

The City of New York Department of Small Business Services

Robert W. Walsh Commissioner

TO:	All Staff A. Q.
FROM:	Robert W. Walsh
RE:	Agency's Expanded EEO Program/Equal Employment Practices Commission's Audit Findings
DATE:	April 5, 2006

SBS has a commitment to equal employment opportunity. As an agency we have and will continue to evidence this commitment in our recruitment efforts, hiring practices, cultural diversity activities, and the services we provide to our staff members and customers.

In accordance with New York Human Rights Law, the agency prohibits discrimination on the following bases: race; color; national origin; religion, sex/gender; disability; age; arrest/conviction; marital status; genetic predisposition; carrier status; sexual orientation; gender identity; military status; and a person's status as a victim of domestic violence, sex offenses or stalking. Consequently, as an agency we are committed to ensuring that our employees and customers enjoy an environment that is free of discriminatory and or retaliatory conduct.

Pursuant to Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) has just completed its audit of our agency. The audit period examined the agency's employment practices, programs, policies and procedures from July 1, 2002 to June 30, 2004. Overall the audit found the agency to be in substantial compliance with City EEO Policy however, the following are areas where the agency will take additional steps to improve:

> Creating an environment where there is equality of job opportunities. In order to ensure that this takes place, knowledge and understanding that

EEO provisions will be included as a task and standard of managers' and supervisors' performance evaluations;

- SBS has a commitment to staff development. In 2005 we offered seminars that addressed: time management, saving for your child's college education and recognizing your leadership style. In 2006 we will continue to offer a variety of seminars in the following areas: professional development, personal growth and information technology. For further information about these seminars, opportunities and training, or for career counseling in general, please contact our Career Counselor, Nancy Gannie on the 8th floor at extension 8727;
- SBS recognizes the accomplishments of its staff members. Over the past several years we have had staff members who have participated in the Management Academy and Leadership Training Institute. Additionally, for the past several years we have staff members who have won the: "Isaac Lieberman Public Service Award" sponsored by the Hundred Year Association of New York; and this year Bernadette Nation received the Sloan Public Service Award; and
- Commitment to ensuring cultural diversity amongst its staff members. In 2005 we participated in numerous job fairs and had one of the largest and most ethnically diverse classes of interns of any city agency. To continue to increase our agency's diversity we will again have a large and diverse intern group and expand our recruitment efforts by using the list of minority and female recruitment sources compiled by the Department of Citywide Administrative Services ("Making the Most of New York City's Recruitment Resources").

In closing, although I am proud of the many gains we have made, I want to continue our efforts across the board. In the upcoming months I encourage all staff members to participate in and look forward to: activities, training sessions, employment opportunities and outreach initiatives.