

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

RESOLUTION #00/04-858: Preliminary Determination Pursuant to the Audit of the Department of Information Technology and Telecommunications and its Compliance with the City's Equal Employment Opportunity Policy from July 1, 1997 to December 31, 1999.

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 Department of Information Technology and Telecommunications' 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 Department of Information Technology and Telecommunications (DOITT) 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. Seven of the 12 supervisors/managers interviewed by EEPC auditors indicated that the EEO Officer had not met with them, either individually or in a group setting, to discuss their rights and responsibilities under the EEOP.
2. Eleven of the 12 supervisors/managers interviewed by EEPC auditors were not informed that EEO performance would be part of their overall performance evaluation nor were they evaluated on their EEO performance.
3. The agency did not have persons of both sexes available to receive and investigate discrimination complaints.
4. No "delay notification letter" was sent to the complainant and respondent in an internal discrimination complaint investigation that took seven months to complete.

5. The EEO Officer indicated that one internal discrimination complaint, filed near the end of the audit period, will not be completed within the 90-day time frame required by the EEOP's Discrimination Complaint Implementation Guidelines.
6. None of the six job advertisements submitted by DOITT to the Commission were placed in female- or minority-oriented publications.
7. Only employees in the personnel department have received structured interview training.
8. DOITT did not conduct adverse impact studies.
9. The agency did not officially designate a career counselor.
10. The EEO Officer did not keep written notes of her meetings on EEO matters with the agency head.
11. The EEO Officer did not spend 100% of her time on EEO matters.
12. The EEO Officer was not involved in developing recruitment strategies or recommending recruitment sources.
13. Supervisors/managers were not directed to hold meetings with their subordinates to discuss agency EEO policies.
14. In two internal discrimination complaint investigations, the EEO Officer's determination letters did not contain the rationales for her determinations.
15. The EEO Officer did not hold group meetings with the EEO Counselors.
16. Thirty-seven percent of employees surveyed by the Commission do not know who is the EEO Officer.

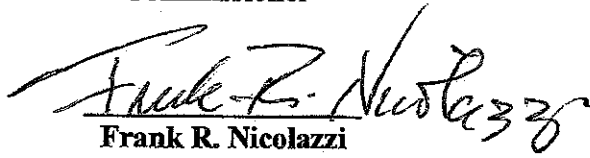
Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to Commissioner of the Department of Information Technology and Telecommunications, Allan H. Dobrin, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant 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 Department of Information Technology and Telecommunications will take to bring the agency in compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on July 13, 2000.

Angela Cabrera
Commissioner

Cheree A. Buggs, Esq.
Commissioner

Manuel A. Mendez
Commissioner


Frank R. Nicolazzi
Vice-Chairman

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

RESOLUTION #01/07-858C Determination of implementation by the Department of Information Technology and Telecommunications of the recommended corrective actions made by the EEPC pursuant to its audit of the New York City Department of Information Technology and Telecommunications' Equal Employment Opportunity Policy (EEOP) from July 1, 1997 to December 31, 1999.

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 Department of Information Technology and Telecommunications, the Equal Employment Practices Commission issued a preliminary determination letter, dated July 13, 2000 setting forth its findings and recommended corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC monitored the Department of Information Technology and Telecommunications for six months, from November 2000 through April 2001, 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. Now Therefore,

Be It Resolved,
that the New York City Department of Information Technology and Telecommunications has fully implemented all fifteen 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.

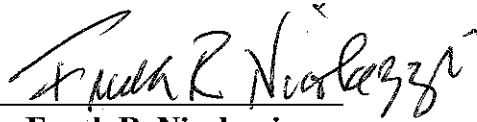
Be It Finally Resolved,
that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the New York City Department of Information Technology and Telecommunications, Allan H. Dobrin, formally informing him that the agency has implemented all fifteen recommended corrective actions to the Commission's satisfaction.

Approved unanimously on May 24, 2001

Chereé A. Buggs Esq.
Commissioner

Angela Cabrera
Commissioner

Manuel A. Méndez
Commissioner

A handwritten signature in black ink, reading "Frank R. Nicolazzi". The signature is written in a cursive style with a horizontal line underneath the name.

Frank R. Nicolazzi
Vice-Chairman

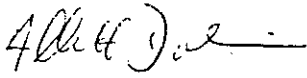


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ALLAN H. DOBRIN
Commissioner

February 21, 2001

To: All Staff
From: Allan H. Dobrin 
Subject: Equal Employment Practices Commission Audit

I am pleased to announce that the Department of Information Technology and Telecommunications (DoITT) is moving forward with its Equal Employment Opportunity Plan. The plan incorporates the findings and recommendations of an audit conducted by the Equal Employment Practices Commission (EEPC) late last year.

In an effort to reinforce and build upon the agency-wide, comprehensive EEO training provided to all employees, including managers and supervisors in December 1998 and January 1999, DoITT will continue to conduct mandatory EEO training of all newly hired employees. New employees also receive a copy of the Agency's EEO Policy Manual as part of a hiring packet distributed by Human Resources.

To ensure that all employees know who, and where our EEO Officer and Counselors are located, and how to file an EEO complaint, DoITT will continue as it has in the past, to post the Agency's EEO Policy Statements, Complaint Procedures, and a directory of current EEO professionals on bulletin boards located on every floor of our Park Place and Metrotech Offices. In addition, copies of the Agency's current EEO policy statements and Complaint Procedures, are distributed to all DoITT employees, every fiscal year.

DoITT will enhance EEO preventative measures in accordance with EEPC recommendations and the City's EEO Policy, by holding managers and supervisors accountable for EEO compliance, as reflected in managerial/supervisor performance evaluations.

Finally, to ensure continued EEO compliance in hiring, and in accordance with EEPC recommendations, DoITT will require all managers/supervisors to complete Structured Interviewing Training. Whenever vacancies occur in titles for which unrestricted recruitment is permitted, DoITT will continue efforts to enlarge the pool of qualified applicants, including use of specialty websites, job fairs, technical journals, etc., in addition to exhausting internal and external redeployment and citywide postings.

As Commissioner, I reaffirm this agency's strong commitment to maintaining fair employment practices for all of its employees and job applicants. The implementation of DoITT's EEO Plan is one of this Agency's highest priorities and has my full support.