



**DEPARTMENT OF INFORMATION TECHNOLOGY AND
TELECOMMUNICATIONS**

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RON BERGMANN
*Acting Commissioner
Chief Information Officer*

14-03-06 RCVD 8949

March 7, 2006

Ernest F. Hart, Esq.
Chair
Equal Employment Practices Commissions
40 Rector Street, 14th Floor
New York, NY 10006

Re: Department of Information Technology and Telecommunications response to Preliminary Audit Determination made by the EEPC for January 1, 2003 through December 31, 2004.

Dear Chair Hart:

The Department of Information Technology and Telecommunications (DoITT) response to the Equal Employment Practices Commissions' Preliminary Audit Determination are as follows:

1. **Recommendation** : Whenever possible, the investigation of complaints should be completed within 90 days.

Response: DoITT continues to make every effort to ensure that all EEO investigations are completed within 90 days.

2. **Recommendation:** In circumstances where an investigation cannot be completed within a 90 day timeframe a delay notification letter, stating the reason for the delay should be sent to the parties in the investigation.

Response: Where an investigation cannot be completed within 90 days, the agency sends delay notification letters to all parties involved, indicating the reason for the delay and a copy of the notification is placed in the relevant EEO file.

3. **Recommendation:** Since DoITT's workforce continues to show underutilization in certain selected groups, it should further expand its recruitment efforts to address underutilization.

Response: The agency has acquired "Making the Most of New York City's Recruitment Resources," 2004, compiled by DCAS, which provides agencies with additional recruitment resources. In addition, DoITT has expanded its on-going recruitment efforts to include outreach to Asian-Americans in Information Technology, to further address underutilization in the area of Management Specialists and Science Professionals. The agency will continue expanding our posting distributions throughout the coming year.



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4. **Recommendation:** The agency did not conduct an adverse impact study during the audit period. Since then, however DoITT's EEO and Agency Personnel Officers have attended a class that included a segment on conducting adverse impact studies.

Response: DoITT's Office of EEO is currently in the process of conducting an adverse impact study.

5. **Recommendation:** The EEO Officer does not report to the agency head or a direct report to the agency head. According to DoITT's organization chart, the EEO Officer reports to the Assistant Commissioner of Human Resources, who reports to the Deputy Commissioner of Finance/Administration, who in turn reports to the Commissioner. DoITT did not provide documentation that this reporting arrangement was approved by DCAS

Response: DoITT is requesting approval from the DCAS Office of Citywide EEO for the current reporting arrangement. The agency will update the EEPC regarding the outcome.

6. **Recommendation:** Appropriate documentation of meetings and other communications regarding EEO programs and operational decisions should be maintained.

Response: DoITT will continue documenting meetings and other communications regarding EEO operational decisions.

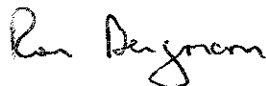
7. **Recommendation:** Fifty-three percent of the managers/supervisors, interviewed and 73% of the respondents to the EEPC's employee survey, who have been employed for over a year, indicated that they have not received evaluations on an annual basis.

Response: DoITT recently created an agency-wide Performance Evaluation Guideline in order to streamline the agencies evaluation system and to ensure that evaluations are done properly and on an annual basis. In addition, Alexis Baraghoshi, the agency's recently appointed Performance Evaluation Coordinator, is available daily to address evaluation related concerns throughout the agency, to provide guidance to management and to increase awareness and familiarity with the evaluation process.

8. **Recommendation:** Although DoITT has appointed an individual familiar with civil service and provisional jobs to serve as career counselor, 71% of respondents to an EEPC survey indicated that they did not know who is responsible for career counseling

Response: DoITT will be re-distributing information regarding the identity, location and contact information of Stacey Abramson, DoITT's Career Counselor, annually to increase awareness and familiarity with her role in the agency.

Sincerely,



Ron Bergmann
Acting Commissioner

C: Dalela Harrison, EEO Officer

