



HUMAN RESOURCES ADMINISTRATION
180 WATER STREET
NEW YORK, NEW YORK 10038
TELEPHONE: (212) 331-6000 FAX: (212) 331-6214

VERNA EGGLESTON
Administrator/Commissioner

MEMORANDUM

DATE: May 18, 2006
TO: HRA Staff
FROM: Verna Eggleston
Administrator/Commissioner
SUBJECT: EQUAL EMPLOYMENT PRACTICES COMMISSION AUDIT

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Opportunity offices of all New York City agencies to determine compliance with the City's Equal Employment Opportunity Policy. EEPC's most recent audit of compliance of the Human Resources Administration (HRA) covered the period from July 1, 2001 to December 31, 2003. Upon completion of the audit, EEPC recommended that HRA comply with their required actions and commenced monitoring audit compliance for a six-month period from November 1, 2005 and ending April 30, 2006. I am pleased to inform you that HRA has implemented all required actions that were recommended by EEPC.

The EEPC made recommendations to enhance HRA's Equal Employment Opportunity (EEO) practices. Some of these recommendations include:

- Informational No. 05-11, which was distributed informing all staff of the name, location and telephone number of the EEO Officer.
- Distribution of Executive Order E-709, which informs all HRA staff that the EEO policies are available on the Agency's intranet, and that managers/supervisors meet with staff at least twice a year to affirm their commitment to the Agency's EEO policy.
- Informing all HRA employees in writing of the identity, location, and telephone number of the Career Counselor.

As Commissioner, I remain strongly committed to maintaining fair employment practices for all of the staff and job applicants. HRA has an enviable EEO record and is dedicated to preventing discrimination by ensuring all employees are aware of their rights and obligations under this policy. We must continue to maintain a workplace that promotes respect, tolerance and appreciation for the diversity that is reflected in our staff.

All staff are encouraged to utilize the resources available within HRA and to address any concerns to HRA's EEO Officer, Stephanie Grant, at (212) 331- 5114.