



CIVILIAN COMPLAINT REVIEW BOARD
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MICHAEL R. BLOOMBERG
MAYOR

JOAN M. THOMPSON
EXECUTIVE DIRECTOR

MEMORANDUM

To: All Staff

From: Joan M. Thompson, Executive Director

Date: October 12, 2012

Re: **Equal Employment Practices Commission Audit**

The Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the Equal Employment Opportunity Programs of all New York City agencies. The EEPC completed an audit of our agency's EEO program covering the period of January 1, 2009 through December 31, 2011. The EEPC recommended the following actions that the CCRB has included into its EEO program. Both recommendations have been implemented.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS:

1. The EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this title and reporting relationship.

The organizational chart has been updated to reflect the change.

2. The agency head should designate a Disability Rights Coordinator, whose responsibility it will be to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities. The Disability Rights Coordinator and/or EEO Officer should receive, or be notified of, requests for accommodations and recommend appropriate action to the agency head regarding EEO-related issues.

A Disability Rights Coordinator has been named and is reflected in the updated organizational chart.

I reaffirm the agency's strong commitment to maintaining fair employment practices for all CCRB employees. The CCRB is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. All personnel should work together to maintain an atmosphere of respect and appreciation for the diversity reflected in our staff.

I encourage all employees to review the EEO policy and to address any concerns to the EEO Officer, Tahira Delaine at (212) 442-8830 or co-EEO Officer, Marcos Soler at (212) 442-8736 or EEO Counselor, Denise Alvarez at (212) 442-8811.