

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

RESOLUTION #03/08-008: Preliminary Determination Pursuant to the Audit of the Office of the Actuary's Equal Employment Opportunity Program from January 1, 2000 through June 30, 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 Office of the Actuary'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 the Office of the Actuary's (OA) 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. Only limited and informal EEO activities were undertaken during the audit period.
2. The Office of the Actuary did not issue EEO policies.
3. The Office of the Actuary did not conduct EEO training.
4. The Office of the Actuary did not appoint an EEO Counselor.
5. The Office of the Actuary did not participate in the Section 55-A Program.

Be It Finally Resolved,

that the Commission authorizes the Vice-Chairman to forward a letter to the Chief Actuary of the Office of the Actuary, Robert C. North, Jr., 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 the Actuary will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on June 30, 2003.

Angela Cabrera
Commissioner

C. Catherine Rimokh, Esq.
Commissioner

A handwritten signature in black ink that reads "Frank R. Nicolazzi". The signature is written in a cursive style with a large, sweeping initial "F".

Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #04/13-008PC: Determination of implementation by the Office of the Actuary of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Office of the Actuary's Charter-mandated Equal Employment Opportunity Program from January 1, 2000 to June 30, 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 Office of the Actuary (OA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated June 30, 2003 setting forth its findings and recommended corrective actions; and

Whereas, in response to EEPC's preliminary determination letter, OA submitted its response on September 16, 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 September 22, 2003 identifying those recommendations accepted and rejected by OA; and

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

Whereas, on July 28, 2004 the Office of the Actuary requested an extension of the compliance period; and

Whereas, the Office of the Actuary submitted its Final Compliance Report on November 10, 2004; and

Whereas, the Office of the Actuary implemented fourteen of seventeen recommended corrective actions; and

Whereas, the Office of the Actuary did not fully implement corrective action number four, which states: "OA should develop a plan to train all new and existing employees (supervisors and non-supervisors) on EEO"; and

Whereas, the Office of the Actuary did not fully implement corrective action number nine, which states: "To ensure that there are EEO professionals of both sexes available to investigate discrimination complaints, a male and a female EEO Counselor/Investigator should be authorized to receive and investigate discrimination complaints" in that the male EEO Counselor though currently attending EEO professionals training has not completed it; and

Whereas, the Office of the Actuary did not fully implement corrective action number eleven, which states: "All EEO professionals should be trained in EEO laws" in that the male EEO Counselor though currently attending EEO professionals training has not completed it; 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 Office of the Actuary did not implement and/or submit documentation reflecting the implementation of required action numbers four, nine, and eleven to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the New York City Charter; and

Be It Further Resolved,

that the Commission authorizes the Vice-Chair to forward a letter to the Office of the Actuary, Robert C. North, Jr., formally informing him that OA has **partially complied** with the requirements of Chapters 35 and 36 of the New York City Charter because his office has not implemented all of the recommended corrective actions pursuant to the Commission's audit of compliance by the OA's with the City's Equal Employment Opportunity Policy; and

Be It Finally Resolved,

that pursuant to Section 831(d)(5) of the New York City Charter the Equal Employment Practices Commission may initiate another audit of OA prior to the conclusion of the maximum timeframe by the New York City Charter.

Approved unanimously on November 19, 2004.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner

Veronica Villanueva, Esq.
Commissioner



Manuel A. Méndez
Vice-Chair



OFFICE OF THE ACTUARY

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ROBERT C. NORTH, JR.
CHIEF ACTUARY

MEMORANDUM

TO: All Staff
FROM: S.M. Flaschenberg 
SUBJ: Equal Employment Opportunity Policy
DATE: January 16, 2003

The New York City Office of the Actuary ("OA") is committed to ensuring fair employment practices. Consistent with this commitment, the OA has adopted an Equal Employment Opportunity ("EEO") policy that is in compliance with the standards and procedures set forth in the Citywide EEO Policy.

Personnel who wish to see a copy of the OA's EEO Policy may do so in the Administration Division Office - Room 1201.

Any questions regarding the OA's EEO Policy may be addressed to the OA's EEO Officer, Ms. Susan M. Flaschenberg. Ms. Flaschenberg can be reached at 212-442-5795.

FOR POSTING

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