

EMPLOYMENT PRACTICES COMMISSION

City of New York

40 Rector Street, 14th Floor, New York, New York 10006

Telephone: (212) 788-8646 Fax: (212) 788-8652

Cesar A. Perez, Esq.
Chair

Angela Cabrera

Malini Cadambi Daniel

Elaine S. Reiss, Esq.

Arva A. Rice

Commissioners

Abraham May, Jr.

Executive Director

Charise Hendricks

Deputy Director

Judith Garcia Quiñonez

Counsel

July 28, 2011

Marc E. Jahr

President

New York City Housing Development Corporation

110 Williams Street

New York, New York 10038

Re: Resolution #11/07-HDC/ Preliminary Determination Pursuant to the Audit of Compliance by the New York City's Housing Development Corporation with its Equal Employment Opportunity Policy from January 1, 2007 to December 31, 2009.

Dear President Jahr:

Pursuant to Chapter 36 of the New York City Charter, the Equal Employment Practices Commission (EEPC) is empowered to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to ensure fair and effective equal employment opportunity for minority group members and women. (New York City Charter, Chapter 36, sections 831(d)(2) and (5).)

The Charter defines city agency as any "city, county, borough, or other office, administration, board, department, division, commission, bureau, corporation, authority, or other agency of government, where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..." The New York City's Housing Development Corporation (HDC) consists of four city officers, two appointed by the Mayor, and two appointed by the Governor.

This Commission is empowered by Section 831 of the City Charter to recommend all necessary and appropriate actions to ensure fair and effective affirmative employment programs for minority group members, women and other protected classes. This audit measures the HDC's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in the Federal, State and City Human Rights Laws. All

recommendations for corrective actions are consistent with both the audit's findings and the parameters set forth in the HDC's Equal Employment Opportunity (EEO) Policy and Discrimination Complaint Procedure.

The purpose of this audit is to evaluate the agency's compliance with the standards cited above, not to issue findings of discrimination pursuant to the New York City Human Rights Law.

Scope and Methodology

Audit methodology included an analysis of the agency's responses to an *EEPC Document and Information Request Form*. The EEPC sent interview questionnaires to the agency's EEO Officer/Vice-President of Human Resources, General Counsel, and two EEO Counselors. The EEPC Senior Auditor also had a follow-up discussion of audit findings with the EEO Officer.

In addition, the EEPC's Executive Director sent links to the *EEPC's Employee Survey* and *EEPC's Supervisor/Manager Survey* for the President's distribution to his employees. The *EEPC's Employee Survey* was distributed to 162 individuals; 135 (83%) responded. The *EEPC's Supervisor/Manager Survey* was distributed to 32 supervisors/managers; 31 (97%) responded. Survey findings are included as appendices.

Description of the Agency

The HDC is a corporate governmental agency constituted as a public benefit corporation and established in 1971 under Article XII, Private Housing Finance Law. The HDC encourages the investment of private capital through low-interest mortgage loans and provides safe and sanitary dwellings for families and persons whose housing needs cannot be met by unassisted private enterprise. Through the issuance of bonds and notes, the HDC provides construction and/or permanent financing for multifamily residential housing.

Personnel Activity during the Audit Period

According to workforce data provided by the agency, during the audit period 121 people applied for jobs with the agency: 18 African-Americans, 18 Asian/Pacific Islanders, 70 Caucasians, and 15 Hispanics. Of those that applied, 64 were female. Fifty-six people were hired: 15 African-Americans, 4 Asian/Pacific Islanders, 33 Caucasians, and 4 Hispanics. Of those hired, 33 were female. Twenty-six people were promoted during the period in review: 4 African-Americans, 3 Asian/Pacific Islanders, 17 Caucasians, and 2 Hispanics. Of those promoted, 12 were female. (Appendix 4) Seven employees (1 African-American, 5 Caucasians, and 1 Hispanic) separated involuntarily during the period in review; 2 of these were female.

During the period in review, the total number of employees increased from 135 to 159. The number of African-American employees increased from 31 to 42, Asian/Pacific Islander employees increased from 26 to 30, Caucasian employees increased from 58 to 65, and Hispanic employees increased from 20 to 22. Female employees increased from 88 to 103. (Appendices 2 and 3) Currently the agency has a total of 162 employees.

Discrimination Complaint Activity during the Audit Period

The agency reports that one internal discrimination complaint, which received a no probable cause determination, was filed during the audit period alleging discrimination on the basis of hostile work environment. At the time of this audit, no internal discrimination complaints were still pending. The agency reports three external discrimination complaints. (Appendix 6)

Legal Issues

The agency reports that there were no EEO judgments/settlements during the audit period and the two years prior. At the end of the audit period, there were three pending EEO lawsuits. Two were based on National Origin and one was based on Age/Disability.

PRELIMINARY DETERMINATION

Following are our preliminary determinations with required corrective actions and recommendations pursuant to the audit.

