

EQUAL EMPLOYMENT PRACTICES COMMISSION

CITY OF NEW YORK

RESOLUTION #07/05-944: Pursuant to the Desk Audit of the office of the Queens County Public Administrator (QCPA) and its compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized 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 and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Section 831(a)(i) this Commission is empowered to audit the equal employment practices, programs, policies, and procedures of Public Administrators; and,

Whereas, because of the offices of the Public Administrators have fewer than 15 employees, this Commission has established "Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees" and conducted a desk audit of the office of the Queens County Public Administrator to determine its compliance with those Minimum Standards; and,

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the desk audit of the office of the Queens County Public Administrator and its compliance with the Minimum Standards for Equal Employment Opportunity for Non-Mayoral Agencies With Less Than 15 Employees, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The QCPA did not distribute the EEO Policy Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with addendums), to its employees during the period in review.
2. The agency's EEO Officer did not receive EEO training.
3. The QCPA did not provide EEO training to all current and new employees.

Be It Finally Resolved,

that the Commission authorizes the Chair to forward a letter to the Queens County Public Administrator, Lois M. Rosenblatt, formally informing her of the findings with appropriate

explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the Queens County Public Administrator will take to bring the agency into compliance with the Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Approved unanimously on April 26, 2007.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner



Ernest F. Hart, Esq.
Chair