

EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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December 14, 2005

Gino P. Menchini

Commissioner

Department of Information Technology and Telecommunications

75 Park Place, 9th Floor

New York, NY 10007

Re: Preliminary Determination Pursuant to the Audit of the Department of Information Technology and Telecommunications (DoITT) and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 2003 through December 31, 2004.

Dear Commissioner Menchini:

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).)

This letter contains the preliminary determinations of EEPC pursuant to its audit of compliance by the Department of Information Technology and Telecommunications (DoITT) during the twenty-four month period commencing July 1, 2002 through June 30, 2004. Requests for corrective actions and/or recommendations are included where the EEPC has determined that DoITT has failed to comply in whole or in part with the City's EEO Policy.

Pursuant to the New York City Charter, as amended, in 1996 the Department of Citywide Administrative Services (DCAS) issued the prior administration's Equal Employment Opportunity Policy (EEOP), a set of uniform standards and procedures designed to ensure the equality of opportunity for municipal government employees and job applicants. The EEOP directs agencies to develop agency-specific plans for providing equal employment opportunity within the parameters of these standards and procedures. In January 2005, DCAS issued the

current administration's EEOP. In addition, 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 and women. Accordingly, all recommendations for corrective actions are consistent with both the audit's findings and the parameters set forth in the new policy. Therefore, the Department of Information Technology and Telecommunications should incorporate these recommendations in its agency-specific EEO Plan. The relevant sections of the City's new Equal Employment Opportunity Policy (EEOP) are cited in parenthesis at the end of each recommendation.

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

Scope and Methodology

Audit methodology included an analysis of DoITT's Agency Specific Plans, quarterly EEO reports, and responses to an EEPC Document and Information Request Form. EEPC staff also analyzed City-wide Equal Employment Database System (CEEDS) data by which DoITT determines underutilizations and concentrations of targeted groups within the workforce. These designations represent imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Where CEEDS data revealed underutilizations within the DoITT workforce, the auditors determined whether the agency had undertaken reasonable measures to correct those underutilizations. (Appendix 6)

EEPC auditors also conducted in-depth, on-site interviews with DoITT's EEO Officer, Career Counselor and two EEO Counselors. In addition, EEPC auditors interviewed 15 supervisors/managers to determine awareness of their rights and responsibilities under the EEOP. The results of these interviews are attached. (Appendix 1)

A survey of 867 people employed by DoITT during the audit period was distributed. (This number excludes 70 surveys that were returned as undeliverable.) One hundred twenty-seven people (15.9%) responded. Significant survey findings are attached and discussed in the proceeding pages. (Appendix 5)

Description of the Agency

Established by Local Law No. 24, approved July 5, 1994, the Department of Information Technology and Telecommunications (DoITT) is responsible for the City's effective utilization of existing and emerging voice, video, and data technologies. DoITT also operates NYC 3-1-1, the City of New York's non-emergency citizen service call facility; NYC.gov, the City of New York's web site; and Crosswalks, the City's cable television network. In addition, DoITT administers telecommunication franchises and agreements for cable, public pay telephones, and high-capacity telecommunications networks; and regulates basic cable television rates. (Appendices 3 and 4 provide a breakdown of DoITT's workforce for calendar years 2003 and 2004.)

Personnel Activity During the Audit Period

According to data provided by DoITT, during the audit period, 650 people were hired: 193 Caucasians, 250 African-Americans, 124 Hispanics, 80 Asians, and 3 Native Americans. Of the individuals hired, 327 were female. One hundred twenty-five individuals were promoted during the audit period: 54 Caucasians, 38 African Americans, 27 Hispanics, and 6 Asians. Of the employees promoted, 55 were female. (Appendix 2)

DoITT reports that 82 full-time employees were involuntarily separated during the audit period: 14 Caucasians, 39 African-Americans, 9 Asians, 18 Hispanics and 2 Unknown. Thirty-nine of those individuals were female.

Discrimination Complaint Activity During the Audit Period

During the period in review, eight internal discrimination complaints (based on race, sexual harassment, victim of domestic violence, and ADEA) were filed. The EEO Officer completed and issued reports for three of these complaints, which received no probable cause determinations. Of the remaining complaints, three were mediated and two were still pending at the time of the audit. Five external complaints (based on race, color, age, and creed) were filed against the agency during the audit period. Four of the complaints were issued right to sue letters by the EEOC; the remaining complaint, filed with the City Commission on Human Rights, was pending at the time of the audit.

