

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

**RESOLUTION #99/06-127:** Preliminary Determination Pursuant to the Audit of the Financial Information Services Agency and its compliance with the City's Equal Employment Opportunity Policy from July 1, 1996 to December 31, 1998.

**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 Financial Information Services Agency'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 Financial Information Services Agency (FISA) 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. The agency's EEO Policy Statement was not posted during the audit period.
2. The EEO Officer did not discuss the City's EEO Policy with supervisors and managers.
3. The EEO Officer is not aware if supervisors and managers were directed to discuss the City's EEO Policy with their staffs.
4. All 13 of the supervisors and managers interviewed by EEPC auditors were not informed that EEO performance would be part of their performance evaluations nor were they evaluated on their EEO performance.
5. The agency has not conducted an accessibility study of its offices.
6. The agency did not have EEO professionals of both sexes to receive and investigate discrimination complaints during most of the audit period.

7. The agency did not advertise job vacancies in minority- or female-oriented publications.
8. The agency did not list job vacancies with minority-oriented agencies and organizations.
9. FISA did not conduct adverse impact studies.
10. Twelve of the 13 supervisors and managers interviewed by EEPC did not receive structured interview training.
11. There was no employee designated as the agency's career counselor during the audit period.
12. The EEO Officer did not maintain notes of her meetings on EEO matters with the agency head.
13. The EEO Officer spent 10% of her time on EEO matters and 90% of her time on human resources matters.
14. Thirty-four percent of FISA employees who responded to the EEPC's survey were unfamiliar with the identify of the EEO Officer.
15. Fifty-five percent of survey respondents did not know the name of the person responsible for providing career counseling.

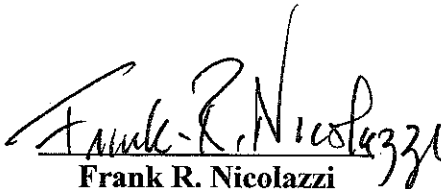
**Be It Finally Resolved,**

that the Commission authorizes the Vice-Chairman to forward a letter to the Acting Executive Director of the Financial Information Services Agency, Robert W. 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 the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on August 5, 1999.

**Angela Cabrera**  
Commissioner

**Manuel A. Mendez**  
Commissioner

  
**Frank R. Nicolazzi**  
Vice-Chairman

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

**RESOLUTION #01/04-127C** Determination of implementation by the Financial Information Services Agency's recommended corrective actions made by the EEPC pursuant to its audit of the New York City Financial Information Services Agency's Charter-mandated Equal Employment Opportunity Policy from July 1, 1996 to December 31, 1998.

**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 Financial Information Services Agency, the Equal Employment Practices Commission issued a preliminary determination letter, dated August 5, 1999 setting forth its findings and recommended corrective actions; and

**Whereas**, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC was required to monitor the Financial Information Services Agency for six months commencing January 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), and

**Whereas**, FISA's compliance period had to be extended six months; and

**Whereas**, the Financial Information Services Agency did not submit its' Final Compliance Report until January 2001. Now Therefore,


**Be It Resolved**,  
that the New York City Financial Information Services Agency has fully implemented all fourteen 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 Acting Executive Director of the New York City Financial Information Services Agency, Robert W. Townsend, formally informing him that the agency has implemented all fourteen recommended corrective actions to the Commission's satisfaction.

Approved unanimously on March 15, 2001

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

**Angela Cabrera**  
**Commissioner**


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

# FISA

## MEMORANDUM

To: All Staff

Date: January 4, 2000

From: Robert W. Townsend 

Subject: **EQUAL EMPLOYMENT PRACTICES COMMISSION (EEPC) AUDIT FINDINGS**

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The Financial Information Services Agency is moving forward with its Equal Employment Opportunity Plan, which incorporates the findings and recommendations of the recent audit, which was conducted by the Equal Employment Practices Commission (EEPC).

We have already begun taking steps to improve our outreach to all staff within FISA, as well as to incorporate the recommendations of the monitoring agencies in our total Plan.

Beginning in January 2000, we will begin to meet with supervisory and managerial staff to provide an overview of our Agency's Plan, which includes our EEO Policies, complaint handling procedures, formal training plans, and workforce utilization imbalances.

As part of our EEO compliance, we will ensure all information has been disseminated to all staff. We will use our Performance Evaluations as a mechanism to rate all managers/supervisors on their performance as related to their EEO responsibilities.

The agency will conduct Sexual Harassment Prevention Training in early 2000 beginning with supervisors and managers and then with all non-managerial staff. We will continue to post information regarding EEO on our EEO Bulletin Boards.

In order to ensure that all employees know who and where their EEO Officer and Counselor are, and how to file an EEO Complaint, we continue to post our EEO Complaint Procedures on our EEO Bulletin Boards. FISA's EEO Policy will be distributed agency wide in early 2000.

To remain in compliance with EEPC's recommendation, FISA will continue to advertise in minority and female orientated publications for vacancies occurring in titles where there is underutilization, whenever unrestricted recruitment is allowed, and budgetary constraints are lifted. Our recruitment policies are geared toward hiring qualified candidates, while endeavoring to correct any areas where unfair practices exist.

FISA plans to continue its assertive strategy toward the improvement of its equal employment opportunity program, one that is beneficiary to all staff members.

Cc: A. May, Jr., Executive Director, EEPC