

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

**Dr. Charles Hughes
Chairman**

**Frank R. Nicolazzi
Vice-Chairman**

**Yvette M. Armstrong, Esq.
Commissioner**

**Jeannette Diaz, Esq.
Commissioner**

**Manuel A. Mendez
Commissioner**

RESOLUTION #95/02-030: Preliminary Determinations Pursuant to the Audit of the Department of City Planning and its Compliance with the City Charter-mandated Affirmative Employment Plan from January 1, 1993 to June 30, 1995.

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's compliance with the Affirmative Employment Plan; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the Commission may make a preliminary determination pursuant to Section 831 (d) that any plan, program, procedure, approach, measure or standards 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 and its compliance with the City-Charter mandated Affirmative Employment Plan, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. That the Affirmative Employment Plan is not available in a format accessible to disabled employees.
2. That supervisors did not uniformly hold and document meetings with their staff to discuss their rights under the Affirmative Employment Plan.

3. That the Department of City Planning has not provided training and a structured interview guide to interviewers.
4. That the Department of City Planning has not reviewed any criteria or devices used for selecting, evaluating, and promoting employees to determine if there was a disparate impact on minorities and women.
5. That the Department of City Planning does not adequately maintain employment related records.
6. That Department of City Planning employees are not uniformly aware of how to file an EEO complaint.
7. That the Department of City Planning has not analyzed applicant data to determine the effectiveness of its recruitment program.
8. That the Department of City Planning employees are not uniformly aware of who the agency's EEO Counselors are.
9. That discrepancies between CEEDS data and agency workforce data have not been resolved.
10. That job opportunities in categories where underutilizations exist are not disseminated to media with significant audiences of minority group members and women.
11. That supervisors are not aware that EEO performance will be included in their evaluations.
12. That employees are not uniformly evaluated on an annual basis.
13. That the EEO Officer is also the agency's Assistant Director of Data Management and spends approximately 5% of his time on implementing the Affirmative Employment Plan.
14. That the EEO Officer does not have regularly scheduled and documented meetings with the agency head.
15. That DCP has not conducted mandated sexual harassment prevention training annually for all employees.

Be it finally resolved,
that the Commission authorizes the Chairman to forward a letter to the Department of City Planning Director 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 Affirmative Employment Plan.

Approved unanimously on Wednesday, December 13, 1995.



Dr. Charles Hughes,
Chair

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

RESOLUTION #98/02-030C Determination of implementation of compliance by the Department of City Planning with recommended corrective actions made by the EEPC pursuant to its audit of the Department of City Planning's Affirmative Employment Plan from January 1, 1993 to June 30, 1995.

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, pursuant to its audit of the Department of City Planning, the Equal Employment Practices Commission issued a preliminary determination letter dated December 6, 1996, setting forth its findings and recommended corrective actions; and

Whereas, compliance was delayed in order to determine that recommended corrective actions would be consistent with the Equal Employment Opportunity Policy that replaced the Affirmative Employment Plan.

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC monitored the Department of City Planning for a period of six months, from May through October 1997, to determine whether it implemented the aforementioned recommended corrective actions. Now, Therefore,

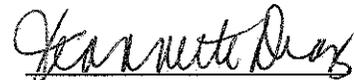
Be It Resolved,
that the Department of City Planning has fully implemented all recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapter 35 and 36 of the City Charter.

Be It Finally Resolved,
that the Commission authorizes the Chairman to forward a letter to the Director of the Department of City Planning, Joseph B.Rose, formally informing him that the agency has implemented all recommended corrective actions.

Approved unanimously on February 5, 1998.

Angela Cabrera
Commissioner

Manuel A. Mendez
Commissioner


Jeanette Diaz, Esq.
Commissioner