

## O.A.T.H. Mediation Services

Recently, there has been more and more of a desire to resolve conflicts or disputes utilizing "Alternative Dispute Resolutions." The reason for using "ADR" methods to resolve disputes is that they are typically far less costly and time consuming. One such method is mediation.

"Mediation is a process by which disputing parties attempt to reach a voluntary resolution or agreement, with the aid of a mediator, who is a neutral third party. Mediation is an open forum that stresses communication, where the issues and concerns of all involved parties

are heard by each other and the mediator."

Mediation is utilized by the courts, external agencies, such as the Equal Employment Opportunity Commission (EEOC), and the DEP's EEO Office, as well as other entities. This office has successfully mediated several complaints and more and more individuals are choosing mediation as a method of resolution. Currently, the EEO Office acts as the mediator or neutral third party when using mediation to resolve a complaint of discrimination. However, other options are being explored,

such as the Office of Administrative Trials and Hearings (OATH) handling the mediation of internal complaints of discrimination.

Mediation is a confidential, efficient process whereby the disputing parties make their own decisions and proactively create a resolution. If the parties fail to reach an agreement through mediation, all other options are still available; you do not waive **any** of your rights by attempting mediation.

**Truce is better than friction.**  
Charles Herguth

## An Interview with Herb Roth— Career Counselor

Herb Roth, Deputy Director of Human Resources Management, has served as Career Counselor for the Agency for the past five years. In this capacity, Mr. Roth provides all employees with information concerning upcoming civil service examinations, existing job vacancies, and job specifications and requirements for specific titles.

Mr. Roth was kind enough to meet with members of the EEO Office and answer our questions regarding the role that the Career Counselor plays in the Agency.

**EEO:** Mr. Roth, how do you keep employees informed of upcoming civil service examinations?

**Herb Roth:** Using the Agency's e-mail system, I forward information regarding upcoming civil service examinations to all DEP e-mail users. This ensures that the majority of the Agency's employees receive this information.

**EEO:** What about those who do not have e-mail access?

**Herb Roth:** This information is also

sent to all Bureau Administrators who then post the information in prominent locations throughout their bureaus both at Lefrak and all bureau facilities. By doing this, we are guaranteeing that even those without e-mail access are provided the opportunity to see this information in a timely manner.

**EEO:** What type of information is included with the examination schedule?

**Herb Roth:** All examination schedules come with job titles, job descriptions, education and experience requirements, salary information, application filing deadlines, and filing fees. Additional information, if any, that is pertinent to a particular examination, is also included.

**EEO:** As Career Counselor, it is also your responsibility to notify all employees of current job vacancies; how

is this information disseminated?

**Herb Roth:** All Agency and City-wide Vacancy Notices are kept in binders located in the Human Resources reception area on the 18<sup>th</sup> Floor of the Agency's Lefrak headquarters and can be viewed Monday – Friday from 8am to 5pm. Both Agency and City-wide job vacancies and a schedule of upcoming civil service examinations can also be found on the Internet at [www.nyc.gov](http://www.nyc.gov).

**EEO:** How successful has the Career Counseling program been?

**Herb Roth:** In an Agency of more than 6,000 employees, it's difficult to say exactly what impact this program has had on our employees.

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**Christopher O. Ward**  
*Commissioner*

**David Tweedy**  
*First Deputy Commissioner*

**Martha Osenni**  
*EEO Officer*

**Edie Kantowitz**  
*Deputy EEO Officer*





# DIVERSITY AWARENESS



## March—Women’s History Month

Women’s History Month, initiated by the National Women’s History Project, (NWHHP), was established to draw attention to and rectify the limited focus on women in historical studies. In 1981, the NWHHP successfully lobbied Congress to declare a “National Women’s History Week”, which was expanded to an entire month in 1987. This year’s theme is “Women Sustaining the American Spirit.”



ever before. Women account for 47 percent of all employed persons and are entering the American workforce in record numbers. In the last 10 years, their ranks have increased by 8.7 million.

