

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

**RESOLUTION #05/07-096:** Preliminary Determination Pursuant to the Audit of the New York City Human Resources Administration's Equal Employment Opportunity Program from July 1, 2001 through December 31, 2003.

**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 New York City Human Resources Administration's (HRA) 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 New York City Human Resources Administration's compliance with the City's Equal Employment Opportunity Policy (EEOP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. HRA's EEO Policies did not contain an up-to-date list of "protected classes" under the New York City and New York State Human Rights Law.
2. HRA's EEO Discrimination Complaint Procedures contained out-of-date addresses and telephone numbers for the U.S. Equal Employment Opportunity Commission.
3. Some employees indicated that they were not informed in writing of the name, location and telephone number of the EEO Officer.
4. HRA did not conduct a survey to ensure that all facilities are accessible for persons with disabilities.
5. Some internal complaint files did not contain letters to the parties informing them of the resolution of the complaint.
6. None of the internal investigative reports were labeled "confidential."
7. The EEO Officer was not included in the agency's recruitment process.

8. HRA did not conduct adverse impact studies.
9. HRA did not inform its employees in writing of the appointment of the Career Counselor.
10. Some supervisors indicated that they were not informed that they would be rated on EEO Performance.
11. The EEO Officer did not maintain appropriate documentation of meetings with the direct report to the agency head.
12. Some supervisors did not hold meetings with their staffs regarding the agency's EEO Policies.
13. Some supervisors indicated that they were not aware that the agency's EEO Policies were available on the agency intranet.
14. HRA did not replace the EEO Trainer.
15. The EEO Coordinator was not performing EEO-related matters.
16. HRA did not develop a plan to train new and existing EEO Liaisons/Personnel Officers who have not received necessary EEO training.
17. The EEO Officer did not meet on a regular basis with the Personnel Officers.
18. HRA did not develop written tasks and/or responsibilities expected of the Personnel Officers/EEO Liaisons.

**Be It Finally Resolved,**

that the Commission authorizes the Vice-Chairman or his designee to forward a letter to the Human Resources Administration's Commissioner, Verna Eggleston, 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 Human Resources Administration will take to bring it into compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on April 27, 2005

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Veronica Villanueva, Esq.**  
**Commissioner**

  
**Angela Cabrera**  
**Commissioner**

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

**RESOLUTION #06/07-096C:** Determination of implementation by the Human Resources Administration of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Human Resources Administration's Charter-mandated Equal Employment Opportunity Program from July 1, 2001 to December 31, 2003.

**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 Human Resources Administration (HRA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated April 27, 2005, 2005, setting forth its findings and recommended corrective actions; and

**Whereas**, the HRA submitted its response to EEPC's preliminary determination letter, on June 13, 2005; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on July 5, 2005 identifying those recommendations accepted and rejected by the HRA; and

**Whereas**, the HRA submitted its response to EEPC's final determination letter, on September 1, 2005; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the HRA for a period not to exceed six months, from November 2005 through April 2006, to determine whether it implemented the aforementioned recommended corrective actions; and

**Whereas**, the Human Resources Administration submitted its Final Compliance Report on May 23, 2006; 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 Human Resources Administration 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 Chair, Ernest Hart, Esq., to forward a letter to the Commissioner of the Human Resources Administration, Verna Eggleston, formally informing her that the HRA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on June 8, 2006.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**

**Manuel A. Méndez**  
**Vice-Chair**



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**Ernest F. Hart, Esq.**  
**Chair**



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VERNA EGGLESTON  
*Administrator/Commissioner*

## MEMORANDUM

**DATE:** May 18, 2006  
**TO:** HRA Staff  
**FROM:** Verna Eggleston  
Administrator/Commissioner  
**SUBJECT: EQUAL EMPLOYMENT PRACTICES COMMISSION AUDIT**

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Opportunity offices of all New York City agencies to determine compliance with the City's Equal Employment Opportunity Policy. EEPC's most recent audit of compliance of the Human Resources Administration (HRA) covered the period from July 1, 2001 to December 31, 2003. Upon completion of the audit, EEPC recommended that HRA comply with their required actions and commenced monitoring audit compliance for a six-month period from November 1, 2005 and ending April 30, 2006. I am pleased to inform you that HRA has implemented all required actions that were recommended by EEPC.

The EEPC made recommendations to enhance HRA's Equal Employment Opportunity (EEO) practices. Some of these recommendations include:

- Informational No. 05-11, which was distributed informing all staff of the name, location and telephone number of the EEO Officer.
- Distribution of Executive Order E-709, which informs all HRA staff that the EEO policies are available on the Agency's intranet, and that managers/supervisors meet with staff at least twice a year to affirm their commitment to the Agency's EEO policy.
- Informing all HRA employees in writing of the identity, location, and telephone number of the Career Counselor.

As Commissioner, I remain strongly committed to maintaining fair employment practices for all of the staff and job applicants. HRA has an enviable EEO record and is dedicated to preventing discrimination by ensuring all employees are aware of their rights and obligations under this policy. We must continue to maintain a workplace that promotes respect, tolerance and appreciation for the diversity that is reflected in our staff.

All staff are encouraged to utilize the resources available within HRA and to address any concerns to HRA's EEO Officer, Stephanie Grant, at (212) 331- 5114.