve you:

- Managers and supervisors will conduct documented meetings with staff, at least once a year, to reaffirm their commitment to the agency's EEO Policy and to discuss the right of employees to file EEO complaints with DCAS' EEO Officer and/or EEO counselors.
- All managers and supervisors involved in conducting employment interviews will attend Structured Interviewing Training conducted by the Office of Citywide EEO.
- Jeffrey Ketterer, Director of Human Resources, who is familiar with employment opportunities, has been appointed as the agency's Career Counselor, to provide career counseling to employees who request it. His office is located at the Municipal Building, 17th Floor, North. His telephone number is (212) 669- 7082. Employees interested in receiving career counseling should make an appointment.

I reaffirm the agency's strong commitment to maintaining fair employment practices for all our employees. DCAS is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO Policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

I encourage all employees to access the resources available within DCAS and to address any concerns you have to Norma Martin, EEO Officer at (212) 669-8645.