

# EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

**RESOLUTION #09/24-127:** Preliminary Determination Pursuant to the Audit of the Financial Information Services Agency (FISA) Equal Employment Opportunity Program from January 1, 2006 through December 31, 2007.

**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**, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

**Whereas**, the Equal Employment Practices Commission audited the Financial Information Services Agency'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 Financial Information Services Agency'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. None of the written reports in the complaint files were signed by the agency head.
2. Five complaint files did not contain investigative interview notes.
3. The FISA did not conduct adverse impact studies during or after the audit period.
4. Managers and supervisors were not instructed to discuss the agency's EEO policies and reemphasize their commitment to EEO during normal staff meetings.

## **Be It Finally Resolved,**

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Financial Information Services Agency's Executive Director, Robert Townsend, 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 Financial Information

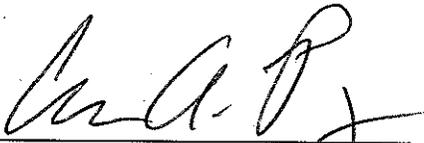
Services Agency will take to bring it into compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on October 29, 2009.

**Arva A. Rice**  
Commissioner

**Malini Cadambi Daniel**  
Commissioner

**Elaine S. Reiss, Esq.**  
Commissioner



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**Cesar A. Perez, Esq.**  
Chair

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

**RESOLUTION #10/09-127C:** Determination of implementation by the Financial Information Services Agency of the recommended corrective actions made by the Equal Employment Practices Commission pursuant to its audit of the Financial Information Services Agency's Charter-mandated Equal Employment Opportunity Program from January 1, 2006 to December 31, 2007.

**Whereas**, pursuant to Chapter 36, Section 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 ensure fair and effective equal employment opportunity for minority group members and women; and

**Whereas**, pursuant to Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy, a set of uniform standards and procedures designed to ensure equality of opportunity for municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

**Whereas**, pursuant to its audit of the Financial Information Services Agency (FISA), the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated October 29, 2009, setting forth its findings and recommended corrective actions; and

**Whereas**, the FISA submitted its response to the EEPC's preliminary determination letter, December 2, 2009; and

**Whereas**, the EEPC issued an initiation of compliance letter in lieu of a final determination letter on January 15, 2010; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the FISA for a period not to exceed six months, from March 1, 2010 through August 31, 2010, to determine whether it implemented the aforementioned recommended corrective actions; and

**Whereas**, the Financial Information Services Agency submitted its Final Compliance Report on September 9, 2010; 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 the EEPC staff, affirming that the aforementioned recommendations have been implemented to the Commission's satisfaction. Now Therefore,

**Be It Resolved,**

that the Financial Information Services Agency has implemented the recommended corrective actions deemed necessary to ensure compliance with equal employment opportunity pursuant to the requirements of Chapters 35 and 36 of the City Charter.

**Be It Finally Resolved,**

that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to the Executive Director of the Financial Information Services Agency, Robert Townsend, formally informing him that the FISA has implemented the recommended corrective actions to the Commission's satisfaction.

Approved unanimously on September 15, 2010.

**Malini Cadambi Daniel**  
Commissioner

**Elaine S. Reiss, Esq.**  
Commissioner

  
Cesar A. Perez, Esq.  
Chair

# FISA

## MEMORANDUM

To: FISA Staff

Date: September 9, 2010

From: Robert W. Townsend 

Subject: Implementation of Recommendations – Equal Employment Practices Commission Audit

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FISA has recently undergone a routine, scheduled audit by the City's Equal Employment Practices Commission (EEPC). This audit is conducted periodically to ensure each agency's continued compliance with the City's Equal Employment Opportunity Policy (EEO).

The audit methodology used by the EEPC included their analysis of FISA's EEO documentation; their interview of FISA's EEO officer, EEO Counselors, Career Counselor; and a mail survey to which you may have responded.

The findings of the audit indicated that FISA is in compliance with substantive requirements of the EEO. FISA has also enhanced its practices to comply with the following EEPC recommendations:

- The Executive Director will sign each confidential report to indicate that it has been reviewed and any corrective action to be taken.
- FISA will retain notes made during investigative interviews.
- FISA will work with DCAS to utilize the Disparate Impact Analysis Program to assist in conducting adverse impact studies.
- FISA management will continue to reemphasize its EEO commitment and document these discussions.

FISA's Equal Employment Opportunity Policy was last distributed agency-wide in October, 2009. Additional copies are available from FISA's EEO Officer, Glenis V. Patterson or online at <http://www.nyc.gov/html/dcas/html/resources/eo.shtml>.

I am sure that you will join me in continuing support of the Equal Employment Opportunity Policy, and that together we can ensure a workplace free of discrimination and harassment, one which encourages respect for the diversity of backgrounds represented at FISA.

If you have staff that does not have access to e-mail, please be sure to deliver a hard copy of this memorandum.

Thank you.