



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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July 28, 2011

Commissioner David J. Burney
Department of Design and Construction
30-30 Thomson Avenue
Long Island City, New York 11101

Re: Resolution #11/06-850 Preliminary Determination Pursuant to the Audit of the Department of Design and Construction (DDC) and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 2007 through December 31, 2009.

Dear Commissioner Burney:

Pursuant to Chapter 35, Section 814(a)(12) of the New York City Charter, the City established the Citywide Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for women and minority municipal government employees and job applicants, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment by city agencies.

Pursuant to Chapter 36, Section 831(d)(5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women.

Section 831(d)(2) authorizes this Commission to recommend all necessary and appropriate measures, standards and programs to be utilized by city agencies to ensure a fair and effective affirmative employment program of equal employment opportunity for minority group members and women employed by, or seeking employment with, city agencies.

The Charter defines city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

This letter contains the preliminary determinations of the EEPC pursuant to its audit of compliance by the Department of Design and Construction (DDC), which may herein be referred to as "the agency", during the thirty-six month period commencing January 1, 2007 and ending December 31, 2009. Requests for corrective actions and/or recommendations are included where the EEPC has determined that DDC has failed to comply in whole or in part with the City's EEO Policy.

All recommendations for corrective actions are consistent with both the audit's findings and the parameters set forth in the EEO Policy, which, in accordance with section 815 of the City Charter, holds agency heads responsible for the effective implementation of Equal Employment Opportunity. Therefore, the Department of Design and Construction should incorporate these recommendations in its agency-specific EEO Plan. The relevant sections of the City's EEO Policy are cited in parenthesis at the end of each recommendation. In addition, this Commission is empowered by Section 831 of the City Charter to recommend all necessary and appropriate actions to ensure fair and effective affirmative employment plans for minority group members and women.

The purpose of this audit is to evaluate the agency's compliance with the EEOP, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope and Methodology

Audit methodology included an analysis of the agency's responses to an EEPC's *Document and Information Request Form*. The EEPC auditors conducted electronic interviews with the DDC's EEO Officer/Disability Rights Coordinator/Section 55-A Program Coordinator/EEO Trainer, EEO counselor, Human Resources Director/Career Counselor, and former Career Counselor. The EEPC auditor also conducted an in-depth interview with the agency's EEO Officer/Disability Rights Coordinator. In addition, a link to the *EEPC's Employee Survey* was distributed to 1098 people currently employed by the DDC; 287 people (26%) responded. Survey findings are attached (Appendix 1). Also, a link to the *EEPC's Supervisor/Manager Survey* was distributed to 189 DDC supervisors/managers; 142 supervisors/managers (75%) responded. Survey results are attached (Appendix 5) and referred to in this determination.

Description of the Agency

The Department of Design and Construction (DDC) was established in 1996 to deliver the City's construction projects in a safe, expeditious, and cost-effective manner while maintaining the highest degree of architectural, engineering and construction quality.

The DDC provides professional capital project management service to over 22 client agencies. The DDC also manages a variety of public projects including libraries, firehouses and cultural institutions; and seeks to implement the Mayor's policy for sustainable design, and for design and construction excellence for the City's capital construction projects.

Personnel Activity During the Audit Period

According to data provided by the DDC, during the audit period 154 people were hired: 65 Caucasians, 28 African-Americans, 20 Hispanics, 40 Asians, and 1 Unknown. Of the individuals hired, 55 were female. Four hundred and thirty-four individuals were promoted during the audit period: 148 Caucasians, 115 African Americans, 48 Hispanics, and 120 Asians; 159 were female. (Appendix 4)

The DDC reports that 185 employees were involuntarily separated during the audit period: 82 Caucasians, 41 African-Americans, 21 Hispanics, 39 Asians, one Native American, and one unknown; 55 were female. Between January 1, 2007 and December 31, 2009, the total number of employees decreased from 1,141 to 1,098. The number of African-American employees decreased from 306 to 287, Hispanics increased from 106 to 108, Asians decreased from 282 to 276, Native Americans decreased from 4 to 3, Caucasians decreased from 439 to 420, and the number of employees that were unknown remained at 4. The number of female employees decreased from 353 to 345. (Appendices 2 and 3)

Discrimination Complaint Activity During the Audit Period

The DDC reports that 38 internal discrimination complaints were filed during the audit period; 31 of the complaints were completed and a report was prepared. Eighteen complaints received a probable cause determination, 10 received a no probable cause determination, and 3 were administratively closed. Five of the internal complaints were also filed externally with the Equal Employment Opportunity Commission and the State Division on Human Rights.

