

CITY OF NEW YORK
PRESIDENT
OF THE
BOROUGH OF STATEN ISLAND



JAMES P. MOLINARO
PRESIDENT

BOROUGH HALL, STATEN ISLAND, N.Y. 10301

September 8, 2008

Honorable Ernest F. Hart, Esq.
Chair
Employment Practices Commission
of the City of New York
40 Rector Street, 14th Floor
New York, New York 10006

AMEB

Re: Final Determination of Audit of the
Staten Island Borough President's Office

Dear Chairperson Hart:

I am in receipt of your final determination in the above noted matter and I have reviewed same with the appropriate members of my staff. First, I wish to thank you and your staff for your professionalism and your attention in making the audit process a quick and painless experience for myself and my staff. Your attention to detail, professional manner and prompt action in undertaking and completing the audit in a timely manner is greatly appreciated.

Before addressing your report and the issues discussed therein, I wish to provide you with some information regarding our office. During my service at Borough Hall, first as Deputy Borough President in the last administration and now as Borough President, the staff in the Borough President's Office has been reduced from almost one hundred and twenty employees to the our current staffing level of forty-six full time employees. At the same time our budgets have been repeatedly and drastically reduced. The needs of my constituents however have only grown. Despite all of the cuts in budget and in staff, I am proud to say that my office has continued to provide the same high level of support and diligence to the people of Staten Island. First and foremost, that is the goal of my administration, to provide real service and benefit to Staten Island, and I believe that my office and my staff have done and continue to do their best to serve the people of Staten Island.

I am pleased that your consideration of my previous response to your Commission's preliminary determination resulted in your agreement on so many of the recommendations and resolved so many of the questions raised by your review of this

office. Specifically, I am pleased to learn that our response to your recommendations numbered 1 through 11 and 13 resolved those questions to your satisfaction.

I am sorry that my previous response to recommendation number 12 was not as clear as I had intended and that it left you with some additional concerns. According to your final determination "it is unclear from my response if all staff involved in the job interviewing process will receive structured interview training".

I am sure you are aware that the Office of the Staten Island Borough President is a small office with very limited hiring. All hiring is done by me, with input from and interviews conducted by the senior office personnel and our human resources personnel. In stating that our office's senior office personnel and human resources personnel would be given training, courses or materials available from the New York City Department of Citywide Administrative Services when those are made available to us, I intended to convey a response in accord with your recommendation.

To clarify, all senior personnel and human resources personnel, being all those staff involved in the job interviewing and hiring process, will receive structured training, courses and/or other information that we schedule and receive from the New York City Department of Citywide Administrative Services. I hope this response clarifies this issue to your satisfaction.

In follow-up to your other recommendations, please be advised as follows:

Recommendation #1

The EEO Policy has been posted on the agency's intranet and upon the bulletin boards at each employee electronic sign-in location in the office.

Recommendation #2

The EEO Policy will be distributed electronically to all employees at least annually.

Recommendation #3

I have distributed a general EEO Policy Statement by hardcopy to all employees of my office. A copy of said statement is enclosed herewith.

Recommendation #4

The Office of the Staten Island Borough President does participate in the Section 55-A program and has distributed brochures for said program to all employees by electronic means.

Recommendation #5

The Office of the Staten Island Borough President has appointed a disability rights coordinator.

Recommendation #6

The Office of the Staten Island Borough President has appointed a second EEO Officer, a person of different gender than the previously existing EEO Officer, and training for the new appointment has been scheduled with the New York City Department of Citywide Administrative Services.

Recommendation #7

The Office of the Staten Island Borough President will adhere to its plan to conduct EEO training of its personnel as such training is made available by the New York City Department of Citywide Administrative Services.

Recommendation #8

As previously communicated to your office the previously existing EEO Officer and the newly appointed EEO Officer of a different gender both report to the Staten Island Borough President's Chief of Staff, a direct report to the Borough President.

Recommendation #9

Documentation of all meetings between the EEO Officer and the Borough President's Chief of Staff or the Borough President regarding EEO decisions will be maintained.

Recommendation #10

The Office of the Staten Island Borough President has revised its Organizational Chart to show the reporting arrangement of the EEO Officers. See copy attached hereto.

Recommendation #11

I have directed the head of human resources for the Office of the Staten Island Borough President to include both EEO Officers in developing job recruitment strategies and selecting recruitment media, including newspapers and other publications.

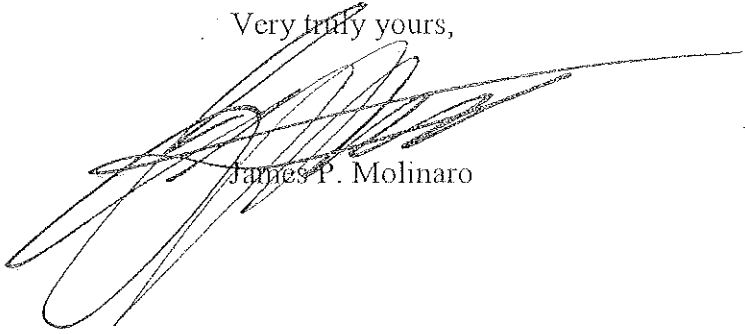
Recommendation #13

As previously disclosed to your office, the Office of the Staten Island Borough President has posted its job vacancy notices in a binder in a central location in the human resources and payroll administration offices.

I believe that this addresses all issues raised in your final determination and provides the necessary information regarding our agency implementation plans and the incorporation of your recommendations.

Once again thank you for your assistance in this matter.

Very truly yours,



James P. Molinaro

JPM:jwz
enclosure