EEO Policy and Statement

The HDC is in compliance with the following requirements:

1. The agency head issued a general EEO Policy Statement that was distributed to all employees via email. In addition, 94% of respondents to the *EEPC's Supervisor/Manager Survey* indicated that they had received a copy of the agency's EEO Policy Statement.
2. The agency's EEO Policy (which includes the Discrimination Complaint Procedure, Reasonable Accommodation Policy and Procedure, and a section on sexual harassment) was distributed at new-hire orientation. In addition, 91% of respondents to the *EEPC's Supervisor/Manager Survey* indicated it could be found in the agency's HR/Personnel Office and 85% indicated it could be found on the Intranet. Ninety-nine percent indicated the City's EEO Policy was posted on the agency's bulletin boards or kept in an area accessible to employees.
3. The agency distributed the EEO Policy Handbook, "*About EEO: What You May Not Know*" to its employees. The handbook is also included in the new hire package. In addition, 88% of respondents to the *EEPC's Employee Survey* indicated they were given a copy of the EEO Policy Handbook.

The HDC is in partial compliance with the following requirement:

The agency's EEO Policy did not have contact information for federal, state, and local agencies that enforce laws against discrimination. Corrective action is required.

Recommendation: To afford employees the opportunity to exercise their right to file an external complaint with a federal, state or local administrative agency, the Discrimination

Complaint Procedure should be revised to include the current addresses and phone numbers of the New York City Commission on Human Rights, the New York State Division of Human Rights and the U.S. Equal Employment Opportunity Commission. (Commission's Position, EEPC/Sect. 831, City Charter)

EEO Training Standards

The HDC is in compliance with the following requirement:

During new employee orientation, the agency ensured that new employees were advised of the EEO policies, the employees' rights and responsibilities under such policies, and the discrimination complaint procedure. A consultant, who was recommended by the DCAS, provided EEO training to employees in April 2008. The EEO training curriculum included: the HDC's (and the City's) EEO policies; federal, state and local EEO laws, preventing sexual harassment, personal liability/workplace decisions, and managerial case studies. In addition, 98% of respondents to the *EEPC's Employee Survey* indicated they had received EEO training during the past 3 years; 96% of respondents also found this training to be "very" or "somewhat" informative.

Discrimination Complaint and Investigation Procedures

The HDC is in compliance with the following requirement:

The agency has established an internal complaint investigation procedure by which the EEO Officer investigates discrimination complaints. In addition, 69% of respondents to the *EEPC's Employee Survey* indicated they know how to file an EEO complaint.

The HDC is not in compliance with the following requirements:

1. The EEO Officer did not submit the written investigative report including recommendation to the agency head for review. Corrective action is required.

Recommendation: The agency head, or a direct report should sign off on all final internal discrimination reports to indicate that they have been reviewed and whether the recommendations, if any, have been approved and adopted. Such sign off may be in written or electronic form. (*The HDC Discrimination Complaint Procedure* and EEPC/Sect. 831, City Charter)

2. The EEO Officer did not inform all parties in writing of the outcome of the investigation. Corrective action is required.

Recommendation: The EEO Officer should communicate the decision to the parties, in writing, in a discreet and confidential manner, indicating the conclusion reached; whether the misconduct alleged has been substantiated; and the agency's opposition to that kind of activity. (*The HDC Discrimination Complaint Procedure*)

Selection and Recruitment System

The HDC is in compliance with the following requirements:

1. When advertising, the agency indicates it is an Equal Opportunity Employer. The last seven internal job vacancy notices: Associate General Counsel, Staff Accountant, Internal Auditor, Insurance Administrator; Investment Analyst, Asset Manager, Assistant General Counsel, Project Manager; Cash and Investment Analyst; Cash Management Assistant, Senior Vice President for Debt Issuance and Finance, Credit Analyst, Staff Accountant; Asset Manager for Data Integrity, Oracle Applications OBIEE; Loan Servicing Manager, Engineer; and Asset Manager, Assistant General Counsel, Project Manager included this indication.

In addition, the last five advertisements during the period in review -- Oracle Applications OBIEE Developer, Cash Management Analyst, Staff Accountant, Senior Internal Auditor, and Loan Servicing -- published via *New York Times* indicated that the agency is an Equal Opportunity Employer.

2. Eighty-three percent of respondents to the *EEPC's Supervisor/Manager Survey* indicated they interviewed candidates for positions; 96% of these respondents also indicated they had received training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview.
3. The agency evaluates its employees annually.

