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# Queens County

## Office of the Public Administrator

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**Lois M. Rosenblatt, Esq.**  
Public Administrator

**Susan B. Brown**  
Deputy Public Administrator

**Gerard J. Sweeney, Esq.**  
Counsel  
November 3, 2011

Equal Employment Practices Commission  
City of New York  
40 Rector Street, 14<sup>th</sup> Floor  
New York, NY 10006

Attention: Abraham May, Jr.  
Executive Director

RE: Audit of the Office of the Queens County Public Administrator  
January 1, 2008 to December 31, 2010

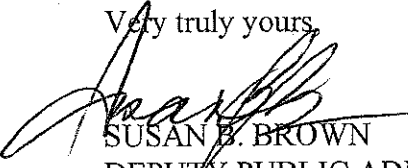
Dear Mr. May:

In response to your letter of October 6, 2011 and the Preliminary Determination pursuant to the audit of this office as referenced above, the following corrective actions have been implemented:

1. We have amended our New Hire Packet to include a copy of the Agency EEO Policy Statement. Copies of the Statement and New Hire Packet checklist are enclosed.
2. We have posted the Agency EEO Statement in the office's common area for employees as well as created a link on the Public Administrator's official website to our EEO Policy Statement and Handbook. Please visit us at: [www.queenscountypa.com](http://www.queenscountypa.com) for confirmation of same.
3. Enclosed please find copy of this agency's organizational chart.
4. Enclosed please find copies of certificates of completion for DCAS's Citywide Diversity and EEO computer based training.

Feel free to contact the undersigned upon receipt hereof for clarification of any of the foregoing.

Very truly yours,

  
SUSAN B. BROWN  
DEPUTY PUBLIC ADMINISTRATOR  
Agency EEO Officer

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