

# Memo

**To:** All Staff  
**From:** Robert V. Hess, Commissioner  
**CC:** Fran Winter, First Deputy Commissioner; Mark Neal, Chief of Staff  
**Date:** January 9, 2009  
**Re:** Equal Opportunity at the Department of Homeless Services (DHS)

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DHS is committed to preventing illegal discrimination by ensuring that all employees are aware of their rights and obligations under the Citywide EEO Policy, by maintaining fair employment practices for all of our employees, and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of appreciation for the diversity reflected in our staff.

Although I am pleased with our accomplishments, I would like to remind you that our agency EEO program contains the following requirements:

- Managers and supervisors must conduct documented meetings with staff, at least once a year to reaffirm their commitment to the agency's EEO Policy and to discuss the right of employees to file EEO complaints with DHS' EEO officer and/or EEO counselors.
- All managers and supervisors involved in conducting employment interviews are required to review materials regarding structured interviewing provided by the Department of Citywide Administrative Services.
- Joyce Rivers is the agency's Career Counselor. Her office is at 33 Beaver Street, Room 1257C, New York, New York 10004. Her telephone number is (212) 361.8570. Employees interested in receiving career counseling should make an appointment.

Available online is the City's EEO Policy, which can be viewed and downloaded at: ([www.nyc.gov/html/dcas/html/resources/eeopol.shtml](http://www.nyc.gov/html/dcas/html/resources/eeopol.shtml)).

Also available online is the EEO policy handbook titled *About EEO: "What You May Not Know"*, which was handed out to all employees in 2003 and since then to all new employees at orientation and in EEO refresher training: ([www.nyc.gov/html/dcas/html/resoruces/eoo\\_booklet.shtml](http://www.nyc.gov/html/dcas/html/resoruces/eoo_booklet.shtml)).

Hard copies of both documents are available in the DHS Office of Equal Opportunity Affairs located at 33 Beaver Street, Room 1759, New York, New York 10004.

I encourage all employees to use these resources and to address any questions or concerns with the agency's EEO Officer, Mark L. Neal by calling the EOA Hotline at 212.361.7914.