Legal Activity

According to the agency, there were eight EEO lawsuits and one settlement during the audit period and the two years prior. The agency had two pending EEO lawsuits at the time of this audit.

PRELIMINARY DETERMINATION

Following are our preliminary determinations with required corrective actions and recommendations pursuant to the audit.

Plan Dissemination – Internally

The DDC is in compliance with the following requirements:

1. The Citywide EEO Policy and the agency's EEO Policy Statement were distributed electronically to all employees. The policies were also distributed during EEO training sessions and new employee orientation, and are accessible on DDC's intranet. The agency also distributed its Sexual Harassment Policy statement to all employees electronically and during EEO training sessions. In addition, 90% of the respondents to the *EEPC's*

Supervisor/Manager Survey indicated they received a copy of the agency's EEO Policy Statement.

2. The agency has posted the City's EEO Policy and its EEO Policy statement. Seventy-four percent of the respondents to the *EEPC's Employee Survey* said the Citywide EEO Policy is posted on the agency's bulletin boards or kept in an area otherwise accessible to employees. In addition, 84% of the respondents to the *EEPC's Supervisor/Manager Survey* said the City's EEO Policy can be found on the intranet.
3. The EEO Policy Handbook *About EEO: What You May Not Know* and addenda were distributed to all employees electronically and in hard copy during EEO training sessions and new employee orientation. The handbook is also accessible on the agency's intranet. In addition, 87% of the respondents to the *EEPC's Employee Survey* said they were given a copy of the EEO Policy Handbook and 63% indicated when hired, they were advised of the City's EEO Policies, and their rights and responsibilities under such policies.
4. The agency head distributed a memo which included the names and contact information of the agency's EEO professionals. In addition, 85% of the respondents to the *EEPC's Employee Survey* stated that they know who the agency's EEO Officer is.

Plan Dissemination – Externally

The DDC is in partial compliance with the following requirement:

Although the agency indicated that the City of New York is an Equal Opportunity Employer (EOE) on all 5 job vacancy notices provided to the EEPC, the agency did not indicate that the DDC is an Equal Opportunity Employer. The ad for Head of Graphics posted on Coroflot.com also did not include the EOE tagline. Corrective action is required.

Recommendation: All agency recruitment literature should indicate that the agency and the City of New York is an equal opportunity employer. (Sect. IV, EEOP)

EEO and Reasonable Accommodation for Persons with Disabilities

The DDC is in compliance with the following requirements:

1. The DDC's response to the EEPC's accessibility for persons with disabilities checklist indicated that its offices at 30-30 Thomson Ave., 16 Court Street, 1 Fordham Plaza, 4434 Amboy Road, and 40 Worth Street, are accessible to, and useable by, persons with disabilities. Each location has a street accessible entrance or ramp access, wheelchair accessible elevators, Braille and signal bell in the elevators, handicapped bathroom stalls and grab bars, low sink or cut out sink for wheelchairs, Braille bathroom signs and Braille office door signs.
2. The agency participates in the Section 55-A program and appointed its EEO Officer as the program coordinator. Information on the 55-A program is posted on the agency's intranet,

provided during new employee orientation and distributed during training sessions. There were seven program participants during the audit period.

3. The DDC's EEO policies are available in large print format. No requests for the policies in alternate formats were made during the audit period. The EEO Officer is aware that the EEO policies are available in alternate formats from DCAS upon request.
4. The agency has designated its EEO Officer as the Disability Rights Coordinator, responsible for handling reasonable accommodations requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies. There were 91 requests made during the audit period. Eighty-seven were granted and 3 were denied due to failure to respond to documentation requests and 1 request was withdrawn by the employee.

The DDC is in partial compliance with the following requirement:

Although employees were informed in writing of the name, number, and location of the Disability Rights Coordinator, 60% of the respondents to the *EEPC's Employee Survey* stated that they do not know who the agency's Disabilities Rights Coordinator is. Corrective action required.

Recommendation: 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 redistribute to all employees in writing, the name, location, and telephone number of this person. (Sect. VB and VC, EEOP)

Discrimination Complaint and Investigation Procedures

The DDC is in compliance with the following requirements:

1. The EEO Officer has maintained a monthly log of discrimination complaints filed against the agency.
2. The agency appointed at least one EEO representative of each gender (female EEO Officer, one male EEO Counselor and one female EEO Counselor) to receive and investigate discrimination complaints.
3. The agency's EEO professionals have completed EEO training. The EEO Officer and 2 EEO counselors completed the basic training course for EEO professionals conducted by the Department of Citywide Administrative Services (DCAS).

