

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

**RESOLUTION #00/02-131:** Preliminary Determination Pursuant to the Audit of the Office of Payroll Administration and its compliance with the City's Equal Employment Opportunity Policy from January 1, 1997 to June 30, 1999.

**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 Office of Payroll Administration'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 Office of Payroll Administration (OPA) 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. Five of the 10 (50%) supervisors/managers interviewed by EEPC auditors indicated that the EEO Officer had not met with them, either individually or in a group setting, to discuss their rights and responsibilities under the EEOP.
2. Six of the ten (60%) supervisors/managers interviewed by EEPC auditors indicated they were not informed that EEO performance would be part of their overall performance evaluation and six (60%) indicated that the agency had never evaluated their EEO performance.
3. EEO professionals of both sexes were not available to receive and investigate discrimination complaints.
4. The final report of one of the four internal discrimination complaints filed during the audit period was not completed within the time required by the EEOP's Discrimination Complaint Procedures Implementation Guidelines.

5. OPA did not provide structured interview training for employees who conduct job interviews.
6. OPA did not conduct adverse impact studies.
7. The agency did not officially appoint a career counselor.
8. Agency employees who provided career counseling did not keep records of those sessions.
9. Sixty-seven percent of survey respondents indicated their performance evaluations did not contain recommendations for career advancement within the agency.
10. The EEO Officer did not keep written notes of her meetings with the agency head.
11. The EEO Officer did not spend 100% of her time on EEO matters.
12. Supervisors did not hold meetings with their staffs to discuss the agency's EEO policies.
13. The EEO Officer did not hold regularly scheduled meetings with the EEO Counselors.
14. The EEO Counselor interviewed by EEPC auditors indicated that she needed additional training on EEO.

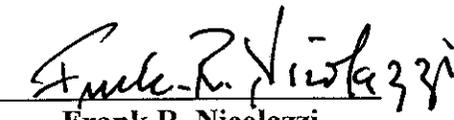
**Be It Finally Resolved,**

that the Commission authorizes the Vice-Chairman to forward a letter to the Executive Director of the Office of Payroll Administration, Richard R. Valcich, 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 Office of Payroll Administration will take to bring the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously and retroactively on April 6, 2000.

**Angela Cabrera**  
Commissioner

**Manuel A. Mendez**  
Commissioner

  
Frank R. Nicolazzi  
Vice-Chairman

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

**RESOLUTION #01/02-131C** Determination of implementation by the Office of Payroll Administration of recommended corrective actions made by the EEPC pursuant to its audit of the New York City Office of Payroll Administration's Equal Employment Opportunity Policy (EEOP) from January 1, 1997 to June 30, 1999.

**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 New York City Office of Payroll Administration, the Equal Employment Practices Commission issued a preliminary determination letter, dated March 10, 2000 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 the Office of Payroll Administration for six months, from July 2000 through December 2000, 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 which replaced the former Affirmative Employment Plan (AEP). Now Therefore,

**Be It Resolved,**

that the New York City Office of Payroll Administration has fully implemented all fifteen 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 Office of Payroll Administration, Richard R. Valcich, formally informing him that the agency has implemented all fifteen recommended corrective actions to the Commission's satisfaction.

Approved unanimously on January 18, 2001

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

**Angela Cabrera**  
**Commissioner**

  
**Manuel A. Méndez**  
**Commissioner**



OFFICE OF PAYROLL ADMINISTRATION  
One Centre Street, Room 200N, New York, New York 10007

RICHARD R. VALCICH  
Executive Director

[www.nyc.gov/payroll](http://www.nyc.gov/payroll)

MEMORANDUM

To: OPA Employees  
From: Richard R. Valcich  
Date: August 28, 2000  
Subject: Equal Employment Practices Commission Audit

The Equal Employment Practice Commission (EEPC) has completed an audit of our agency's compliance with the City's Equal Employment Opportunity Program. The audit specifically addressed the thirty month period from January 1, 1997 through June 30, 1999. The auditors also looked at our current practices and conducted a mail-in survey of our staff to ascertain how effectively the agency is addressing EEO issues. I am pleased to report that OPA has already complied with the majority of the EEPC's recommendations for action.

Although I am proud of our accomplishments, I would like to call your attention to several areas where OPA has made or will make improvements in the delivery of our EEO Program to better serve you.

- ▶ Managers and Supervisors will meet with staff, at least once a year, to reaffirm the agency's EEO Policy. Managers and supervisors are responsible for possessing a thorough understanding of EEO Policy and creating an environment where this equality of job opportunities. Managers are also responsible for disseminating EEO information to all staff in their units. The agency plans to have our first manager/supervisor – staff meeting day in September 2000.
- ▶ All employees involved in interviewing and selecting candidates will attend Structured Interview Training conducted by DCAS/Citywide EEO.
- ▶ Our EEO counselors will receive advanced supplemental training in areas such as Diversity Initiatives and Preventing & Addressing Harassment in an effort to better serve your needs.

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RUDOLPH W. GIULIANI, Mayor  
ALAN G. HEVESI, Comptroller

- ▶ We are in the process of updating our EEO Manual to list the new EEO Counselors that were announced on 10/27/99 and OPA's Career Counselor designated on 05/15/00. The manual will be distributed in the near future. Our EEO Counselors, Rudy Phillips, Gilda Thomas, Cynthia Carr-Johnson, Bernice Jonas, and Andrea Rookwood-Hall have all received training and are always available to listen to your concerns. The agency's EEO Policy Statement was issued on 4/17/00. This statement prominently featured the name, address, and telephone number of each EEO Counselor. If you have not already done so, I would urge you to review the policy and familiarize yourself with the Anti-Discrimination Protections, the Sexual Harassment Policy, the Disabilities Policy and the Discrimination Complaint Procedures. These are important aspects of our work life and merit further review.
- ▶ Elaine Doria, our EEO Officer and Career Counselor is available to provide career counseling to employees who request it. Information about civil service exams, job postings, etc. is available in Administrative Services as well as several other areas of OPA.

I encourage staff to make use of the resources that we have available in our agency to address your EEO concerns. I would also like to take this opportunity to express again how important it is for all of us to maintain a bias-free and non-discriminatory workplace. I am committed to the EEO Program at the Office of Payroll Administration and urge you to do the same

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Rudolph W. Giuliani, Mayor  
Alan G. Hevesi, Comptroller