

EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: New York County Public Administrator

Agency Head: Ethel J. Griffin, Commissioner

EEO Officer: Pat Fang

Audit period: **January 1, 2005 – June 30, 2006**

Date of Preliminary Determination Letter: *March 1, 2007*

Date of Response Letter: *April 9, 2007*

Date of Final Determination Letter: *May 11, 2007*

Compliance Initiated: *October 2007*

Compliance Completed: *June 2008*

Covering Months: *October 2007 - March 2008*

Date: **July 31, 2008**

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEOC) Desk Audit of Compliance by the New York County Public Administrator (NYCPA) with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees, the EEOC initiated Audit Compliance with the NYCPA in October 2007. The NYCPA's final Monthly Compliance Report was submitted on March 19, 2008.

All four required actions were completed and accepted. The following is a summary of the compliance reports:

1. The NYCPA should post the Citywide EEO Policy Statement (Section I of the Citywide EEO Policy) in its office.

The New York County Public Administrator indicated in her response to our final determination that the Citywide EEO Policy Statement has been posted in the agency's office.

This required action was implemented in April 2007.

2. The NYCPA should provide appropriate EEO training (such as the 5-day basic training for EEO Professionals by the Department of Citywide Administrative Services or the EEO Studies Program of Cornell University's School of Industrial and Labor Relations) to its EEO officer, or designate a trained EEO professional from another City agency to administer the program.

The EEO officer completed the DCAS basic training for EEO Professionals in June 2007. A copy of the certificate of completion was provided at the compliance initiation meeting.

This required action was implemented in June 2007.

3. The NYCPA should provide basic EEO training to all current and new employees.

The General Counsel from the Manhattan Borough President's Office provided EEO training to all NYCPA employees on March 31, 2008.

The required action was implemented in March 2008.

4. The NYCPA should disseminate an agency-wide memorandum to discuss audit findings.

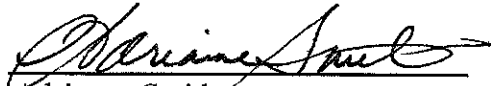
The NYCPA Commissioner distributed a June 17, 2008 memorandum to all NYCPA employees to discuss the EEPC audit findings. A copy of the memorandum is attached.

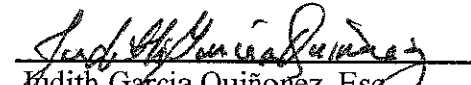
The required action was implemented in June 2008.


Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Commissioner Ethel J. Griffin, informing her that the NYCPA has implemented all of the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Adrienne Smith
Auditor/Compliance Officer


Judith Garcia Quiñonez, Esq.
Counsel/Compliance Director


Abraham May, Jr.
Executive Director

Attachment