



THE DISTRICT ATTORNEY
BRONX COUNTY

ROBERT T. JOHNSON

October 3, 2011

Cesar A Perez
Chair
Equal Opportunity Employment Commission
City of New York
40 Rector Street, 14th floor
New York, NY 10006

Dear Mr. Perez:

This responds to resolution #11/13-902 and your letter of September 9, detailing the Commission's findings and recommendations with respect to your recent audit of my office.

Preliminarily, allow me to say that we continue to make strenuous efforts to comply with our equal opportunity employment obligations, and I am grateful for your detailed and thorough findings, which seem to indicate that we are in the main successful in that effort. I also wish to thank you for your specific recommendations, which we have or will implement, as indicated below.

The first recommendation is that "all parties should be notified in writing of the outcome of a complaint." We will make sure that this is done.

The second recommendation is that "all agency recruitment literature should indicate that the agency is an equal opportunity employer." We have already surveyed our various recruitment announcements to make sure that this is done on all of them. Examples are attached.

The third recommendation is that we "update [our] organization chart to reflect the reporting relationship of the EEO Administrator and agency head." We have done this. See the attached documents.

The fourth recommendation is that we maintain "appropriate documentation of meetings and other communications between the EEO Administrator and the agency head regarding decisions that impact the administration of the agency's EEO program." We will do this when future meetings take place.

The fifth recommendation asks us to "distribute to all employees in writing the name, location, and telephone number" of the person responsible for handling accommodation requests and compliance with disability laws and policies. We will do this.

Finally, we will also distribute a memorandum to all staff concerning the changes being implemented pursuant to the audit.

Thank you again for your Commission's input. Please let me know if you require anything further.

Very truly yours,