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**Citywide Administrative
Services**

Edna Wells Handy
Commissioner

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November 16, 2012

Cesar A. Perez, Esq.
Chair
Equal Employment Practices Commission
253 Broadway, Suite 602
New York, NY 10007

Re: Resolution #12/36-856 Preliminary Determination Pursuant to the Audit of the Department of Citywide Administrative Services (DCAS) Equal Employment Opportunity Program from January 1, 2009 through December 31, 2011.

Dear Commissioner Perez:

Thank you for giving the Department of Citywide Administrative Services ("DCAS") the opportunity to respond to the Preliminary Determinations issued by the EEPC pursuant to its audit of DCAS' compliance with the City's Equal Employment Opportunity ("EEO") Policy for the period January 1, 2009 through December 31, 2011. We are pleased to note the results of the audit were overwhelmingly positive and reflective of this agency's commitment to ensure equal employment opportunity and foster a diverse and inclusive workplace.

1. Recommended Corrective Action

To ensure that all employees know the identity of the person responsible for handling reasonable accommodation request, the agency should re-distribute and post – on its electronic bulletin boards, intranet site and at each site where it conducts business – the name, location and contact information of the Disability Rights Coordinator.

Agency Response

The agency will re-distribute via email to all employees and continue to post this information on **DCAS Connect** (the agency's intranet site) the name, location and contact information of the agency's Disability Rights Coordinator to ensure that all employees know the identity of the person responsible for handling reasonable accommodation requests.

2. Recommended Corrective Action

The agency's HR/Personnel Officer should re-distribute the identity of the agency Career Counselor and ensure that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.

Agency Response

The agency will re-distribute information via email to all employees identifying the agency's Career Counselor and continue to post that information on the agency's intranet. Employees will also be reminded that they can access information regarding job openings, civil service examinations filing and exam dates and training opportunities via the Employee Toolkit/Employee Services link on DCAS Connect.

I trust that the proposed actions will satisfactorily comply with the EEPC's recommended corrective actions.

Sincerely,


Edna Wells Handy

c: N. Martin