The DDC is not in compliance with the following requirements:

1. None of the 10 complaint files submitted by the agency contained a Complaint Intake Form or a complaint that captures the information required on this form. Corrective action is required.

Recommendation: All internal discrimination complaint files should include an *Agency Complaint of Discrimination Based on Anonymous/Oral Complaint Form* completed by the complainant or an EEO representative, or a complaint that captures the information required on this form (DCPIG Sect. 10/12 and Appendix D)

2. All 10 complaint files did not contain a written notice of discrimination complaint to the respondent. Corrective action is required.

Recommendation: The EEO Officer/Counselor should serve the respondent with a notice of complaint (or another document that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice) along with a copy of the complaint. The EEO Officer should keep receipts regarding the service of notice on the respondent in the complaint file. (DCPIG, Sect. 12(b))

3. Complaint files # 850-09-0096, 850-09-0089, 850-09-0088, and 850-09-0087 did not contain investigation interview notes. Corrective action is required.

Recommendation: Because the DCPIG requires the investigator to report words spoken and facts provided as close to verbatim as possible, complaint files must contain thorough word processed notes, for each interview. (Sect. 12b, DCPIG and EEPC Position)

EEO Training

The DDC is in compliance with the following requirements:

The agency has developed a plan to ensure that all employees, including supervisors/managers, receive EEO training annually. The agency designated its EEO Officer as EEO Trainer to provide training to all new and existing employees. The agency's EEO training included federal, state, and local EEO laws, definitions of protected classes under the City's EEO Policy, theories of discrimination, sexual harassment, terms/conditions of employment, retaliation, reasonable accommodations, managers and supervisors EEO responsibilities, where to file a complaint, mediation, and information on the 55A program. The agency also provided a training guide and sign-in sheets for the period in review. In addition, 81% of the respondents to the *EEPC's Employee Survey* indicated that they received EEO training during the past 2 years.

Eighty-six percent of the respondents to the *EEPC's Supervisor/Manager Survey* indicated they completed the Department of Administrative Services' (DCAS) Division of Citywide EEO Computer-based training. In addition, 91% of the respondents to the *EEPC's Supervisor/Manager Survey* indicated the agency provided sufficient training on their responsibilities in assisting employees who may complain about discrimination or harassment.

Selection and Recruitment

The DDC is in compliance with the following requirements:

1. The agency maintained recruitment data for discretionary positions. The Interview Sheet included the name, sex, ethnicity, referral source, current position, and justification for selection/non-selection.
2. The agency provided structured interview training or a guide for all employees involved in the interviewing process. In addition, of the respondents to the *EEPC's Supervisor/Manager Survey* who said they interviewed candidates for positions, 14% indicated they had received training, 22% indicated they received a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview, and 67% indicated they received both training and a guide.

Promotional Opportunities

The DDC is in compliance with the following requirements:

1. The agency conducted annual performance evaluations during the audit period. In addition, 61% of the respondents to the *EEPC's Supervisor/Manager Survey* indicated they received their last performance evaluation within the past year. In addition, 83% of the respondents to the *EEPC's Employee Survey* indicated that they received annual performance evaluations within the past 3 years.
2. The agency's managerial performance evaluation contained an EEO component in Section IV called *Utilizing Human Resources* which rates their responsibilities for providing day-to-day guidance and oversight of subordinates and actively working to promote and recognize performance. In addition, this accountability area covers responsibilities and processes for assuring that people are appropriately employed, effectively and efficiently utilized, and dealt with in a fair and equitable manner.
3. The agency appointed a Career Counselor who is responsible for providing career counseling, disseminating information on job and promotional opportunities, information on civil service exams, coordinating job training opportunities and administering employee incentive and recognition programs. An agency-wide email notifying employees of the name and contact information of the Career Counselor was distributed.

The DDC is in partial compliance with the following requirement:

Although the agency notified employees in writing of the appointment of the Career Counselor, 74% of the respondents to the *EEPC's Employee Survey* indicated they did not know the name of the person responsible for career counseling. Corrective action required.

Recommendation: To ensure that employees know the identity of the agency's Career Counselor, the personnel officer should re-distribute to all employees the identity of, and the type of guidance which is available from, the Career Counselor. This should be done at least once each

year. (12/14/ 2006 Addendum to *EEOP Standards and Procedures to Be Utilized By City Agencies (2005)*) and Sect. VF, EEOP)

Supervisory Responsibility in EEO Plan Implementation

The DDC is not in compliance with the following requirement:

Managers and supervisors did not re-emphasize the agency's commitment to EEO or discuss the agency's EEO policies and procedures with their subordinates during regular staff meetings. In addition, 50% of the respondents to the *EEPC's Supervisor/Manager Survey* indicated that they have not discussed the agency's commitment to the principle of EEO during staff meetings and 64% indicated that they have not discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meeting at least twice within the past year.
Corrective action required.

