



# Queens County Office of the Public Administrator

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Public Administrator

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## MEMORANDUM

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To: All Employees  
From: Lois Rosenblatt, Public Administrator  
Re: Equal Employment Practices Commission  
Subject: Audit of Queens County Public Administrator's Office  
Date: November 14, 2007

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Please be advised that the New York City Equal Employment Practices Commission has been conducting an audit of the practices and policies of this office, hence the recent seminars you attended in the offices of the Queens District Attorney.

The EEPC has made certain recommendations to this office so that everyone fully understands the function of the EEPC and your rights as they pertain thereto. Their recommendations are as follows:

1 – “The QCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program off Cornell University’s School of Industrial Labor Relations) to its EEO Officer, or designate a trained EEO professional from another City agency to administer the EEO Program.”

2 – “The QCPA should provide basic EEO training to all current and new employees.”

3 – “The Queens County Public Administrator should disseminate an agency-wide memorandum to discuss audit findings.”

Therefore, in order for us to comply with recommendation of No. 1 above, I am pleased to appoint Juan V. Plaza as this Agency’s EEO Officer who will undergo the required training through DCAS in the near future. Any future issues with respect to EEO practices will be directed towards Juan.

Compliance with recommendation No. 2 above will be carried out upon the completion of Juan’s EEO training sessions with DCAS. Until that time, we will continue to be invited to attend the seminars held in the offices of the Queens District Attorney.