



EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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January 15, 2009

Robert C. North, Jr.
Chief Actuary
Office of the Actuary
75 Park Place, 9th Fl.
New York, NY 10007

Re: Resolution #08/12-008PC: Implementation of Corrective Actions Pursuant to the Audit of Compliance by the Office of the Actuary (OA) Equal Employment Opportunity Program (EEOP) from January 1, 2005 to December 31, 2006.

Dear Chief Actuary North:

Pursuant to Section 832 of Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) was required to monitor audit compliance by the Office of the Actuary (OA) for a period not to exceed six months. The compliance period was December 2007 through May 2008. The OA's final Compliance Report was submitted on August 14, 2008.

The goal of monitoring was to determine if the OA implemented all recommended corrective actions pursuant to our audit of compliance by your agency with the City's Equal Employment Opportunity Policy from January 1, 2005 to December 31, 2006.

After completing its review of the Compliance Reports submitted by your agency, the EEPC staff submitted a Compliance Summary Report to this Commission for our review. After reviewing the Report, this Commission has determined that the OA did not implement all the recommended corrective actions deemed necessary by this Commission pursuant to the referenced audit as required by Chapter 35 and 36 of the New York City Charter.

The Office of the Actuary did not implement the following recommendations:

Recommendation # 8

The OA should ensure that all employees involved in job interviewing receive structured interview training, either through internal training or training provided by the DCAS or another appropriate organization. (Sect. IV, Citywide EEO Policy)


Recommendation # 9

All staff, managerial and non-managerial, should receive an annual performance evaluation. (DCAS, Rule 7.5.4 (e) of the Personnel Rules and Regulations of the City of New York, and DCAS, Managerial Performance Evaluation, Guidelines for Evaluating Managerial Performance in NYC Agencies, p. 1.)

Since your agency has not implemented all the required corrective actions pursuant to this Commission's audit of compliance by your agency with the City's Equal Employment Opportunity Policy, this Commission cannot deem your agency in full compliance with Chapter 36 of the New York City Charter.

Therefore the Office of the Actuary is in **partial compliance** with the EEPC's audit recommendations. Consequently this Commission may initiate another audit of the Office of the Actuary prior to the conclusion of the four-year maximum timeframe mandated by the New York City Charter.

Sincerely



Ernest F. Hart, Esq.
Chair

C: Susan Flaschenberg, EEO Officer