Recommendation: The agency head should direct managers and supervisors to emphasize at least twice a year their commitment to the agency's EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. These meetings must be documented. (DCAS, Model Agency EEO Commitment Memo and EEPC Position)

EEO Officer Reporting Arrangement

The DDC is in compliance with the following requirements:

1. The agency submitted its agency-specific plan, three quarterly reports, and an annual fourth quarter final report to the EEPC for each fiscal year during the audit period.
2. The EEO Officer reports to the agency head and meets with him on EEO matters.
3. The EEO Officer met with the EEO counselors periodically to review their work and keep them abreast of EEO developments.
4. The EEO Officer kept notes or an agenda of meetings with the agency head discussing EEO operational decisions.

The DDC is in compliance with the following requirements:

The agency's organization chart indicated a direct report relationship between the EEO Officer and agency head.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

1. All agency recruitment literature should indicate that the agency and the City of New York is an equal opportunity employer. (Sect. IV, EEOP)

2. 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 redistribute to all employees in writing, the name, location, and telephone number of this person. (Sect. VB and VC, EEOP)
3. All internal discrimination complaint files should include an *Agency Complaint of Discrimination Based on Anonymous/Oral Complaint Form* completed by the complainant or an EEO representative, or a complaint that captures the information required on this form (DCPIG Sect. 10/12 and Appendix D)
4. The EEO Officer/Counselor should serve the respondent with a notice of complaint (or another document that includes the respondent's right to respond to the allegations and right to be accompanied by a representative of his/her choice) along with a copy of the complaint. The EEO Officer should keep receipts regarding the service of notice on the respondent in the complaint file. (DCPIG, Sect. 12(b))
5. Because the DCPIG requires the investigator to report words spoken and facts provided as close to verbatim as possible, complaint files must contain thorough word processed notes, for each interview. (Sect. 12b, DCPIG and EEPC Position)
6. To ensure that employees know the identity of the agency's Career Counselor, the personnel officer should re-distribute to all employees the identity of, and the type of guidance which is available from, the Career Counselor. This should be done at least once each year. (12/14/ 2006 Addendum to *EEOP Standards and Procedures to Be Utilized By City Agencies (2005)*) and Sect. VF, EEOP)
7. The agency head should direct managers and supervisors to emphasize at least twice a year their commitment to the agency's EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. These meetings must be documented. (DCAS, Model Agency EEO Commitment Memo and EEPC Position)

In addition to the above recommendations, during the compliance process, the Commission requires that the agency head distribute a memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.

Conclusion

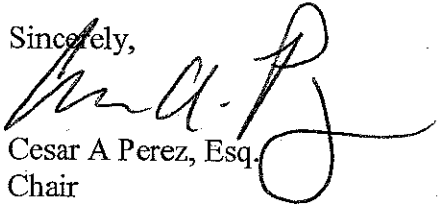
Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations relating to EEPC's audit of the DDC's compliance with its Equal Employment Opportunity Policy, and EEO standards expressed in the Citywide EEO Policy, we respectfully request your response to the aforementioned preliminary determinations.

Your response should indicate what corrective actions your office will take to bring the agency in compliance with the aforementioned policies and which recommendations it intends to follow. Please forward your response within thirty days of receipt of this letter.

Pursuant to Section 832 of the New York City Charter, as amended in 1999, if you do not implement all of these recommendations for corrective actions during a compliance period not to exceed six months, this Commission may publish a report and recommend to the Mayor the appropriate corrective actions that you should implement in your agency's EEO Plan.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's auditors during the course of this audit. If you have any questions regarding these preliminary determinations, please let us know.

Sincerely,



Cesar A Perez, Esq.
Chair

DDC SURVEY RESULTS CONTINUED

D. JOB PERFORMANCE/ADVANCEMENT

16. Does your agency use training and development programs in order to improve job performance and/or career opportunities?
Yes (212) No (41) I do not know (28)
17. Were vacant positions advertised on bulletin boards or other areas accessible to employees in a timely manner?
Yes (213) No (33) Do not remember (37)
18. The Personnel Rules and Regulations of the City of New York and the Guidelines for Evaluating Managerial Performance in NYC Agencies require that all employees (managerial and non-managerial) receive at least one performance evaluation a year. Have you received annual performance evaluations within the past 3 years?
Yes (239) No (38) Employed for less than 12 mos (6)
19. Did your evaluation contain recommendations for improving your job performance?
Yes (134) No (96) Not Applicable (51)
20. Did your evaluation contain recommendations for career advancement with your agency?
Yes (51) No (169) Not Applicable (63)
21. Do you know the name of the person in your agency that is responsible for providing career counseling?
Yes (71) No (212)

