



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: Department of Juvenile Justice

Agency Head: Neil Hernandez, Commissioner

EEO Officer: Tonia Haynes

Audit period: July 1, 2005 – June 30, 2007

Preliminary Determination Letter:	<i>December 20, 2007</i>
Agency Response Letter:	<i>January 25, 2008</i>
EEPC Response Letter (FDL not necessary):	<i>May 28, 2008</i>
Compliance Initiated:	<i>July 2008</i>
Compliance Completed:	<i>November 2008</i>
Covering Months:	<i>July 2008 – December 2008</i>

Date: December 18, 2008

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the Department of Juvenile Justice (DJJ) with the City's Equal Employment Opportunity Policy from July 1, 2005 through June 30, 2007, the EEPC initiated Audit Compliance with the DJJ in July 2008. The DJJ's final Monthly Compliance Report was submitted on November 21, 2008.

All five required actions were completed and accepted. The following is a summary of the compliance reports:

1. Since the DJJ's workforce continues to show underutilization in certain protected groups, it should expand its recruitment efforts to address underutilization by acquiring "Making the Most of New York City's Recruitment Resources," 2004, http://extranet.dcas.nycnet/eo/pdf/apomasterclass_recruitment.pdf, a list of recruitment sources compiled by DCAS. This publication provides agencies with additional recruitment resources to address the underutilization of protected groups.

The DJJ has promulgated Policy and Procedure #3/08, "Agency Staff Diversity Strategic Efforts", which includes utilizing the DCAS Resource Guide, "Making the Most of New York City Recruitment Resources". A copy of the directive was provided with the DJJ's January 25, 2008 response to the EEPC's Preliminary Determination letter.

The required action was completed in January 2008.

2. The DJJ should conduct adverse impact studies.

The DJJ has provided the EEPC with two adverse impact assessments using the Juvenile Counselor and Congregate Care Specialist titles for new hires. One assessment displays an analysis that was conducted for the audit period (7/05 – 6/07) and the other was conducted for the calendar period (1/08 – present). Both assessments demonstrate that there was no adverse impact with respect to new hires for the two titles based on gender.

The required action was completed in November 2008.

3. The DJJ should re-distribute information about the identity, location, and telephone numbers of the career counselor to all agency employees.

The EEO officer distributed an agency-wide memo on January 23, 2008, informing staff of the identity, location, and phone number of the career counselor. A copy of the memo was provided with the DJJ's January 25, 2008 response to the EEPC's Preliminary Determination letter.

The required action was completed in January 2008.

4. The DJJ should develop a plan to evaluate all employees annually.

The DJJ has implemented Policy and Procedure #2/08, "Annual Managerial and Sub-Managerial Performance Evaluation Process" providing a formal mechanism for evaluations of all Department personnel on a yearly basis. The directive indicates that managerial employees will be evaluated no later than the last Friday of every January of the calendar year and sub-managerial employees will be evaluated no later than the third Friday of every July of the fiscal year. A copy of the Policy and Procedure #2/08, which includes the evaluation forms, was provided with the DJJ's January 25, 2008 response to the EEPC's Preliminary Determination letter.

The required action was completed in January 2008.

5. The agency head should distribute an agency-wide memo informing staff of the changes that are being implemented in the agency's EEO program pursuant to the audit and re-emphasize his commitment to the agency's EEO program.

On August 21, 2008, the agency head distributed a memorandum to DJJ staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the EEPC audit (attached).

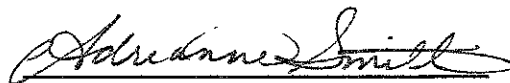
The required action was completed in August 2008.

Recommendation

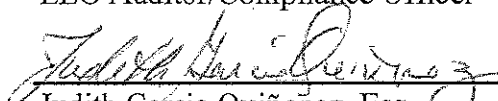
Based on the above information, we recommend that the Equal Employment Practices

Commission issue a Letter of Completion of Compliance to Commissioner Neil Hernandez, informing him that the Department of Juvenile Justice has implemented all of the recommended corrective actions to the Commission's satisfaction.

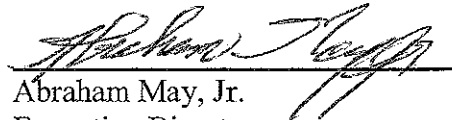
Respectfully Submitted,



Adrienne Smith
EEO Auditor/Compliance Officer



Judith Garcia Quiñonez, Esq.
Counsel/Compliance Director



Abraham May, Jr.
Executive Director

Attachment