

# EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

**RESOLUTION #07/07-012:** Preliminary Determination Pursuant to the Audit of the Brooklyn Borough President Office's Equal Employment Opportunity Program from January 1, 2005 through June 30, 2006.

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 Brooklyn Borough President Office'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 Brooklyn Borough President Office'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 BBPO did not officially appoint a Disability Rights Coordinator. (Sect. VB, Citywide EEOP)
2. The agency head did not sign the discrimination complaint report to indicate that it had been reviewed and whether the recommendation, if any, was approved and adopted. (Section. 12(b), DCPIG)
3. The BBPO did not establish a plan to conduct agency-wide EEO training for all existing and new employees who have not already received training. (Sect. IV, BBPO's EEOP)
4. The EEO Officer did not maintain appropriate documentation of meetings and other communications regarding EEO program operational decisions.
5. The EEO Officer did not participate in the development of recruitment strategies and selection of recruitment media. (Sect. V, Citywide EEOP)

6. The BBPO has not provided structured interview training to personnel involved in the recruitment and hiring process since April 1997. (Sect. IV, Citywide EEOP)
7. Thirty-eight percent of the survey respondents indicated that they did not see the agency's job vacancy postings on agency bulletin boards prior to the application deadline. (DCAS, Personnel Services Bulletin No. 200-9, June 30, 1998)

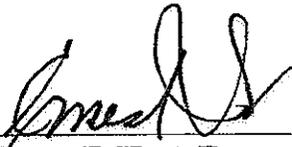
**Be It Finally Resolved,**

that the Commission authorizes the Chair, Ernest F. Hart, Esq., to forward a letter to the Brooklyn Borough President, Marty Markowitz, 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 Brooklyn Borough President's Office will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on April 26, 2007.

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

**Angela Cabrera**  
Commissioner



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Ernest F. Hart, Esq.  
Chair

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

**RESOLUTION #07/11-012C:** Determination of implementation by the Brooklyn Borough President's Office of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Brooklyn Borough President Office's Charter-mandated Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006.

**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 Brooklyn Borough President's Office (BBPO), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter on April 26, 2007 setting forth its findings and recommended corrective actions; and

**Whereas**, the BBPO submitted its response to EEPC's preliminary determination letter, on May 25, 2007; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC issued its final determination letter on June 5, 2007 identifying those recommendations accepted and rejected by the BBPO; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the BBPO for a period not to exceed six months, from July 2007 through December 2007, to determine whether it implemented the aforementioned recommended corrective actions; and

**Whereas**, the Brooklyn Borough President's Office submitted its Final Compliance Report on August 7, 2007; 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 Brooklyn Borough President's Office 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 F. Hart, Esq., to forward a letter to Brooklyn Borough President Marty Markowitz formally informing him that the BBPO has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on September 6, 2007.

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

**Angela Cabrera**  
**Commissioner**

**Manuel A. Méndez**  
**Vice-Chair**



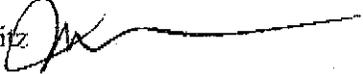
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**Ernest F. Hart, Esq.**  
**Chair**



## OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

TO: Brooklyn Borough President Office Employees  
Community Boards: 1, 2, 3, 4, 5, 7, 8, 12, 13, 15, 16, 17 and 18

FROM: Marty Markowitz 

SUBJECT: Equal Employment Practices Commission (EEOC)

DATE: May 25, 2007

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As borough president, I reaffirm this agency's strong commitment to maintaining fair employment practices for all of our employees and job applicants. I am fully committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations and by encouraging a work environment that tolerates and appreciates differences among employees. The Equal Employment Opportunity (EEO) Policy of this office reflects the federal, state and local laws that prohibit discrimination in employment and the City of New York's EEO Policy.

In September 2006, the Equal Employment Practices Commission (Commission) began conducting an audit of this agency's Equal Employment Opportunity Program from January 1, 2005 to June 30, 2006. At the conclusion of the audit, the Commission recommended the following actions that this office has included into its program.

**EEO and Reasonable Accommodations for Persons with Disabilities:**

o **Recommendation:** The Brooklyn Borough President's Office should appoint a Disability Rights Coordinator. **Steps to Comply:** The Brooklyn Borough President sent a memo to staff informing them that Sandra, EEO Officer, is their Disability Rights Coordinator.

**EEO Complaint and Investigation Procedures**

o **Recommendation:** The head of the Brooklyn Borough President's Office should sign-off on the "Confidential Written Report." **Steps to Comply:** The Agency head will sign all future confidential reports, which contain the agency's findings and recommendations.

**EEO Training**

o **Recommendation:** The Brooklyn Borough President Office should develop a plan to train existing and new employees. **Steps to Comply:** Training is scheduled for May 23, June 6, 7, and 8, 2007.

**EEO Officer Reporting**

o **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should prepare an agenda for or keep notes of meetings with the Chief of Staff. **Steps to Comply:** The Equal Employment Opportunity Officer will begin to prepare agendas prior to meetings and has started to include EEO reports in the agency's biweekly report to the agency head.

**EEO Officer Responsibilities**

o **Recommendation:** The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should be involved in developing job recruitment strategies. **Steps to Comply:** The agency's Director of Human Resources was directed by the Brooklyn Borough President to provide the Equal Employment Officer, starting FY 08, with a memo of updates and changes in the agency's selection of recruitment media.

**Selection and Recruitment**

o **Recommendation:** The Brooklyn Borough President's Office develop a plan to provide structured interview training to personnel involved in recruitment and hiring process. **Steps to Comply:** The Brooklyn Borough President's Office has received the Department of Citywide Administrative Services' PowerPoint presentation on structured interview training and has scheduled presentations for staff involved in interviewing process.

**Job Performance/Advancement**

o **Recommendation:** The Brooklyn Borough President's Office should post its job vacancy notices on bulletin boards or keep a binder in a central location. **Steps to Comply:** The Brooklyn Borough President's Office job positions are already posted on the bulletin board in the Human Resources Department. In addition, the agency's and New York City agency's job postings can be found in a binder in the Human Resources Department. The Brooklyn Borough President's Office started posting its vacancy notices on the agency's website. A memo was recently sent to staff notifying them of the location of the bulletin board and the binder, and that BBPO vacancy postings are posted on agency's website.