


DISTRICT ATTORNEY - BRONX COUNTY

MEMORANDUM

TO: All Staff
FROM: Robert T. Johnson 
SUBJECT: EEO Practices Commission Audit
DATE: July 25, 2012

Recently, the Equal Employment Practices Commission (EEPC) completed an audit of our office's compliance with the City's Equal Employment Policy for the period of July 1, 2007 through June 30, 2010.

Following this audit, we were asked to implement some minor changes to our EEO plan upon EEPC's recommendations. I am pleased to report that we are now in full compliance with the audit recommendations. You should know that:

- In the event of an EEO Complaint Investigation, all parties involved will be notified in writing of the outcome of the complaint.
- All of our employment recruitment literature indicates that the Office of the Bronx District Attorney is an equal opportunity employer.
- Our office organization chart reflects the reporting relationship of the EEO Administrator to the District Attorney. And, EEO meetings between the Administrator and the District Attorney are being documented.
- The people 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 are:

For Legal Staff: Maria Rivero
Administrative Assistant DA
Concourse Plaza Building, Room 914
718-590-2258

For Support Staff:

Lisa Payne Wansley
Administrative Chief
Concourse Plaza Building, Room 916
718-590-2405

Detailed information regarding the Bronx District Attorney's EEO Program, its policies and procedures may be found on the office intranet at:

http://bxdashare/pdf/humanresources/eeo_policy.pdf

Employees with EEO questions or concerns are advised to contact Lisa Payne Wansley, our Administrative Chief who also serves as our EEO Administrator, or any of the six EEO Coordinators who are listed in our EEO policy manual.

I wish to reaffirm our office's strong commitment to maintaining fair employment practices for all our employees. We are firmly committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. I thank you for sharing this commitment.