E. SPECIFIC PROTECTIONS

22. Do you know who your agency's Disability Rights Coordinator is?
Yes (111) No (173)
23. Agencies are required to take appropriate action to reasonably accommodate qualified employees and applicants with disabilities, and those who are victims of domestic violence, sex offenses, or stalking, to enable to them to perform their jobs or enjoy equal benefits and privileges of employment. Agencies are also required to provide reasonable accommodations for the religious observances, beliefs and practices of an employee or applicant. During the past 3 years, did you ask for a reasonable accommodation due to any of the above?
Yes (45) No (240)
24. Was your accommodation granted?
Yes (34) No (9)

OPTIONAL INFORMATION

25. Race/Ethnicity

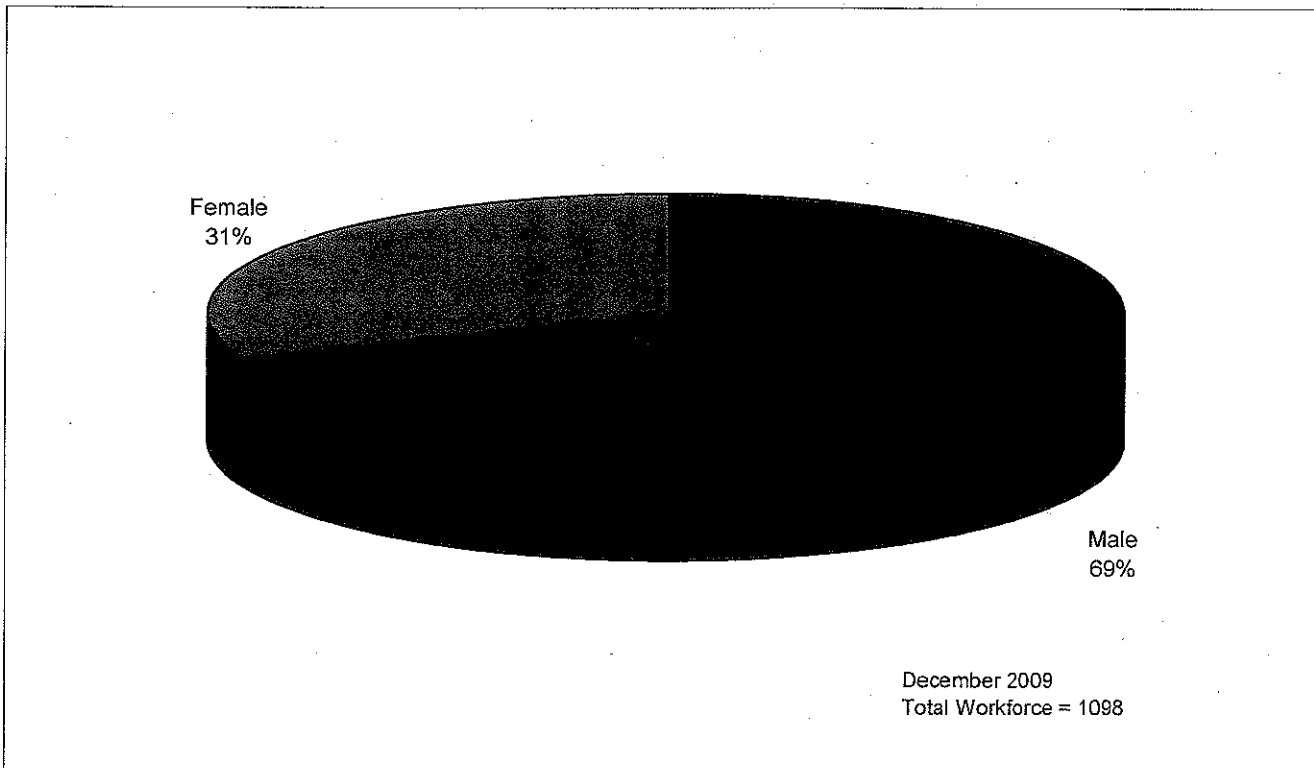
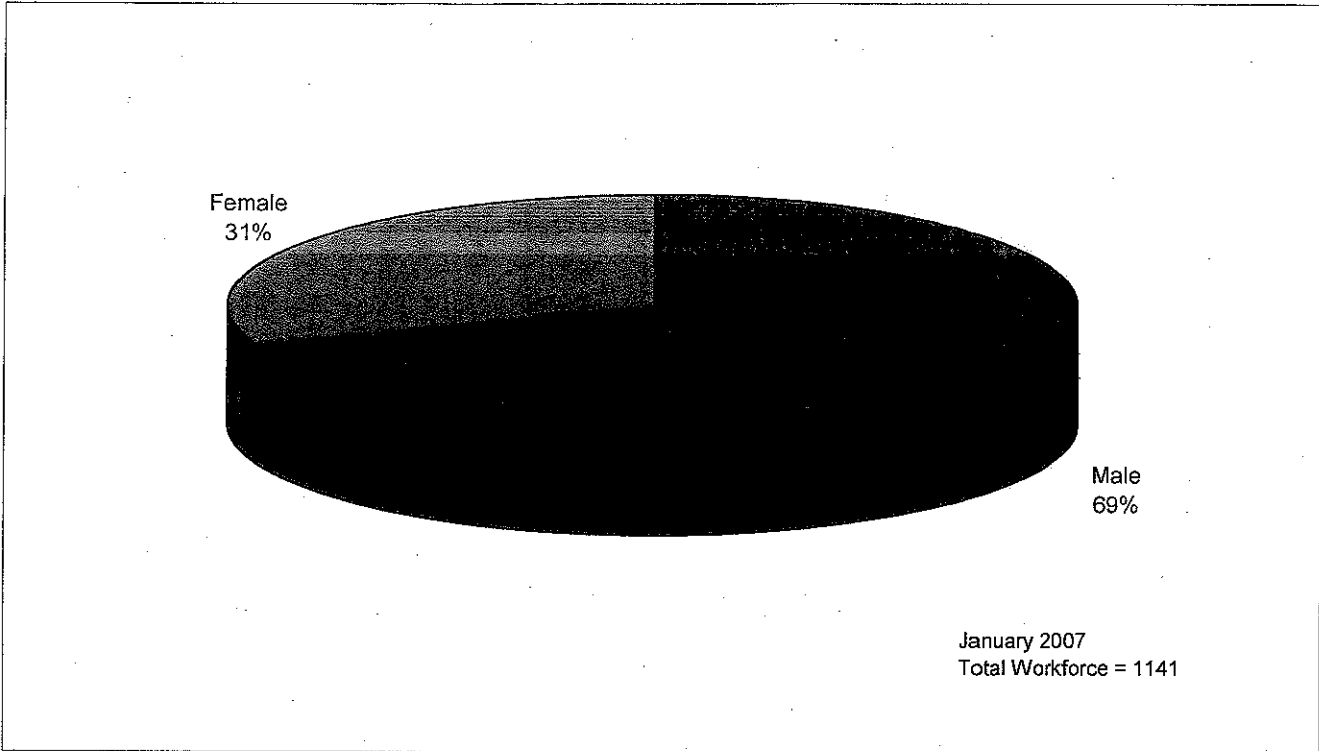
Asian or Pacific Islander (0)	Hispanic (26)
American Indian or Alaska Native (0)	White (not of Hispanic origin) (109)
Black (not of Hispanic origin) (50)	Other (21)