This month, as we celebrate remarkable women in our nation’s past, I encourage all citizens to recognize the countless American women whose efforts continue to enhance the economic, social and cultural life of our great nation.

*Taken from: diversitystore.com*

American women from all backgrounds continue to break barriers and fulfill their personal and professional potential. At the dawn of the 21st century, women have more choices than

## March—Irish American Heritage Month

America has been shaped by the principles of liberty and freedom, guided by the pursuit of justice, and enriched by the diversity of its people. Irish Americans have been an essential part of this development, greatly contributing to our nation’s progress and prosperity.



immigrants in America proved to be a continuing draw to their friends and family who remained in Ireland. The Irish brought with them a spirit of life and an ethic of work that helped to enliven our culture and enabled them to prosper in their new land.

Since our nation’s founding, millions of Irish have emigrated to this country to embrace the vibrant promise of new opportunity that America offers. The many successes of the Irish

Throughout our history, America has been greatly blessed by the innumerable contributions of Irish Americans.

*Taken from: diversitystore.com*

## May—Asian/Pacific American Heritage Month

America is strengthened by the rich cultural diversity of our people, and we are fortunate to be a nation that welcomes individuals of all races, religions and cultural backgrounds. During Asian/Pacific American Heritage Month, we celebrate the contributions of these talented and hard-working citizens and recognize their rich legacy of ingenuity, perseverance and achievement.



growth as a world leader. Asian/Pacific Americans are also helping to shape America’s future. As entrepreneurs, artists, educators, public servants, scientists, and explorers, they challenge the minds of our next generations, expand commerce and innovation, probe the frontiers of space, and search for cures for the world’s diseases.

Many Asian/Pacific immigrants came to America to discover the promise of our nation and to realize their dreams. Their contributions were critical in establishing a robust economy. Asian/Pacific Americans also worked tirelessly to build our national railroad infrastructure, paving the way for our western expansion and

To honor the achievements of Asian/Pacific Americans, the Congress by Public Law 102-450 as amended, has designated the month of May each year as “Asian/Pacific American Heritage Month.”

*Taken from: diversitystore.com*

## Mary Jane’s “Pizza Grane” (Grain Pie -Traditional Italian Spring Dessert)

- Filling:
- 1 1/2 cups of sugar
  - 6 eggs
  - 1 tablespoon vanilla extract
  - 3 pounds ricotta cheese
  - 1 cup cooked wheat grain without shells (can be purchased in most Italian specialty stores)
  - 4 cups whole milk
- Crust: Use a frozen prepared deep dish pie crust

cook until the milk is absorbed. In a bowl, mix together the sugar, eggs, ricotta, vanilla extract and grain. Mix it well and pour the mixture into pie crust. Bake for one hour at 350°. Allow to cool and serve at room temperature or chilled. Refrigerate unused portion. Makes 3 pies.

Mary Jane Walczynsyn- Bureau of Water & Sewer Operations, Staten Island Bluebelt Field Office

The night before, soak the grain in a bowl covered with water and allow to soak overnight. In the morning, drain the excess water from the bowl. Pre-heat the oven to 350°. Place grain in a pot and add 3 to 4 cups milk (add enough milk to cover) and

Share your cultural cuisine with us, send recipes to EEO Views, 20th Floor Lefrak Highrise

## EEO BUREAU LIAISONS

Name	Bureau	Phone #
Aimee Edwards	Environmental Engineering	(718) 595-5917
Alan Wasserman	ACCO	(718) 595-3211
Delores Toles	Customer Services	(718) 595-4339
Denise Dyce	Legal Affairs	(718) 595-6608
Diane Futrell	Wastewater Treatment	(718) 595-6855
Elestene Houston	Environmental Compliance	(718) 595-4429
Helaine Balsam	Environmental Control Board	(212) 361-1594
Mary Grannum	Environmental Planning & Assessment	(718) 595-4411
Maureen Mair	Environmental Control Board	(212) 361-1594
Naomi Hamer	Water & Sewer Operations	(718) 595-5372
Sarah Simpson	Management Information Services	(718) 595-4038
Sherri Roth	Water Supply	(914) 742-2029

(Career Counselor continued from page 1)

However, the majority of provisional employees who have taken and passed civil service examinations and gone on to become permanent employees have indicated that it was through the Career Counseling updates that they were informed of the new examination schedule. The same is true for permanent employees who have taken and successfully passed promotional examinations. This information alone indicates to me that the Career Counseling message is reaching the right people.

