



The City of New York
Department of Juvenile Justice
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Neil Hernandez
Commissioner

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MEMORANDUM

To: All Staff and Service Providers

From: Neil Hernandez *Neil Hernandez*

Date: August 21, 2008

Re: Agency's Equal Employment Opportunity (EEO) Program

DJJ's commitment to the Agency's EEO program has traditionally gone beyond the mandated requirements as part of our continuous efforts to promote diversity and tolerance. For example, during the past fiscal year the Office of Equal Employment Opportunity trained approximately 650 personnel and piloted automated training at one of our sites to test increasing overall staff competency levels. The NYC Equal Employment Practices Commission (EEPC), pursuant to the City Charter as part of a routine audit, conducted a survey for staff on their views concerning the EEO program at work and the results have led DJJ to implement several recommendations.

- DJJ added Policy and Procedure # 3/08, "Agency Staff Diversity Strategic Efforts", where the Office of Equal Employment Opportunity will meet quarterly with pertinent staff to identify recruitment strategies, coordinate an annual adverse impact assessment and further expand its recruitment efforts.
- In response to the results of the EEPC survey, where 33% of the respondents said that they had not received annual evaluations, a plan for annual evaluations for all employees has been implemented. Policy and Procedure # 2/08, "Annual Managerial and Sub-Managerial Evaluation Process" requires evaluations of all Department personnel on an annual basis. These evaluations are partly intended to develop our workforce by advising of areas for development and improvement.
- Also in response to the results of the EEPC survey, 71% of the respondents said they did not know the identity of the Agency Career Counselor. So please keep in mind that the Agency's Career Counselor Beverly McInnis [(212) 442- 8356 and BMCINNIS@djj.nyc.gov] is available to answer your questions concerning your career progression within the Agency and the City's workforce. Her information is also available on our website: www.nyc.gov/nycdjj.

The Department is committed to continuing to ensure an environment that promotes diversity and tolerance. If you have any questions about these or any other EEO matters, please feel free to call the Agency's EEO Officer, Tonya Haynes [(212) 442-8080 and THaynes@djj.nyc.gov].