EEO Professionals' Responsibilities/Reporting Arrangement

The HDC is in compliance with the following requirements:

1. The agency's EEO Officer is also the Vice-President of Human Resources and oversees activities that impact EEO within the agency such as selection, recruitment, and reasonable accommodations. The agency uses panel interviews of 2-5 persons.
2. The agency identified its EEO personnel in its EEO Policy. Employees received updates via email whenever there was a change in EEO staff. In addition, 88% of respondents to the *EEPC's Employee Survey* and 84% of respondents to the *EEPC's Supervisor/Manager Survey* indicated that they knew who the agency's EEO Officer is. During the audit period, EEO Personnel held meetings to discuss EEO-related issues.
3. The agency's organization chart indicates the EEO Officer's reporting relationship with the Executive Vice-President of Real estate/External Affairs who is a direct report to the agency head. Documentation of meetings between the EEO Officer and this person was kept.
4. The EEO Officer supervised the EEO-related activities of the EEO Counselors or other EEO personnel.
5. During the audit period, a person of each gender was available to investigate discrimination complaints.

The HDC is in partial compliance with the following requirement:

Although the EEO professionals had some training (*EEO The Public Sector Perspective* course from the Cornell Institute of Labor Relations' EEO Studies Program, online training in hiring/firing employees lawfully and onsite training for preventing harassment in the workplace), they did not demonstrate that they received EEO professionals training which included discrimination complaint intake and investigation. Corrective action is required.

Recommendation: Because EEO representatives should be trained in federal, state, and city EEO laws and procedures and know how to carry out their responsibilities under the agency's EEOP, the Officer/Counselor(s) should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school. The EEO Officer/Counselor(s) should obtain a certificate of completion. (Commission's Position and EEPC/Sect. 831, City Charter)

EEO and Reasonable Accommodation for Persons with Disabilities

The HDC is in compliance with the following requirements:

1. The HDC includes a Reasonable Accommodation Procedure in its EEO Policy. During the period in review, the agency provided 3 reasonable accommodations for part-time/flexible work schedule.
2. The agency appointed its EEO Officer as Disability Rights Coordinator responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities.
3. In response to this audit, the HDC completed the EEPC's checklists for determining accessibility. The location (110 William Street) was accessible to and usable by persons with disabilities (e.g. facilities contain street accessible entrances, ramp access, wheelchair accessible elevators, bell and Braille in elevators, wide restroom stalls, grab bars in restroom, and low sink or bathroom fixtures).
4. The agency is committed to having alternative formats (such as large print, audio tape, and/or Braille) available upon request for use by persons with disabilities.

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

1. To afford employees the opportunity to exercise their right to file an external complaint with a federal, state or local administrative agency, the Discrimination Complaint Procedure should be revised to include the current addresses and phone numbers of the New York City Commission on Human Rights, the New York State Division of Human Rights and the U.S. Equal Employment Opportunity Commission. (Commission's Position, EEPC/Sect. 831, City Charter)
2. The agency head, or a direct report should sign off on all final internal discrimination reports to indicate that they have been reviewed and whether the recommendations, if any, have been

approved and adopted. Such sign off may be in written or electronic form. (*The HDC Discrimination Complaint Procedure* and EEPC/Sect. 831, City Charter)

3. The EEO Officer should communicate the decision to the parties, in writing, in a discreet and confidential manner, indicating the conclusion reached; whether the misconduct alleged has been substantiated; and the agency's opposition to that kind of activity. (*The HDC Discrimination Complaint Procedure*)

4. Because EEO representatives should be trained in federal, state, and city EEO laws and procedures and know how to carry out their responsibilities under the agency's EEOP, the Officer/Counselor(s) should attend the next available DCAS training session for EEO professionals or enroll in training conducted by another appropriate agency or school. The EEO Officer/Counselor(s) should obtain a certificate of completion. (Commission's Position and EEPC/Sect. 831, City Charter)

In addition to the above recommendations, during the compliance process, the Commission requires that the agency distribute a memorandum to all staff informing them of the changes that are being implemented in the agency's EEO program pursuant to the audit. This memorandum should re-emphasize the agency head's commitment to the agency's EEO Program.

Conclusion

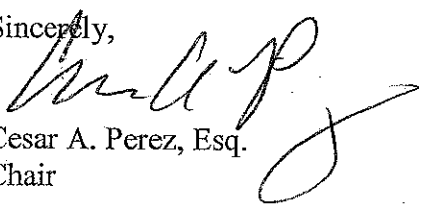
Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations relating to EEPC's audit of the HDC's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in the Citywide EEO Policy, we respectfully request your response to the aforementioned preliminary determinations.

Your response should indicate what corrective actions your office will take to bring the agency in compliance with the aforementioned policies and which recommendations it intends to follow. As your staff informed us during the exit meeting, you have already implemented some of our recommended corrective actions. Please specify these corrective actions in your response, and include any documentation as addenda to your formal response to the Preliminary Determination.

Pursuant to Section 832 of the New York City Charter, if you do not implement all of these recommendations for corrective actions during a compliance period not to exceed six months, this Commission may publish a report and recommend the appropriate corrective actions that you should implement in your agency's EEO Plan.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission auditors during the course of this audit. If you have any questions regarding these preliminary determinations, please let us know.

