

# EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

**RESOLUTION #07/07-012:** Preliminary Determination Pursuant to the Audit of the Brooklyn Borough President Office's Equal Employment Opportunity Program from January 1, 2005 through June 30, 2006.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) 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 insure 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**, the Equal Employment Practices Commission audited the Brooklyn Borough President Office's Equal Employment Opportunity Program; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the 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 audit of the Brooklyn Borough President Office's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The BBPO did not officially appoint a Disability Rights Coordinator. (Sect. VB, Citywide EEOP)
2. The agency head did not sign the discrimination complaint report to indicate that it had been reviewed and whether the recommendation, if any, was approved and adopted. (Section. 12(b), DCPIG)
3. The BBPO did not establish a plan to conduct agency-wide EEO training for all existing and new employees who have not already received training. (Sect. IV, BBPO's EEOP)
4. The EEO Officer did not maintain appropriate documentation of meetings and other communications regarding EEO program operational decisions.
5. The EEO Officer did not participate in the development of recruitment strategies and selection of recruitment media. (Sect. V, Citywide EEOP)

6. The BBPO has not provided structured interview training to personnel involved in the recruitment and hiring process since April 1997. (Sect. IV, Citywide EEOP)
7. Thirty-eight percent of the survey respondents indicated that they did not see the agency's job vacancy postings on agency bulletin boards prior to the application deadline. (DCAS, Personnel Services Bulletin No. 200-9, June 30, 1998)

**Be It Finally Resolved,**

that the Commission authorizes the Chair, Ernest F. Hart, Esq., to forward a letter to the Brooklyn Borough President, Marty Markowitz, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions Brooklyn Borough President's Office will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on April 26, 2007.

**Chereé A. Buggs, Esq.**  
Commissioner

**Angela Cabrera**  
Commissioner



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**Ernest F. Hart, Esq.**  
Chair