

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: The Office of the Public Advocate

Agency Head: Honorable Betsy Gotbaum, Public Advocate

EEO Officer: Elba Feliciano

Audit Period: January 1, 2005 - December 31, 2006

Agency Census as of December 2006: 41

Date of Preliminary Determination Letter:	June 19, 2008
Date of Response Letter:	September 23, 2008
Date of EEPC Response:	September 30, 2008

Compliance Initiated:	<i>December 2008</i>
Compliance Completed:	<i>January 2009</i>
Covering Months:	<i>December 2008</i>

Date: March 12, 2009

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Office of the Public Advocate (PA) with the City's Equal Employment Opportunity Policy (EEOP), the EEPC initiated Audit Compliance Monitoring with the PA in January 2009. The PA's final Monthly Compliance Report was submitted on January 12, 2009.

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

- 1. The PA's EEO Policy complaint form should be updated to include all of the "protected classes" under the New York City and New York State Human Rights Laws. An updated EEO Policy should be placed in the "new hire" package.**

The PA submitted a copy of the EEO Policy with the updated Discrimination Complaint Form. It also submitted a copy of the email that it sent to staff informing them that a revised copy of the

EEO Policy including the updated Form was put in their mailboxes. The PA also made copies for the “new hire” packages.

The required action was completed in December 2008.

- 2. The PA should distribute the EEO Policy Handbook, *About EEO: What You May Not Know*, to all current and new employees.**

The PA said that it distributed the EEO Policy Handbook, *About EEO: What You May Not Know*, to all employees. It submitted a copy of the email distribution memo.

The required action was completed in June 2008.

- 3. All agency recruitment literature should indicate that the agency is an equal opportunity employer.**

The PA said that it has and will continue to ensure that all recruitment literature indicates that it is an equal opportunity employer. It submitted copies of recent job vacancy postings which contain the EEO tagline.

The required action was completed in December 2008.

- 4. The PA should officially appoint the EEO officer as the disability rights coordinator and notify staff about the appointment.**

The PA said that it has appointed the EEO officer as its disability rights coordinator. It submitted a copy of the memorandum notifying staff of the appointment.

The required action was completed in June 2008.

- 5. The EEO officer should develop and maintain a monthly EEO complaint log to indicate the monthly status of internal and external complaints.**

The PA said that the EEO officer has developed a complaint log to indicate the monthly status of internal and external complaints. It submitted a copy of a blank complaint log.

The required action was completed in December 2008.

- 6. The organizational chart should include the title “EEO officer.”**

The PA submitted a copy of an updated organizational chart, which contains the title “EEO officer.”

The required action was completed in December 2008.

- 7. The PA should develop a plan to provide structured interview training to personnel involved in the recruitment and hiring process.**

The PA said that it trained all personnel involved in the recruitment and hiring process on December 11, 2008. It submitted a copy of the sign-in sheet.

The required action was completed in December 2008.

8. The Public Advocate should disseminate an agency-wide memorandum to discuss audit findings.


The attached memorandum from Public Advocate Betsy Gotbaum was distributed on January 9, 2009.

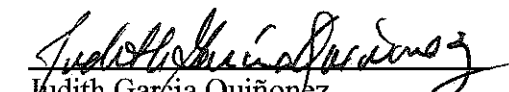
The required action was completed in January 2009.

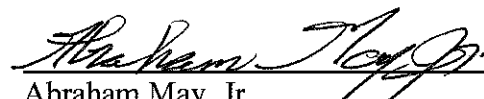
Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Public Advocate Betsy Gotbaum, informing her that the PA has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Michelle Marecheau-Antoine
Senior Auditor/ Compliance Officer


Judith García Quiñonez
Counsel


Abraham May, Jr.
Executive Director

Attachment