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

RESOLUTION #01/24-030: Preliminary Determination Pursuant to the Audit of the Department of City Planning 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 City Planning 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 City Planning (DCP) 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. Supervisors/managers are not uniformly aware that their EEO performance would be part of their performance evaluation, nor were they uniformly evaluated on EEO related criteria.
2. DCP did not conduct an accessibility survey of its facilities to ensure that they are accessible to, an usable by, persons with disabilities.
3. DCP did not uniformly investigate and resolve its internal discrimination complaints within the 90 day time frame required by the EEOP's Discrimination Complaint Procedure's Implementation Guidelines.
4. Confidential reports of discrimination complaint investigations were not signed by the agency head.
5. DCP's Discrimination Complaint Procedure does not indicate a time frame for completing discrimination investigations.

6. Notices of case determinations to complainants and respondents did not contain rationales for the determinations.
7. DCP did not maintain and update a monthly complaint log.
8. Thirty percent of employee survey respondents indicated that they did not receive preventive sexual harassment training.
9. DCP has not conducted adverse impact studies.
10. DCP does not have any officially designated career counselor.
11. The EEO Officer did not spend 100% of her time on EEO issues.
12. Supervisors did not uniformly hold meetings with their staff to discuss the EEO Policy.
13. Thirty-three percent of survey respondents indicated they do not know the identity of the EEO Officer.
14. Eighteen percent of survey respondents indicated they did not receive a copy of the Discrimination Complaint Procedure.
15. Twenty-two percent of survey respondents who answered the question, indicated they did not know how to file an EEO Complaint.
16. Seventy-one percent of DCP employees who responded to the EEPC survey did not receive evaluations on an annual basis.

Be It Finally Resolved,

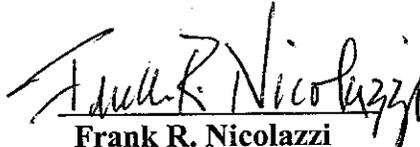
that the Commission authorizes the Vice-Chairman to forward a letter to the Director of the Department of City Planning, Joseph Rose, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these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

Approved unanimously on May 24, 2001.

Chereé Buggs
Commissioner

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #02/04-030C: Determination of implementation by the New York City Department of Planning of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the New York City Department of Planning's 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 Planning, the Equal (EEPC) Employment Practices Commission issued a preliminary determination letter, dated May 24, 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 was required to monitor the (DCP) Department of City Planning for six months, from July 2001 through December 2001, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, DCP's compliance period had to be extended four months in order to address recommendations number 6, 8, & 12; and

Whereas, for recommendation number two, the Commission is awaiting a letter from DCP stating that its facilities are ADA compliant; 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,

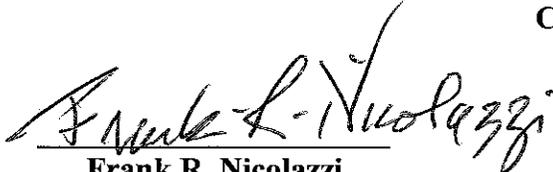
Be It Resolved,
that the New York City Department of Planning has implemented sixteen of the seventeen recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to the Director of the New York City Department of Planning, Amanda Burden, formally informing her that the agency has implemented sixteen of the seventeen recommended corrective actions to the Commission's satisfaction.

Approved unanimously on April 25, 2002

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

**DEPARTMENT OF CITY PLANNING
CITY OF NEW YORK**

MEMORANDUM

To: All Staff

From: Joseph B. Rose 

Date: December 20, 2001

Subj.: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) has completed an audit of our agency's compliance with the City's Equal Employment Opportunity Program for the period between January 1, 1998 to June 30, 2000. EEPC made several recommendations to enhance the EEO practices of the Department of City Planning and I am pleased to report that many have already been implemented.

The EEO Policy is distributed annually. This document contains important information about the Department's Equal Employment Opportunity, Sexual Harassment and Persons with Disabilities policies. The Policy contains the discrimination complaint procedure to ensure that all staff know how to file an EEO complaint; mandates a 90-day time frame to resolve all internal discrimination complaints; and requires agency head sign-off on all confidential written reports which contain the agency's findings and recommendations. I encourage you to review its contents to become aware of your rights and obligations or to call the Department's Co-EEO Officers, Jacquelyn Harris or Marlon Anderson if you have questions. Jackie's office is located on the 2nd floor and she can be reached at (212) 720-3543. Marlon's office is on the 6th floor and he can be reached at (212) 720-3468. I have instructed them to maintain and update an EEO complaint log to determine the monthly status of internal and external complaints, and to devote whatever time is necessary to address EEO issues.

I would also like to call your attention to several areas where DCP will enhance the delivery of the EEO Program to better serve you:

- Sean Hennessy has been appointed the agency's career counselor and is available to answer questions regarding civil service and provisional job concerns to employees who request it. Sean is located on the first floor of 22 Reade Street and can be reached at 212 720-3682. Human Resources and the EEO Office will work with DCAS's Office of Citywide Equal Employment Opportunity in the future to explore methods in conducting disparate impact studies. The Human Resources Division is also structuring a plan to evaluate all employees pursuant to the city's personnel policies.

- To enhance EEO preventative measures in accordance with EEPC recommendations and the City's EEO Policy, supervisors and managers will hold documented meetings with their staff annually, and will be held accountable for EEO compliance, as reflected in managerial/supervisor performance evaluations.]*
- To reinforce and build upon the agency-wide, comprehensive EEO training provided to all employees, DCP will conduct mandatory EEO training of all newly hired employees and those employees that did not receive training in 1998, 1999 or 2001. Those sessions will occur in January, 2002. Those employees that have not received training will be notified by the agency's EEO Office.
- DCP is working with DCAS to ensure that all of its facilities are accessible to, and usable by, persons with disabilities.

This agency has a strong commitment to maintaining fair employment practices for all our employees. The recent EEPC audit provided this department with an additional opportunity to re-affirm its commitment to the city's EEO Policy, and to elaborate on the actions we are taking to comply with its mandates.