



Queens County Office of the Public Administrator

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MEMORANDUM

To: All Employees
From: Lois Rosenblatt 
Re: Audit by the Equal Employment Practices Commission (EEOC)
Date: April 26, 2012

This office was recently audited by the EEOC to determine if we are in compliance with the City's Equal Employment Opportunity Policy.

The EEOC offered four recommendations for improvement to our existing EEO policies, to wit:

1. Use the distribution of the EEO Policy to our employees as an opportunity to reiterate my commitment to Equal Employment as well as create an electronic link to the City's EEO Policy and Handbook.

If you recall, everyone was provided with a copy of the City's EEO Policy and Handbook upon the start of your employment. You can also access these documents in 'Scanning' in a folder entitled 'EEO Documents' at any time.

2. Post on our website our current EEO Policy and my EEO Policy Statement.

These items can be found on the PA Office's website: www.queenscountypa.com both at the bottom of the home page and in the Forms/Links page. In addition, my EEO Policy Statement is clearly posted in the front office vestibule as well as in the employee lunchroom next to the bulletin board.

3. Update our Organizational Chart – which can also be found in the EEO Documents file.
4. Lastly, provide EEO related training to all employees, both City salaried as well as Imprest, who work within this Agency.

All Employees
RE: EEPC Audit
April 26, 2012
Page two

If you will recall, all employees underwent EEO training via the City's Computer Based Training either online or by manually reviewing each section and acknowledging same in writing.

Let me take this time to offer all of you my sincere appreciation for your cooperation throughout this audit process and reiterate my dedication to ensuring that each and every employee within this Agency be well informed and educated with regard to the City's EEO Policy to which we have also adopted as our own.

Thank you for your continued cooperation.

LMR/