Sincerely,


Cesar A. Perez, Esq.
Chair

Housing Development Corporation - Agency EEO Program Edit

Default Report

+ Add Report

Response Summary

Total Started Survey: 138
Total Completed Survey: 135 (97.8%)

Select a page to view below or view all pages:

« #1. EMPLOYEE SURVEY »

PAGE: EMPLOYEE SURVEY

1. City of New York

Download

	Response Percent	Response Count
Agency Name: Show Responses	100.0%	138

answered question 138

skipped question 0

Select a page to view below or view all pages:

« #1. EMPLOYEE SURVEY »

Housing Development Corporation - Agency EEO Program



1. City of New York

	Response Percent	Response Count
Agency Name: <input type="text" value="City of New York"/>	100.0%	138
answered question		138
skipped question		0

2. Equal Employment Opportunity (EEO) guarantees the right of all persons to be accorded full and equal consideration on the basis of merit, regardless of protected group status. Do you agree with this principle?

	Response Percent	Response Count
Yes <input type="text" value="I agree with this principle."/>	97.8%	132
No <input type="text" value="I disagree with this principle."/>	2.2%	3
answered question		135
skipped question		3

3. Do you know who your agency's EEO Officer is?

	Response Percent	Response Count
Yes <input type="text" value="Yes, I know who my agency's EEO Officer is."/>	88.4%	122
No <input type="text" value="No, I do not know who my agency's EEO Officer is."/>	11.6%	16
answered question		138
skipped question		0

4. Is the EEO Policy posted on your agency's bulletin boards or kept in an area otherwise accessible to employees?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	98.6%	136
No <input type="checkbox"/>	1.4%	2
answered question		138
skipped question		0

5. Were you given a copy of the EEO Policy Handbook - About EEO: What You May Not Know?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	87.6%	120
No <input type="checkbox"/>	12.4%	17
answered question		137
skipped question		1

6. Do you believe your agency practices EEO (i.e. ensures fairness in all aspects of employment including hiring, selection, promotions, etc.)?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	83.8%	114
No <input type="checkbox"/>	16.2%	22
answered question		136
skipped question		2

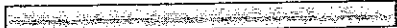


7. How often has your manager or supervisor reaffirmed the agency's commitment to the principle of EEO during staff meetings within the past year?

	Response Percent	Response Count
Two or more times <input type="checkbox"/>	31.9%	43
One time <input type="checkbox"/>	38.5%	52
At no time <input type="checkbox"/>	29.6%	40
answered question		135
skipped question		3



8. How often has your manager or supervisor discussed employees' right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

	Response Percent	Response Count
Two or more times <input type="checkbox"/>	12.6%	17
One time <input type="checkbox"/>	34.8%	47
At no time <input type="checkbox"/>	52.6%	71
answered question		135
skipped question		3

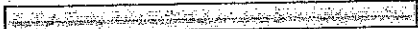

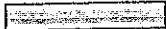
9. When hired, were you advised of the EEO policies, and of your rights and responsibilities under such policies?

	Response Percent	Response Count
Yes 	61.5%	83
No 	4.4%	6
Do Not Remember 	34.1%	46
answered question		135
skipped question		3

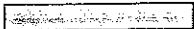


10. Do you know how to file an EEO complaint?

	Response Percent	Response Count
Yes 	68.9%	93
No 	31.1%	42
answered question		135
skipped question		3



11. If you had an EEO complaint, would you bring it to your agency's EEO Office?

	Response Percent	Response Count
Yes 	64.4%	87
No 	11.1%	15
Undecided 	24.4%	33
answered question		135
skipped question		3



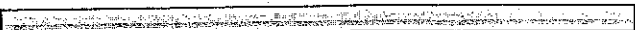
12. Would you prefer to file an EEO complaint with an office outside your agency rather than your agency's EEO Office?

	Response Percent	Response Count
Yes 	28.9%	39
No 	43.0%	58
Undecided 	28.1%	38
answered question		135
skipped question		3

13. During the past 3 years, did you file a complaint with your agency's EEO Office?

	Response Percent	Response Count
Yes 	0.7%	1
No 	99.3%	134
answered question		135
skipped question		3

14. Was your manager or supervisor supportive of your right to file a complaint?

	Response Percent	Response Count
Yes 	0.0%	0
No 	0.0%	0
Not Applicable 	100.0%	1
answered question		1
skipped question		137

15. During the past 3 years, did you receive EEO training?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	97.8%	132
No <input type="checkbox"/>	0.0%	0
Employed for less than 12 months <input type="checkbox"/>	2.2%	3
answered question		135
skipped question		3

16. How informative was this training?

	Response Percent	Response Count
Very informative <input checked="" type="checkbox"/>	72.0%	95
Somewhat informative <input checked="" type="checkbox"/>	24.2%	32
Not really informative <input type="checkbox"/>	2.3%	3
Not Applicable <input type="checkbox"/>	1.5%	2
answered question		132
skipped question		6

17. Does your agency use training and development programs in order to improve job performance and/or career opportunities?

