

**NYC**  
**Equal Employment  
Practices Commission**

Cesar A. Perez, Esq.  
Chair

Angela Cabrera  
Malini Cadambi Daniel  
Elaine S. Reiss, Esq.  
Arva R. Rice  
Commissioners

Charise L. Hendricks, PHR  
Interim Executive Director

Judith Garcia Quiñonez, Esq.  
Agency Counsel

253 Broadway  
Suite 602  
New York, NY 10007

212. 615. 8938 tel.  
212. 615. 8931 fax

November 27, 2012

Edna Wells Handy  
Commissioner  
Department of Citywide Administrative Services  
1 Centre Street, 17<sup>th</sup> Floor  
New York, NY 10007

RE: Final Determination Pursuant to the Audit of the Department of Citywide Administrative Services' (DCAS) Equal Employment Opportunity Program from January 1, 2009 to December 31, 2011

Dear Commissioner Handy:

On behalf of the Equal Employment Practices Commission (EEPC), I want to thank you for your November 16, 2012 response to our October 23, 2012 Letter of Preliminary Determination regarding the referenced audit.

As we indicated in our Preliminary Determination Letter, our findings and recommendations are based on: the collection of documents in response to an EEPC *Document and Information Request Form*; your agency's Agency Specific EEO Plan and EEO Quarterly Reports; *EEPC Interview Questionnaires* completed by your agency's EEO Officer, Counselor(s), Investigator(s), or EEO Trainer(s), Disability Rights Coordinator, Section 55-a Coordinator, Director of Personnel or Human Resources and Agency Counsel (or individual responsible for responding to external EEO complaints); follow-up discussions with your agency's EEO Officer and any of the aforementioned individuals; and responses to the *EEPC Employee Survey* and *EEPC Supervisor/Manager Survey*.

After reviewing your response, our Final Determination is as follows:

**Agree**

We agree with your responses to the following EEPC recommendations, pending documentation that can be attached to your reply or provided during the compliance period:

**Recommendation #1**

To ensure that all employees know the identity of the person responsible for handling reasonable accommodation requests, 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.

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.

**Recommendation #2**

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.

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.

**Conclusion**

Pursuant to section 832 of the New York City Charter, this Commission will initiate a compliance monitoring period of up to six months. However, you may respond to the aforementioned determinations prior to the initiation of audit compliance.

Please issue a written response within thirty days. Consistent with §815(a)(19), this Commission requires that the written response is signed by the agency head. EEPC Counsel and Director of Compliance, Judith Garcia Quiñonez, Esq., or her designee will then meet with your agency's EEO Officer to establish and initiate an audit compliance monitoring period.

In closing, we want to thank you and your staff for your cooperation during the audit process. We look forward to a mutually satisfactory compliance monitoring period.

Sincerely,



Charise L. Hendricks, PHR

Interim Executive Director

CC: Norma Martin, EEO Officer, DCAS