

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

RESOLUTION #13/30-127: Final Determination pursuant to the audit and analysis of the Financial Information Services Agency's Equal Employment Opportunity Program from January 1, 2011 through June 31, 2013.

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 to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Financial Information Services Agency's (FISA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a preliminary determination letter, dated November 18, 2013, setting forth findings and the following required corrective actions:

1. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
2. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. [Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition) of each applicant, and recruitment source.] Ensure that the selection process avoids the appearance of bias, by delegating the responsibility for recording this information to an individual other than the hiring manager.
4. Re-distribute the identity of the Career Counselor to remind employees of the identity and type

of career guidance available.

5. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
6. Establish and implement an annual managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
7. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, FISA submitted its response to the EEPC's preliminary determination letter, on December 5, 2013, and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which agreed and indicated that all corrective actions require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor FISA for a period not to exceed six months, from January 2014 through June 2014, to determine whether it implemented the required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

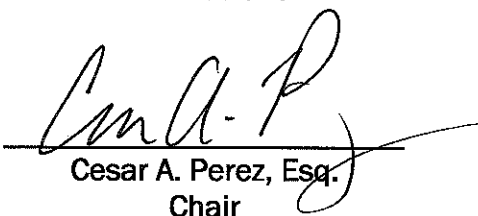
Be It Resolved, that the Commission authorizes Chair Cesar A. Perez, Esq., to forward its Final Determination to Executive Director Robert W. Townsend of the Financial Information Services Agency.

Approved unanimously on December 19, 2013.

Angela Cabrera
Commissioner

Malini Cadambi Daniel
Commissioner

Elaine S. Reiss, Esq.
Commissioner


Cesar A. Perez, Esq.
Chair

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

RESOLUTION #2014/127C-32: Determination of Compliance (Monitoring Period Required) by the Financial Information Services Agency with the Equal Employment Practices Commission's required corrective actions pursuant to the audit and analysis of its Equal Employment Opportunity Program from January 1, 2011 through June 30, 2013.

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 to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Financial Information Services Agency's (FISA) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated November 18, 2013, setting forth findings and the following required corrective actions:

1. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
2. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
3. Ensure that the selection process avoids the appearance of bias, by delegating the responsibility for recording this information to an individual other than the hiring manager.
4. Re-distribute the identity of the Career Counselor to remind employees of the identity

and type of career guidance available.

5. Re-distribute the identity and responsibilities of the Disability Rights Coordinator to ensure that employees are aware of this information.
6. Establish and implement an annual managerial performance evaluation program (with timetable) to be used for probationary periods, promotions, assignments, incentives and training.
7. Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on December 5, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on December 19, 2013 which indicated that all corrective actions required compliance monitoring; and

Whereas, the FISA submitted its response to the EEPC's final determination letter, on December 31, 2013; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the required corrective actions from January, 2014 to October, 2014; and

Whereas, on September 22, 2013 the agency requested an extension of the compliance monitoring period in order to complete implementation of outstanding corrective actions; and

Whereas, on September 23, 2013 the EEPC granted the agency's request for an extension of the compliance monitoring period; and

Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, the FISA submitted a copy of the agency head's memorandum to staff dated October 17, 2014, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

FISA

MEMORANDUM

To: FISA Staff

Date: October 17, 2014

From: Rose-Ellen Myers 

Subject: Implementation of Recommendations – Equal Employment Practices Commission Audit

FISA has recently undergone a routine, scheduled audit by the City's Equal Employment Practices Commission (EEOC). 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 EEOC 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 EEOC recommendations:

- FISA has increased its outreach efforts to reach out to underrepresented groups.
- FISA has redistributed the identity of the Career Counselor and Disability Rights Coordinator to all employees.
- FISA has instituted a formal evaluation of managerial performance of EEO and will implement reviews for promotions and transfers in 2015.
- 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 December, 2013. Additional copies are available from FISA's EEO Officer, Steven Spindel 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.