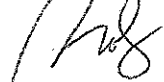




Small Business
Services

Robert W. Walsh
Commissioner

MEMORANDUM

TO: All Staff 
FROM: Robert W. Walsh
DATE: December 13, 2011
SUBJECT: Equal Employment Opportunity

The Department of Small Business Services was recently audited by the Equal Employment Practices Commission (EEPC). The EEPC monitors and evaluates the employment programs, practices, policies and procedures of all city agencies to ensure that they maintain an effective equal employment opportunity program for protected groups who are employed by, or seek employment with, the City of New York.

Overall, SBS received positive feedback from the EEPC. As a result of their recommendations, SBS has made several enhancements to its EEO program. These changes include:

- To ensure that all employees are aware of the agency's Disability Rights Coordinator (DRC), SBS updated its Work Organization Management Tool (WOMT) homepage to announce the appointment of Michelle Barnes-Anderson to this position. Ms. Barnes-Anderson's contact information and a description of her duties are provided on the Disabilities link in the EEO section of WOMT.
- Myrna Mateo, Executive Director for Human Resources, was appointed as the agency's Career Counselor. To ensure that all employees are aware of this appointment, Ms. Mateo's contact information and a description of her duties as the Career Counselor were posted on WOMT in the Human Resources section, under the Employee Development link.
- In August, 2011, the SBS EEO Office conducted an adverse impact study of the agency's selection process for discretionary titles, for the period of January 2009 -- December 2010. To conduct the study, the EEO Office utilized an on-line application called "The Disparate Impact Analysis Program" that was recommended by the Department of Citywide Administrative Services. The assessment of SBS' selection criteria for discretionary titles showed no adverse impact on any of the protected groups.
- Recruitment postings were modified to include the following tagline: "The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities." All

internal complaint files will include an *Agency Complaint of Discrimination Based on Anonymous/Oral Complaint* form.

- SBS will hold its managers accountable for effectively implementing EEO-related policies and ensuring non-discrimination within their units. As of July 1, 2011, the Managerial Performance Evaluation Form was modified to include a rating for EEO to ensure that staff are:
 - appropriately employed
 - effectively and efficiently utilized, and
 - dealt with in a fair and equitable manner.

Employees will receive annual performance evaluations on a calendar year basis. Managers are also required to meet with their staff twice a year to emphasize their commitment to the agency's EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO Office.

Additionally, as Commissioner of SBS, I want to reaffirm this Agency's commitment to maintaining fair employment practices for all of our employees. SBS is committed to preventing discrimination by encouraging a work environment that appreciates diversity and ensures that all employees are aware of their rights and obligations under the EEO Policy.

I want to thank everyone who participated in EEO training sessions and those who cooperated in the audit process. I encourage you to access the EEO resources available through WOMT and to contact Nancy Gannie, EEO Officer, at 212-618-8727 or via email at ngannie@sbs.nyc.gov, with any EEO-related concerns you may have.

Thank you.