	Response Percent	Response Count
Yes <input type="checkbox"/>	85.2%	115
No <input type="checkbox"/>	5.2%	7
I do not know <input type="checkbox"/>	9.6%	13
answered question		135
skipped question		3

18. Were vacant positions advertised on bulletin boards or other areas accessible to employees in a timely manner?

	Response Percent	Response Count
Yes <input type="checkbox"/>	61.5%	83
No <input type="checkbox"/>	15.6%	21
Do not remember <input type="checkbox"/>	23.0%	31
answered question		135
skipped question		3

19. The Personnel Rules and Regulations of the City of New York and the Guidelines for Evaluating Managerial Performance in NYC Agencies require that employees (managerial and non-managerial) receive annual performance evaluations. Have you received annual performance evaluations within the past 3 years?

		Response Percent	Response Count
Yes	<input checked="" type="checkbox"/>	90.4%	122
No	<input type="checkbox"/>	4.4%	6
Employed for less than 12 months	<input type="checkbox"/>	5.2%	7
answered question			135
skipped question			3

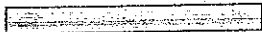


20. Did your evaluation contain recommendations for improving your job performance?

		Response Percent	Response Count
Yes	<input checked="" type="checkbox"/>	94.3%	115
No	<input type="checkbox"/>	5.7%	7
answered question			122
skipped question			16



21. Did your evaluation contain recommendations for career advancement with your agency?

		Response Percent	Response Count
Yes	<input checked="" type="checkbox"/>	49.2%	60
No	<input checked="" type="checkbox"/>	50.8%	62
answered question			122
skipped question			16



22. The Career Counselor is a trained professional (often the Human Resources Director) familiar with civil service and provisional jobs who provides career counseling to employees who request such guidance. Do you know who your agency's Career Counselor is?

		Response Percent	Response Count
Yes		40.0%	54
No		44.4%	60
Not Applicable		15.6%	21
answered question			135
skipped question			3


23. The Disability Rights Coordinator is responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies pertaining to persons with disabilities. Do you know who your agency's Disability Rights Coordinator is?

		Response Percent	Response Count
Yes		48.9%	66
No		51.1%	69
answered question			135
skipped question			3

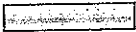





24. Agencies are required to take appropriate action to reasonably accommodate qualified employees and applicants with disabilities, and those who are victims of domestic violence, sex offenses, or stalking, to enable to them to perform their jobs or enjoy equal benefits and privileges of employment. Agencies are also required to provide reasonable accommodations for the religious observances, beliefs and practices of an employee or applicant. During the past 3 years, did you ask for a reasonable accommodation due to any of the above?

	Response Percent	Response Count
Yes 	8.1%	11
No 	91.9%	124
answered question		135
skipped question		3



25. Was your accommodation granted?

	Response Percent	Response Count
Yes 	100.0%	11
No	0.0%	0
answered question		11
skipped question		127

