




THE CITY OF NEW YORK
DEPARTMENT OF INFORMATION TECHNOLOGY & TELECOMMUNICATIONS
Paul J. Cosgrave, Commissioner

MEMORANDUM

TO: All Staff
FROM: Paul J. Cosgrave 
DATE: July 24, 2006
SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) has completed its audit of DoITT. The EEPC audit, which is conducted once every four years, pursuant to Chapter 36 of the City Charter, assessed the agency's compliance with the City's Equal Employment Opportunity Policy. Although the audit specifically addressed a twenty-four month period ending in December of 2004, the auditors also conducted staff interviews and distributed mail-in surveys to ascertain how effectively the agency is addressing current Equal Employment Opportunity (EEO) issues.

While our agency was reviewed positively during the audit process, the EEPC made recommendations to enhance DoITT's EEO program. These recommendations, which the agency has begun to implement, include the following:

- DoITT will be developing a plan to evaluate all employees annually.
- DoITT will be conducting an adverse impact study to assess underutilization in its recruitment and hiring efforts.
- Whenever possible, investigations of EEO complaints will be completed within 90 days of the receipt of the complaint.
- DoITT will be re-distributing the agency's EEO policy as well as the contact information for the agency's Career Counselor, annually.

As agency head, EEO compliance and workplace practices are critically important to me. As a result, DoITT's Director of EEO and Diversity Initiatives, Dalela Harrison, will now report directly to me.

I want to affirm my expectation that every employee comply with both the letter and the spirit of the agency and citywide EEO policies. I urge any employee who believes that he or she is being treated unfairly, with regard to equal employment opportunity or other employment related matters, to contact Dalela Harrison to discuss those concerns. Dalela is located at 75 Park Place, and can be reached via e-mail at dharrison@doitt.nyc.gov or by telephone at (212) 788-6007. All complaints will be handled confidentially in accordance with DoITT's EEO Policy.