



Log - 9382
5/1/07

Public Administrator

County of New York

ETHEL J. GRIFFIN, *Commissioner*
Public Administratrix

THOMAS R. PURCELL, *Deputy Commissioner*
Deputy Public Administrator

April 9, 2007

Ernest F. Hart, Esq., Chair
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

Re: Response to Resolution #08/04-941/ Preliminary Determination Pursuant to the Desk Audit of the New York County Public Administrator's Office (NYCPA) and its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees for the period starting January 1, 2005 and ending June 30, 2006.

Dear Mr. Hart:

This letter is in response to the above referenced preliminary determination. The Desk Audit of the New York County Public Administrator represents the first of its kind by the Commission. We have taken appropriate actions to comply with the Commission's mandates. We are pleased to learn that the Commission's recommendations are procedural and not allegations of unfair employment practices.

The report noted three summary recommendations to the Public Administrator for corrective actions.

First, that we should post the Citywide EEO Policy Statement in the Office. We have implemented this recommendation.

The second and third recommendations involve training for a New York County EEO officer who in turn will train current and new employees. Our Office has contacted the Department of Citywide Administrative Services regarding such training and we expect to enroll our EEO officer in DCAS training beginning in May.

I recommend that the Equal Employment Practices Commission help small agencies conserve resources by establishing an "EEO Liaison Officer for Non-Mayoral Agencies with Less Than 15 Employees." Such an Officer would act as EEO Officer for small agencies, provide employee training, and assure that the relevant requirements are acted upon by the small agencies while conserving resources.

Very truly yours,


Commissioner Ethel J. Griffin

New York County Public Administrator