PRELIMINARY DETERMINATION

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

Plan Dissemination – Internally

DoITT is in compliance with the following requirements:

1. The agency's EEO Policies (which include: the General Anti-discrimination, Sexual Harassment Prevention, Disability, and Anti-Retaliation Policies, a Section 55-A Program Brochure, a Complaint and Investigation Procedure, and a Reasonable Accommodation Policy and Procedure) are distributed once annually to all employees. In addition, the policies are distributed at new employee orientation and EEO training sessions, and posted on DoITT's bulletin boards and HR portal. In addition, 80% of the employees surveyed by the EEPC indicated they had received the EEO Policy and 80% indicated that they had received the Sexual Harassment Prevention Policy.
2. According to the agency's EEO Counselors and 79% of the employees surveyed, DoITT's EEO Policies are posted on agency bulletin boards. The EEO Counselors continually check and maintain the boards to ensure the EEO information is clearly posted and current.

3. DoITT's EEO Policies are available in alternate formats (e.g. audio cassette/CD and large print) for use by applicants and employees with disabilities.

Plan Dissemination – Externally

DoITT is in compliance with the following requirement:

Eleven job advertisements and three vacancy notices that were posted during the period in review all indicated that the agency is an equal opportunity employer.

Affirmative Action and Reasonable Accommodation for Persons with Disabilities

DoITT is in compliance with the following requirements:

1. DoITT's EEO Policy includes a "Reasonable Accommodation Procedure." In addition, the agency provides employees with a flow chart illustration of the reasonable accommodation process.
2. DoITT has provided accommodations for employees such as schedule changes, special keyboards and mice for employees with carpal tunnel syndrome, and special chairs and lumbar support cushions for employees with neck and/or back impairments.
3. DoITT includes the 55-A program brochure (issued by the Department of Citywide Administrative Services) in its training folders, which are distributed during each EEO training and new employee orientation session. The agency also includes a paragraph on the 55-A program in its EEO Policy handbook. Currently, one employee participates in the program.
4. DoITT's EEO Officer is also the agency's Disability Rights and Reasonable Accommodations Coordinator.
5. DoITT's facilities are accessible to, and useable by, person with disabilities. The agency's EEO Officer has submitted documentation of ADA compliance for each location (75 Park Place, 59 Maiden Lane, and 11 and 15 Metrotech Center).

EEO Complaint and Investigation System

DoITT is in compliance with the following requirements:

1. The EEO Officer maintains a monthly log of discrimination complaints filed against the agency.
2. DoITT's EEO Officer and EEO Counselors have all attended the basic training course for EEO professionals at the Department of Citywide Administrative Services (DCAS).
3. The agency has identified its EEO staff by posting their names and numbers in the EEO Policy handbook, on bulletin boards and on the agency's HR portal under the EEO web page.

4. DoITT has ensured that both a male (EEO Counselor) and female (EEO Officer) are available for complaint intake and investigation.
5. The agency head has signed each confidential report to indicate that it has been reviewed and the recommendation, if any, is approved and adopted. (Sect. 12 (b), DCPIG)

DoITT is not in compliance with the following requirement:

The investigation of complaint no. 03-00011-04 (4/15/04 – 2/10/05) took more than the required 90 days to complete. Corrective action is required.

Recommendation: Whenever possible, the investigation of complaints should be completed within 90 days of the receipt of the complaint. (DCPIG; April 96 Amendment)

1. The aforementioned file did not contain a letter notifying parties of the delay or projecting a timeframe for completion of the investigation. Corrective action is required.

Recommendation: In circumstances where the investigation cannot be completed within the 90-day timeframe, a notification delay letter, stating the reason for the delay, should be sent to the parties of the investigation. (DCPIG; April 96 Amendment)

EEO Training

DoITT is in compliance with the following requirement:

DoITT provides EEO refresher courses and new hire training on an ongoing basis. In 2003, DoITT held 10 agency-wide EEO training sessions, where approximately 400 employees were trained. The training focused on Federal, State, and City EEO laws, sexual harassment, ADA review, diversity initiatives, and an overview of the internal complaint procedure. In 2004, DoITT conducted 16 EEO training sessions for new hires.

DoITT also includes an “EEO Training Evaluation” form in its training manuals to assess the effectiveness of the training session.

Underutilization

DoITT’s CEEDS data indicated persistent underutilization of at least one “protected” class in three job groups. (See Appendix 6 for underutilizations at the beginning and end of the audit period.)

Following is an analysis of personnel activity in these job groups.

EEO Job Groups / Hires and Promotions:

Managers (002): African-Americans and females were underutilized in this job group throughout the audit period. One hundred-eight individuals were hired into this job group: 75 Caucasians,

10 African Americans, 8 Hispanics, and 13 Asians; 28 of those were female. Forty-nine employees were promoted to or within this job group: 34 Caucasians, 7 African Americans, 6 Hispanics and 2 Asians; 12 of these were female. Nine percent of the Managers hired and 14% of those promoted were African-American. Twenty-six percent of the Managers hired, and 24% of those promoted, were female.

