



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Queens County Public Administrator
Agency: Lois M. Rosenblatt, Esq., Public Administrator
EEO Officer: Susan B. Brown, Deputy Public Administrator
Audit Period: January 1, 2008 to December 31, 2010

Agency Census as of December 2010: 22

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| Date of Preliminary Determination Letter: | October 6, 2011 |
| Date of Response Letter: | November 3, 2011 |
| Date of Final Determinations Letter: | December 22, 2011 |
| Date of Response Letter to the Commission's | January 13, 2012 |
| Compliance Initiated: | <i>April 30, 2012</i> |
| Compliance Completed: | <i>May 24, 2012</i> |
| Covering Months: | <i>April 2012 – September 2012</i> |

Date: May 24, 2012

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Audit of Compliance by the Queens County Public Administrator with the its Equal Employment Opportunity Policy (EEOP), EEOC initiated Audit Compliance with the QCPA on April 30, 2012. The QCPA's final Monthly Compliance Report was submitted on May 21, 2012.

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

- 1. The agency should use the distribution of the EEO Policy as an opportunity to send a general EEO Policy Statement or memo that will reiterate the agency head's commitment to EEO, provide an electronic link to the EEO Policy, Handbook and/or addenda, and supply contact information for the agency's EEO professionals. (EEOC Section 831, City Charter)**

The QCPA amended its New Hire Packet to include the Agency EEO Policy Statement. The

QCPA provided a copy of the Statement and the New Hire Packet.

The required action was implemented in November 2011.

- 2. The agency should post -- on its electronic bulletin boards, intranet site, and at each site where it conducts business -- a current EEO Policy, and the agency head's general EEO Policy statement, if applicable. (EEPC Section 831, City Charter)**

The QCPA posted the Agency EEO Policy Statement in the common area of the office, and created an electronic link on the Public Administrator's website to the EEO Policy Statement and Handbook.

The required action was implemented in November 2011.

- 3. Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship. (EEPC/Sect. 831, City Charter)**

The QCPA provided a copy of its organization chart reflecting the reporting relationship between the EEO Officer and the agency head.

The response to the required action was accepted in November 2011.

- 4. To ensure that all individuals who work within the agency are trained concerning EEO-related policies, rights, and responsibilities the agency should provide EEO related training to all individuals who work within the agency. (EEPC/Sec 831, City Charter)**

The QCPA provided Certificates of Completion of the Citywide Diversity and Equal Employment Opportunity Computer Based Training (CBT) with its response to the Preliminary Determination. The QCPA also provided signed completion charts for its employees who reviewed all the sections of the CBT because they lacked access to the CBT.

The required action was complete in January 2012.

- 5. 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 Public Administrator issued a memorandum informing all staff of the changes that have been implemented in the QCPA's EEO program pursuant to the audit, and re-emphasizing


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

The required action was completed in May 2012

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Public Administrator Lois M. Rosenblatt, Esq., informing her that the Queens County Public Administrator has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,



Judith Garcia Quiñonez, Esq.
Agency Counsel
Director of Compliance



Charise L. Hendricks
Interim Executive Director

Attachment