26. Race/Ethnicity

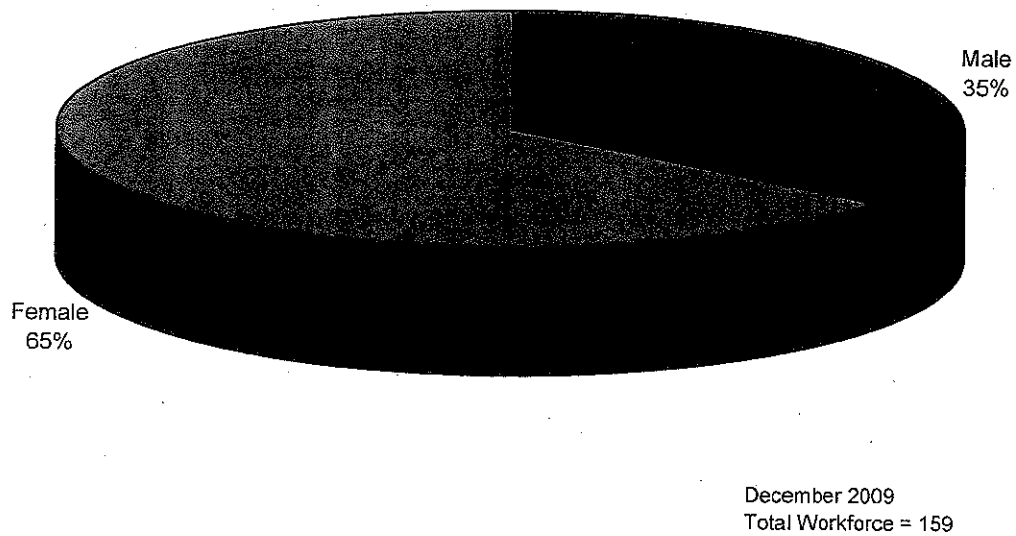
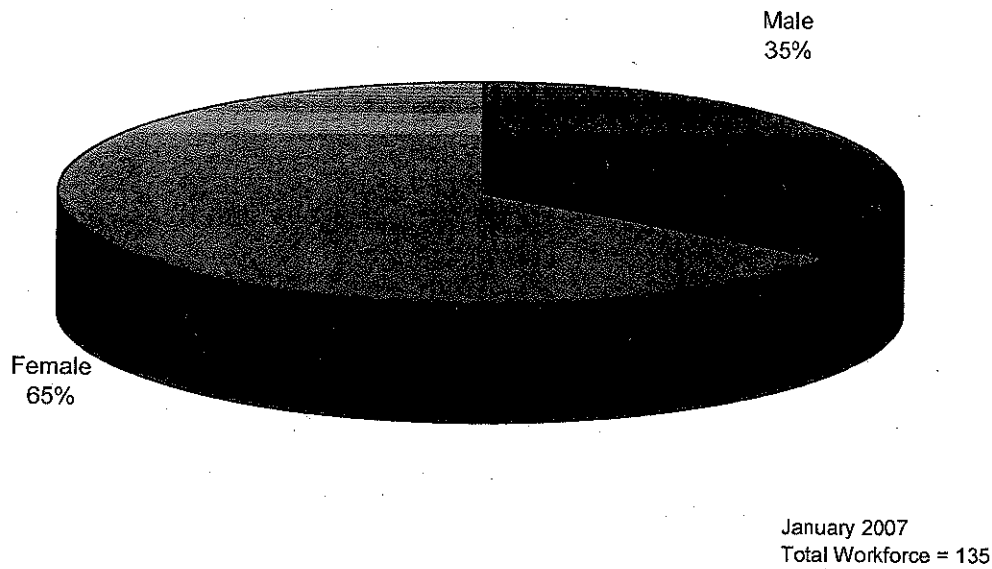
		Response Percent	Response Count
Asian or Pacific Islander		19.8%	23
American Indian or Alaska Native		0.0%	0
Black (not of Hispanic origin)		18.1%	21
Hispanic		13.8%	16
White (not of Hispanic origin)		41.4%	48
Other		6.9%	8
answered question			116
skipped question			22

27. Gender

		Response Percent	Response Count
Male		33.3%	40
Female		66.7%	80
answered question			120
skipped question			18

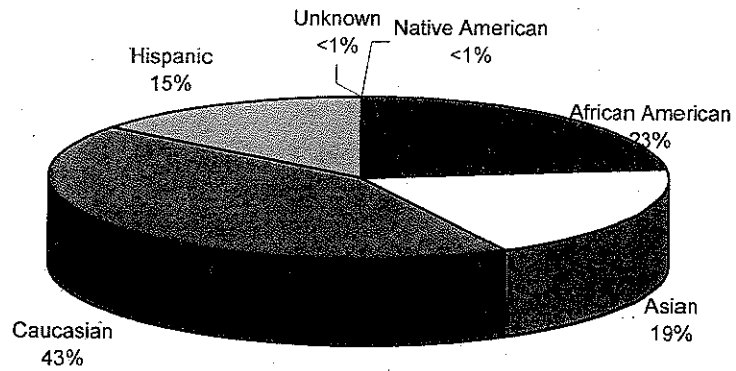
Appendix - 2

New York City Housing Development Corporation Workforce by Gender

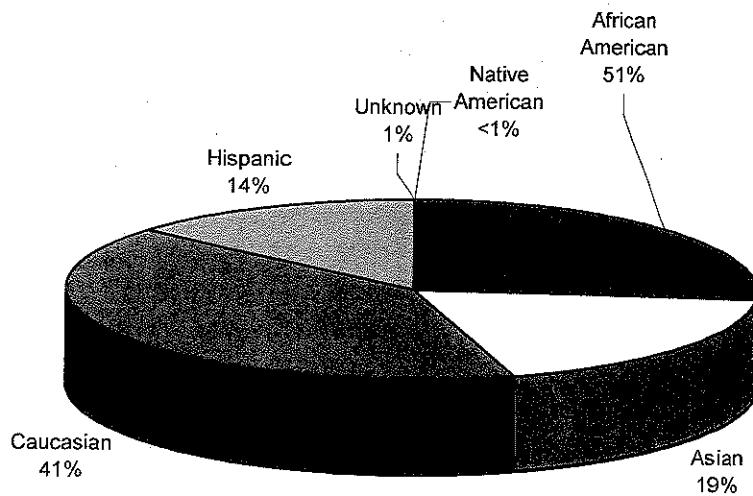


Appendix - 3

New York City Housing Development Corporation Workforce by Ethnicity



January 2007
Total Workforce = 135



December 2009
Total Workforce = 159

APPENDIX – 4

The following table indicates personnel activity during the audit period, January 1, 2007 to December 31, 2009