**EEO:** When an employee schedules a career counseling appointment with you, how is that meeting structured?

**Herb Roth:** At the time I schedule an employee for a career counseling session, I ask them to provide me with a complete work and education history. At the time of our meeting, I begin by asking "Where do you see yourself in five years." The answer(s) to this question directs the conversation to the employee interests and goals. With that, we discuss ways of achieving those goals in conjunction with their interests, education and work experience. These discussions focus on career and educational paths in general and within a particular occupational grouping, the civil service system and promotional or advancement opportunities within the Agency. I also introduce employees to the NYC.GOV website and show them how to access civil service information and how to apply on-line for open competitive and promotional examinations. Finally, I show them how they can access the DEP webpage and view our listing of job vacancy notices. Our meeting concludes with a question and answer session.

Employees seeking career counseling are encouraged to first contact their respective Bureau Administrators. If further information is required, employees can contact Mr. Roth directly. The following is contact information for those seeking career counseling.

## BUREAU ADMINISTRATORS

Name	Bureau	Location	Phone #
Herb Roth	Career Counselor	Lefrak 18 <sup>th</sup> Floor	(718) 595-3377
Carmello Emilio	Water Board	Lefrak 8 <sup>th</sup> Floor	(718) 595-3603
Leslie Laylock	Engineering Audit	Lefrak 12 <sup>th</sup> Floor	(718) 595-3315
Grace White	Public Affairs	Lefrak 19 <sup>th</sup> Floor	(718) 595-6603
Michael Moran	E.C.B.	66 John Street NY, NY 10038	(212) 361-1776
Constance DeSantis	Fleet Administration	56-01 55 <sup>th</sup> Ave. Maspeth, NY 11378	(718) 326-6100
Michael Mannino	A.C.C.O.	Lefrak 17 <sup>th</sup> Floor	(718) 595-3224
Mary Grannum	E.P.A.	Lefrak 11 <sup>th</sup> Floor	(718) 595-4411
Michael Schneider	Water & Sewer Operations	Lefrak 3 <sup>rd</sup> Fl. – LR	(718) 595-5335
Stella Kyriakides	Environmental Engineering	Lefrak 5 <sup>th</sup> Fl. – LR	(718) 595 6004
Oscar Medina	Wastewater Treatment	Lefrak 2 <sup>nd</sup> Fl. – LR	(718) 595-4293
Delores Toles (acting)	Customer Services	Lefrak 13 <sup>th</sup> Fl. – LR	(718) 595-4339
Elizabeth Simmons	Water Supply	465 Columbus Ave. Valhalla, NY 10595	(914) 742-2059
Frank Camardella	Management & Budget	Lefrak 18 <sup>th</sup> Floor	(718) 595-3655

### SUPERVISORY TIPS

Same sex harassment is actionable under federal and state law

## EEO STAFF

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**(718)595-3400**  
**IDEAS? ARTICLES?**

Tell us what you think or what you  
would like to see in the next issue.

Send submissions to:  
NYC Department of Environmental  
Protection  
Human Resources Management  
Equal Employment Opportunity  
59-17 Junction Blvd. - 20th Floor  
Flushing, NY 11373  
Attn: Newsletter

### Anonymous Complaints

Persons who wish to discuss a  
problem concerning discrimi-  
nation without revealing their  
identity may do so by tele-  
phoning or writing the EEO  
Officer.



**Use your feet to give pre-  
mature babies a hand.**  
**Don't forget WalkAmerica**  
**Sunday, April 25, 2004**