



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Office of the Bronx District Attorney

Agency Head: Robert T. Johnson, District Attorney

EEO Officer: Lisa Payne Wansley

Audit Period: July 1, 2007- June 30, 2010

Agency Census as of June 30, 2010: 794

Date of Preliminary Determination Letter: September 9, 2011

Date of Response Letter: October 3, 2011

Date EEPC Letter in Lieu of Final Determination: October 19, 2011

Compliance Initiated: April 25, 2012

Compliance Completed: July 2012

Covering Months: April 2012 – June 2012

Date: July 26, 2012

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Office of the Bronx District Attorney's Office (BxDA) with its Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance monitoring with the BxDA in April 2012. The BxDA's final Monthly Compliance Report was submitted on July 11, 2012.

All six required actions were completed or accepted. The following is a summary of the compliance reports:

1. **All parties should be notified in writing of the outcome of a complaint. (Complaint Procedures, page 7, DABC EEO Policy)**

The BxDA instituted the procedure of notifying the parties to a complaint of the outcome of the complaint in writing, and affirmed its commitment to follow the practice. There were no complaints filed within the compliance monitoring period.

The response to the required action was accepted in May 2012.

2. **All agency recruitment literature should indicate that the agency is an equal opportunity employer. (EEPC/Sect. 831, City Charter)**

The BxDA reaffirmed its commitment to the procedure of indicating that it is an equal opportunity employer on all job postings and recruitment materials. The BxDA provided a copy of its most recent job vacancy notice that included the EEO tagline.

The required action was implemented in May 2012.

- 3. The agency should update its organization chart to reflect the reporting relationship of the EEO Administrator and agency head. (EEPC/Sect. 831, City Charter)**

The BxDA updated its organization chart to include the title of the EEO Administrator as well as the reporting relationship with the District Attorney. The BxDA provided the current organizational chart.

The required action was implemented in May 2012.

- 4. It is the Commission's position that appropriate documentation of meetings and other communications between the EEO Administrator and the agency head regarding decisions that impact the administration of the agency's EEO program be maintained. (EEPC/Sect. 831, City Charter)**

The EEO Administrator instituted the practice of documenting meetings with the District Attorney. The BxDA provided samples of meeting notes recorded after meetings with the District Attorney.

- 5. To ensure that all employees are aware of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities, the agency should re-distribute to all employees in writing the name, location, and telephone number of this person. (EEPC/Sect. 831, City Charter)**

The District Attorney issued a memorandum notifying staff of the name, location and contact information of the person responsible for handling requests for reasonable accommodations. The BxDA provided a copy of the memorandum.

The required action was implemented in July 2012.

- 6. Since the Charter and the EEOP require the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the agency head should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.**

The District Attorney issued a memorandum informing staff of the changes the BxDA has implemented to its EEO program pursuant to the EEPC audit, and reaffirming his

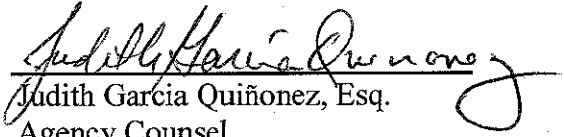
commitment to the BxDA's EEO program. A copy is attached.

The required action was implemented in July 2012

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to the District Attorney, Robert T. Johnson, informing him that the Office of the Bronx District Attorney has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,



Judith García Quiñonez, Esq.
Agency Counsel
Director of Compliance



Charise L. Hendricks, PHR.
Interim Executive Director

Attachment