26. Gender

Male (160)	Female (92)
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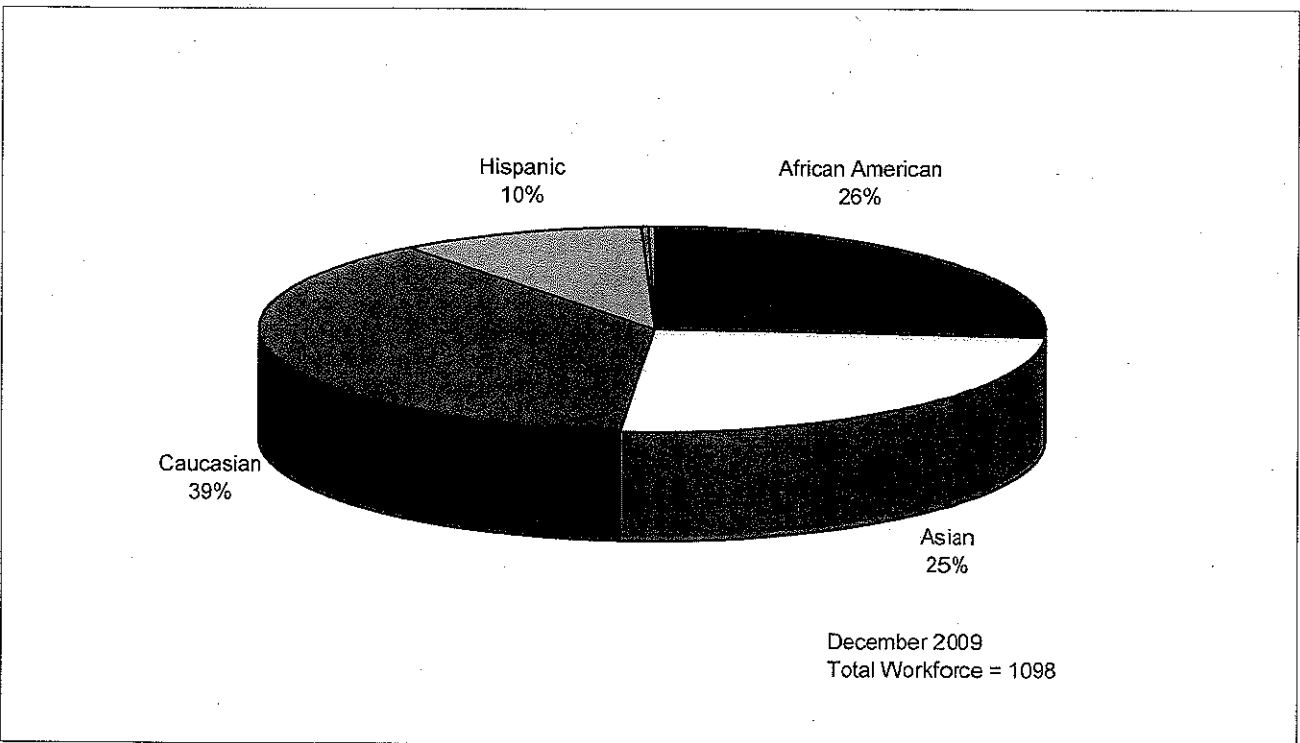
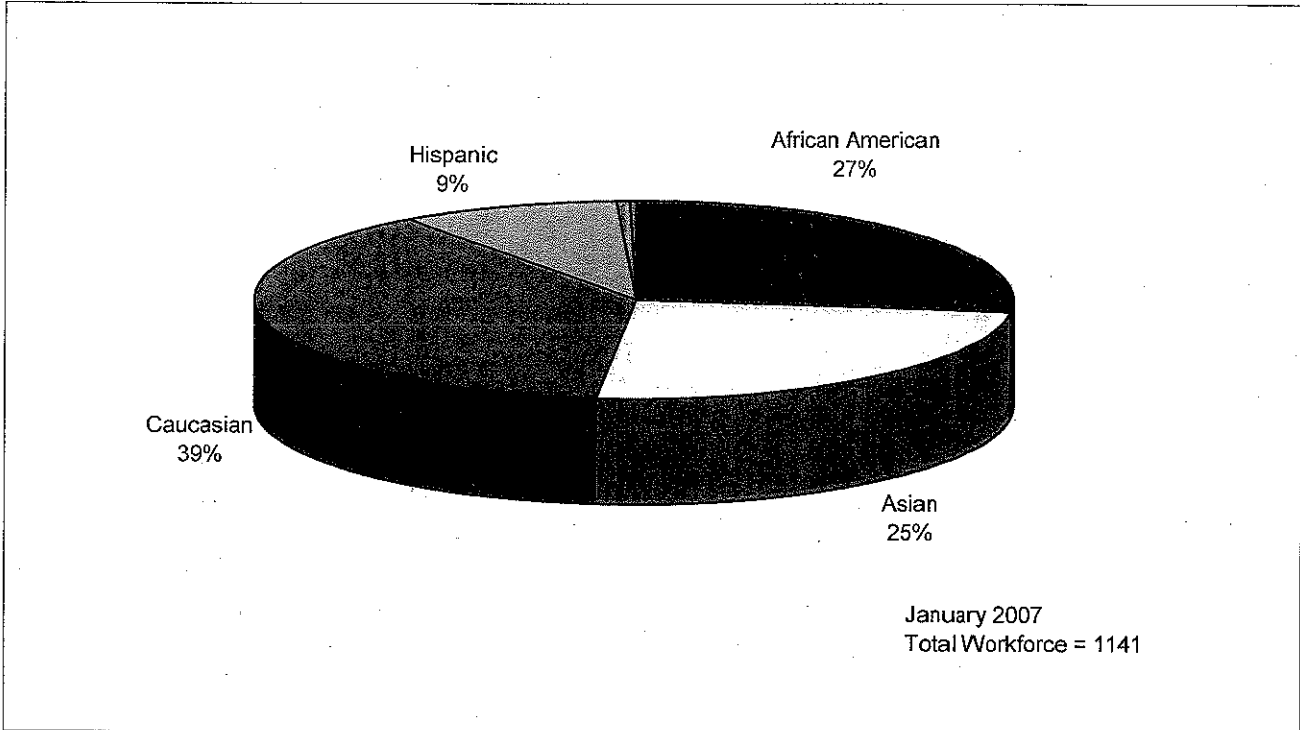
Appendix - 2

Department of Design and Construction Workforce by Sex



Appendix - 3

Department of Design and Construction
Workforce by Ethnicity



APPENDIX – 4

The following table indicates personnel activity during the audit period, January 1, 2007 to December 31, 2009.