New York City Housing Development Corporation

Hires by Gender and Ethnicity

Total Hires: 56

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Total
23	33	56	33	15	4	4	56

Promotions by Gender and Ethnicity

Total Promotions: 26

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Total
14	12	26	17	4	2	3	26

Separations by Gender and Ethnicity

Total Separations: 7

Male	Female	Total	Caucasian	African American	Hispanic	Total
5	2	7	5	1	1	7

Source: Audit data supplied by NYCHDC

SurvPilot4Us Sign Out

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Supervisor/Manager Survey: Housing Development Corporation [Edit](#)

Default Report

[+ Add Report](#)

Response Summary

Total Started Survey: 35
Total Completed Survey: 31 (88.6%)

Select a page to view below or view all pages:

[«](#) [#1.](#) [»](#)

PAGE: 1

1. City of New York

[Download](#)

	Response Percent	Response Count
Agency: Show Responses	100.0%	34

answered question 34

skipped question 1

Select a page to view below or view all pages:

[«](#) [#1.](#) [»](#)

Supervisor/Manager Survey: Housing Development Corporation



1. City of New York

	Response Percent	Response Count
Agency: <input type="text"/>	100.0%	34
answered question		34
skipped question		1

2. Which of the following are you?

	Response Percent	Response Count
Supervisor <input type="text"/>	48.6%	17
Manager <input type="text"/>	51.4%	18
answered question		35
skipped question		0

3. How many employees are under your supervision?

	Response Percent	Response Count
5 or less <input type="text"/>	51.4%	18
6-10 <input type="text"/>	17.1%	6
11-20 <input type="text"/>	17.1%	6
21 or more <input type="text"/>	14.3%	5
answered question		35
skipped question		0

4. How long have you worked for this agency?

		Response Percent	Response Count
Over 3 years	<input type="checkbox"/>	88.2%	30
3 years or less	<input type="checkbox"/>	11.8%	4
answered question			34
skipped question			1

5. Each agency head may distribute a statement in support of Equal Employment Opportunity to all employees. Have you received a copy of your agency's EEO Policy Statement?

		Response Percent	Response Count
Yes	<input type="checkbox"/>	94.1%	32
No	<input type="checkbox"/>	0.0%	0
Do not remember	<input type="checkbox"/>	5.9%	2
answered question			34
skipped question			1

6. In your agency, where can the EEO Policy be found? (Check all that apply.)

	Response Percent	Response Count
The EEO Office <input type="checkbox"/>	15.2%	5
The HR/Personnel Office <input type="checkbox"/>	90.9%	30
The Intranet <input type="checkbox"/>	84.8%	28
Your Office <input type="checkbox"/>	33.3%	11
Do not know	0.0%	0
answered question		33
skipped question		2

7. Of the choices above, which is most easily accessible to you?

	Response Percent	Response Count
The EEO Office	0.0%	0
The HR/Personnel Office <input type="checkbox"/>	21.2%	7
The Intranet <input type="checkbox"/>	66.7%	22
Your Office <input type="checkbox"/>	12.1%	4
answered question		33
skipped question		2

8. Is the Discrimination Complaint Procedure included with the EEO Policy?

	Response Percent	Response Count
Yes <input type="checkbox"/>	87.5%	28
No <input type="checkbox"/>	0.0%	0
Do not know <input type="checkbox"/>	12.5%	4
answered question		32
skipped question		3

9. Do you know the name of your agency's EEO Officer?

	Response Percent	Response Count
Yes <input type="checkbox"/>	84.4%	27
No <input type="checkbox"/>	15.6%	5
answered question		32
skipped question		3

10. Did the EEO Officer meet with you, either individually or in a group setting, to discuss your EEO rights as an employee?

	Response Percent	Response Count
Yes <input type="checkbox"/>	81.3%	26
No <input type="checkbox"/>	18.8%	6
answered question		32
skipped question		3

11. Did the EEO Officer meet with you, either individually or in a group, to discuss your EEO responsibilities as a supervisor or manager?

Yes	<input type="checkbox"/>	7.1%	8
No	<input type="checkbox"/>	25.0%	8
answered question			32
skipped question			3

12. Did you complete the Department of Citywide Administrative Services' Citywide EEO Computer-Based Training for Managers and Supervisors?

		Response Percent	Response Count
Yes	<input type="checkbox"/>	40.6%	13
No	<input type="checkbox"/>	37.5%	12
Not applicable	<input type="checkbox"/>	21.9%	7
answered question			32
skipped question			3

13. In your role as a supervisor/manager, how often have you reaffirmed the agency's commitment to the principle of Equal Employment Opportunity during staff meetings within the past year?

