

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #03/11-032: Preliminary Determination Pursuant to the Audit of the Department of Investigation's Equal Employment Opportunity Program from July 1, 2000 through December 31, 2002.

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, the Equal Employment Practices Commission audited the Department of Investigation'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 Department of Investigation'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 name and location of the new Disability Rights/Section 55-A Coordinator does not appear in the agency's EEO Policy Booklet.
2. The EEO Officer has not developed a plan, which includes a timeframe, to train all existing and new employees.
3. The agency has not conducted adverse impact studies.
4. The agency has not informed all employees in writing of the new identity, location and telephone number of the career counselor.
5. The agency's EEO Officer does not devote 100% of her time to EEO matters.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Department of Investigation's Commissioner, Rose Gill Hearn, 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 Investigation will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on August 14, 2003.

Manuel A. Mendez
Commissioner

C. Catherine Rimokh, Esq.
Commissioner

Veronica Villanueva, Esq.
Commissioner



Angela Cabrera
Vice-Chair

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

RESOLUTION #04/06-032C: Determination of implementation by the Department of Investigation of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of Department of Investigation's Charter-mandated Equal Employment Opportunity Program from July 1, 2000 to December 31, 2002.

Whereas, pursuant to Chapter 36, Sections 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 Department of Investigation (DOI), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated August 14, 2003 setting forth its findings and recommended corrective actions; and

Whereas, in response to EEPC's preliminary determination letter, DOI submitted its response on October 3, 2003; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on October 20, 2003 identifying those recommendations accepted and rejected by DOI; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on October 20, 2003 identifying those recommendations accepted and rejected by DOI; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor DOI for a period not to exceed six months, from December 2003 through May 2004, to determine whether it implemented the aforementioned recommended corrective actions; and

Whereas, the Department of Investigation submitted its Final Compliance Report on May 3, 2004; 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 Compliance Summary Report, prepared by EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

Be It Resolved,

that the Department of Investigation has implemented 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.

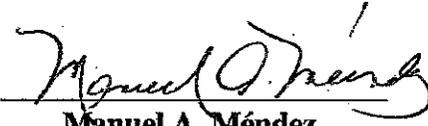
Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Department of Investigation, Ms. Rose Gill Hearn, formally informing her that her agency has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 20, 2004.

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner


Manuel A. Méndez
Vice-Chairman



The City of New York
Department of Investigation

ROSE GILL HEARN
COMMISSIONER

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NEW YORK, NY 10038
212-825-5900

MEMORANDUM

TO: ALL STAFF
FROM: ROSE GILL HEARN, COMMISSIONER 
DATE: OCTOBER 3, 2003
SUBJECT: EQUAL EMPLOYMENT OPPORTUNITY PROGRAM

Following an audit conducted by the Equal Employment Practices Commission (EEPC), the Department of Investigation (DOI) has made several changes to its Equal Employment Opportunity Program. The purpose of this memorandum is to inform you of the implemented changes, as well as to encourage you to avail yourselves of the resources available through the Equal Employment Opportunity Office.

* Ana E. Albino, Director of the Office of Management Planning and Analysis, continues to serve as DOI's EEO Officer. Ana's office is located at 80 Maiden Lane, 25th Floor, New York, NY 10038. She can be reached via telephone at (212) 825-2400, or fax at (212) 825-2150. Ana reports directly to First Deputy Commissioner Elizabeth Glazer, who reports directly to me on all EEO issues. Ana is assisted by five volunteer EEO Counselors. The contact information for the DOI EEO representatives was disseminated to each DOI employee with the payroll on July 31, 2003 as part of a distribution of an EEO Booklet entitled "About EEO: What You May Not Know." The contact information is also provided in the DOI EEO Policy, which is available for review and downloading from the agency's intranet. The agency's EEO Plan for fiscal year 2004 also contains an addendum listing the DOI EEO personnel and how they can be reached. Upon approval by the Department of Citywide Administrative Services, Office of Citywide Equal Employment Opportunity (DCAS OCEEO), the plan will be available for review by agency staff and applicants for employment at the agency's Personnel Unit, Central Reception Area and at the EEO Office. I urge you to contact either Ana or one of the EEO Counselors should you have any questions or concerns regarding any EEO issues.

* All DOI employees, including managers, supervisors, and those on temporary assignment to DOI from other agencies, will be receiving EEO sensitivity training during Fiscal Year 2004. The training will address the rights and responsibilities of DOI employees under the

City's and DOI's EEO policy.

- * Garland Toi Barreto, DOI Personnel Director, has been designated as the agency's Disabilities Rights and Section 55-a Coordinator. In addition, because of her familiarity with Civil Service and provisional jobs, Toi will be available to provide career counseling to employees who request it. Toi's office is located at 80 Maiden Lane, 25th Floor, New York, NY 10038. She can be reached at (212) 825-5461.
- * The Department of Investigation has petitioned the Department of Citywide Administrative Services, Office of Citywide Equal Employment Opportunity (DCAS/OCEEO) to provide the necessary training to enable the agency's EEO Officer to conduct adverse impact studies.

I am confident that these modifications to the agency's Equal Employment Opportunity Program will further promote the atmosphere of mutual respect and appreciation for diversity that marks our agency. I take this opportunity to commend each of you for the part you play in fostering that atmosphere.

cc: Elizabeth Glazer, 1st Deputy Commissioner
Marjorie Landa, General Counsel
Janice English, Deputy Commissioner
Ana Albino, EEO Officer