Department of Design and Construction

Hires by Sex and Ethnicity

Total Hires: 154

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
99	55	154	65	28	20	40	0	1	154

Promotions by Sex and Ethnicity

Total Promotions: 434

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
275	159	434	148	115	48	120	3	0	434

Separations by Sex and Ethnicity

Total Separations: 185

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
130	55	185	82	41	21	39	1	1	185

Source: Audit data supplied by DDC

DEPARTMENT OF DESIGN AND CONSTRUCTION
SUPERVISOR/MANAGER QUESTIONNAIRE RESULTS

Total Supervisors = 189 Completed Questionnaire = 142 (75%)

1. Which of the following are you?
Supervisor (47) Manager (94)
2. How many employees are under your supervision?
Less than 5 (46) 11 - 20 (21)
6 - 10 (44) 21 or more (27)
3. How long have you worked for this agency?
3yrs or less (5) Over 3 yrs (136)
4. Each agency head may distribute a statement in support of Equal Employment Opportunity to all employees. Have you received a copy of your agency's EEO Policy Statement?
Yes (128) No (11) Do not remember (0)
5. In your agency, where can the City's EEO Policy be found?
In the EEO Office (99) In my office (50)
In the HR/Personnel Office (41) I do not know (5)
On the Intranet (158)
6. Of the choices indicated, which is most easily accessible to you?
The EEO Office (25) Your Office (32)
The HR/Personnel Office (6) Not applicable (5)
The Intranet (72)
7. Is the Discrimination Complaint Procedure included with the EEO Policy?
Yes (114) No (1) Do not know (26)
8. Do you know the name of your agency's EEO Officer?
Yes (128) No (5) Do not know (8)
9. Did the EEO Officer meet with you to discuss your EEO rights as an employee?
Yes (102) No (35)
10. Did the EEO Officer meet with you to discuss your EEO responsibilities as a supervisor or manager?
Yes (108) No (33)
11. Did you complete the Department of Citywide Administrative Services' (DCAS) Division of Citywide EEO Computer based Training?
Yes (122) No (14)
12. In your role as a supervisor/manager, have you discussed the agency's commitment to the principle of Equal Employment Opportunity during staff meetings at least twice within the past year?
Yes (67) No (71)
13. In your role as a supervisor/manager, have you discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meetings at least twice within the past year?
Yes (47) No (91)
14. Did you receive sexual harassment prevention training from your agency?
Yes (117) No (20)
15. Please indicate when the training was done.
Within the past 2 years (80) over 2 years ago (36)
16. Did all of the employees that you supervise receive sexual harassment prevention training?
Yes (66) No (6) Do not know (65)

SUPERVISOR/MANAGER QUESTIONNAIRE CONTINUED

17. When you were hired, did you receive an orientation session that included a review of the City's EEO Policy?
Yes (74) No (14) Do not remember (53)
18. Do you participate in orientation sessions for new employees?
Yes (30) No (110)
19. Do new employee orientation sessions include information on the City's EEO Policy?
Yes (76) No (0) Do not know (63)
20. Do you interview candidates for positions in your agency?
Yes (96) No (45)
21. If you are involved in interviewing job applicants, did your agency provide you with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview?
Training (13) Both training and guide (66)
Guide (21) I do not interview applicants (36)
22. When was your last performance evaluation?
Within the past year (86) Over a year ago (54)
23. Were you informed that fulfillment of your EEO responsibilities will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?
Yes (54) No (61) Not applicable (27)
24. Does your performance evaluation include an EEO component? (A section that rates your ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner.)
Yes (66) No (64) I do not receive performance evaluations (0)
25. Do you conduct formal evaluations of the employees under your supervision annually?
Yes (125) No (16)
26. Do you believe the agency has provided sufficient training to supervisors/managers on their responsibilities in assisting employees who may complain about discrimination or harassment?
Yes (129) No (10)

OPTIONAL INFORMATION

27. Race/Ethnicity
Asian or Pacific Islander (24) Hispanic (11)
American Indian or Alaskan Native (0) White (61)
Black (18) Other (2)
28. Gender
Male (97) Female (24)