	Response Percent	Response Count
Two or more times	12.9%	4
One time	29.0%	9
At no time	58.1%	18
answered question		31
skipped question		4

14. In your role as a supervisor/manager, how often have you discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

	Response Percent	Response Count
Two or more times	0.0%	0
One time	25.8%	8
At no time	74.2%	23
answered question		31
skipped question		4

15. Did you receive sexual harassment prevention training from your agency?

	Response Percent	Response Count
Yes <input type="checkbox"/>	74.2%	23
No <input type="checkbox"/>	25.8%	8
answered question		31
skipped question		4

16. Did all of the employees that you supervise receive sexual harassment prevention training?

	Response Percent	Response Count
Yes <input type="checkbox"/>	51.6%	16
No <input type="checkbox"/>	9.7%	3
Do not know <input type="checkbox"/>	38.7%	12
answered question		31
skipped question		4

17. When you were hired, did you receive an orientation session that included a review of the EEO policy?

	Response Percent	Response Count
Yes <input type="checkbox"/>	41.9%	13
No <input type="checkbox"/>	6.5%	2
Do not remember <input type="checkbox"/>	51.6%	16
answered question		31
skipped question		4

18. Do you participate in orientation sessions for new employees?

	Response Percent	Response Count
Yes <input type="checkbox"/>	38.7%	12
No <input type="checkbox"/>	61.3%	19
answered question		31
skipped question		4

19. Do new employee orientation sessions include information on the EEO policy?

	Response Percent	Response Count
Yes <input type="checkbox"/>	91.7%	11
No <input type="checkbox"/>	0.0%	0
Do not know <input type="checkbox"/>	8.3%	1
answered question		12
skipped question		23

20. Do you interview candidates for positions in your agency?

	Response Percent	Response Count
Yes <input type="checkbox"/>	83.9%	26
No <input type="checkbox"/>	16.1%	5
answered question		31
skipped question		4

21. A structured interview is a method that standardizes the type and order of interview questions asked to ensure that a fair comparison can be made between interviewees. Did your agency provide you with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview?

	Response Percent	Response Count
Training <input type="checkbox"/>	15.4%	4
Guide <input type="checkbox"/>	46.2%	12
Both training and guide <input type="checkbox"/>	34.6%	9
Neither <input type="checkbox"/>	3.8%	1
answered question		26
skipped question		9

22. Were you informed that fulfillment of your EEO responsibilities will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?

	Response Percent	Response Count
Yes <input type="checkbox"/>	54.8%	17
No <input type="checkbox"/>	45.2%	14
answered question		31
skipped question		4

23. When was your last performance evaluation?

		Response Percent	Response Count
Within the past year	<input type="checkbox"/>	83.9%	26
Over a year ago	<input type="checkbox"/>	6.5%	2
I have not received a performance evaluation	<input type="checkbox"/>	9.7%	3
answered question			31
skipped question			4


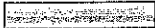
24. Does your performance evaluation include an EEO component? (A section that rates your ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner.)

		Response Percent	Response Count
Yes	<input type="checkbox"/>	32.1%	9
No	<input type="checkbox"/>	67.9%	19
answered question			28
skipped question			7






25. Do you conduct formal performance evaluations of the employees under your supervision annually?

		Response Percent	Response Count
Yes	<input type="checkbox"/>	93.5%	29
No	<input type="checkbox"/>	6.5%	2
answered question			31
skipped question			4

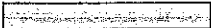

26. Do you believe the agency has provided sufficient training to supervisors/managers on their responsibilities in assisting employees who may complain about discrimination or harassment?

		Response Percent	Response Count
Yes		77.4%	24
No		22.6%	7
answered question			31
skipped question			4

27. Race/Ethnicity

		Response Percent	Response Count
Asian or Pacific Islander		8.3%	2
American Indian or Alaska Native		0.0%	0
Black (not of Hispanic origin)		16.7%	4
Hispanic		8.3%	2
White (not of Hispanic origin)		62.5%	15
Other		4.2%	1
answered question			24
skipped question			11

28. Gender

		Response Percent	Response Count
Male		32.0%	8
Female		68.0%	17
answered question			25
skipped question			10

Appendix - 6

New York City Housing Development Corporation

External Complaints*

Total number of external complaints filed: 3

Name of Outside Agency	Year	Nature of complaint	Status of complaint (incl. finding by outside agency)
EEOC	2006	National Origin	Dismissed
Federal District Court	2007	National Origin	Pending
EEOC	2009	Age/Disability	Unable to Conclude Violation
Federal District Court	2010	Age/Disability	Discovery Phase/Pending
EEOC	2007	National Origin	Unable to Conclude Violation
U.S. District Court	2009	National Origin	Discovery Phase/Pending

*Filed During the Audit Period