Management Specialists (003): Asians were underutilized in this job group throughout the audit period. Forty-nine individuals were hired into this job group: 22 Caucasians, 14 African Americans, 9 Hispanics and 4 Asians. Twelve employees were promoted to or within this job group: 5 Caucasians, 4 African Americans, and 3 Hispanics. Eight percent of the Management Specialists hired were Asian. No Asians were promoted to Management Specialist.

Science Professionals (004): Asians were underutilized in this job group throughout the audit period; females were underutilized for 2 quarters of the audit period. Sixty-two individuals were hired into this job group: 26 Caucasians, 10 African Americans, 3 Hispanics and 17 Asians; 20 of those were female. Eleven employees were promoted to or within this job group: 4 Caucasians, 4 African Americans, and 3 Hispanics; 4 of these were female. Twenty-seven percent of the Science Professionals hired were Asian and 32% were female. Thirty-six percent of the Science professionals promoted were female. No Asians were promoted.

Technicians (010): Females were underutilized in this job group throughout the audit period. Thirty-one individuals were hired into this job group: 9 Caucasians, 12 African Americans, 4 Hispanics and 3 Asians; 6 of those were female. Six employees were promoted to or within this job group: 2 Caucasians, 1 African American, 2 Hispanics and 1 Asian; 2 of these were female. Nineteen percent of the Technicians hired, and 33% of those promoted, were female.

Clerical Supervisors (012): Females were underutilized in this job group for 4 quarters of the audit period. Forty-three individuals were hired into this job group: 13 Caucasians, 19 African Americans, 10 Hispanics, 1 Asian and 1 Native American; 23 of those were female. Thirty-seven employees were promoted to or within this job group: 4 Caucasians, 17 African Americans, 13 Hispanics and 3 Asians; 24 of these were female. Fifty-three percent of the Clerical Supervisors hired, and 65% of those promoted, were female.

Addressing Underutilization

DoITT is in partial compliance with the following requirement:

DoITT has compiled a list of organizations and websites to be used for recruitment purposes. Because CEEDS data indicated the underutilization of African Americans, Asians and females, DoITT expanded its citywide posting distribution to include "African American Men and Women in Technology" and the "Association of Women in Computing". In addition, DoITT advertised via Hotjobs.com's diversity center. Although DoITT has addressed the underutilization of Clerical Supervisors, it has only partially addressed the underutilization of the other aforementioned categories.

Recommendation: Since DoITT's workforce continues to show underutilization in certain protected groups, it should further expand its recruitment efforts to address underutilization by acquiring "Making the Most of New York City's Recruitment Resources," 2004, http://extranet.dcas.nycnet/eoo/pdf/apomasterclass_recruitment.pdf, a list of recruitment sources compiled by DCAS. This publication provides agencies with additional recruitment resources to address the underutilization of protected groups. (Sect. IV, EEOP)

Selection

DoITT is in compliance with the following requirement:

According to DoITT's EEO Officer, the agency's hiring personnel has received DCAS's structured interview training both in 2003 and 2004. In addition, 73% of the supervisors interviewed by EEPC auditors said they have received structured interview training.

DoITT is in partial compliance with the following requirement:

According to DoITT's EEO Officer, the agency did not conduct an adverse impact study during the audit period. Since then, however, DoITT's EEO and Agency Personnel Officers have attended a class that included a segment on conducting adverse impact studies. Currently DoITT is in the process of conducting a study. Corrective action is required.

Recommendation: Since the EEOP requires that City agencies assess the manner in which candidates are selected for employment to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group, DoITT should conduct an adverse impact study. (Section IV, EEOP).

Promotional Opportunities

DoITT is in compliance with the following requirements:

1. DoITT has included an EEO component in its managerial performance evaluation form.
2. DoITT has appointed an individual familiar with civil service and provisional jobs to serve as career counselor. During the audit period, the Director of Personnel served as the agency's Career Counselor. The Director of Recruitment now holds that position.

Supervisory Responsibility in EEO Plan Implementation

DoITT is in compliance with the following requirement:

According to DoITT's EEO Officer, information regarding managers/supervisors obligations under the agency's EEO Policy is posted on DoITT's EEO portal web page and on bulletin boards throughout the agency. Eighty percent of the managers/supervisors interviewed by EEPC stated that the EEO Officer had met with them individually or in a group setting to discuss their rights and responsibilities under the City's EEO Policy.

EEO Officer Responsibilities

DoITT is in compliance with the following requirements:

1. DoITT's EEO Officer spends 100% of her time on EEO matters.
2. DoITT's EEO Officer is involved in the agency's recruitment process; she assists with developing recruitment strategies, selecting recruitment media and hiring, and conducts workforce analysis.

DoITT is not in compliance with the following requirements:

1. The EEO Officer does not report to the agency head or a direct report to the agency head. According to DoITT's organization charts, the EEO Officer reports to the Assistant Commissioner of Human Resources, who reports to the Deputy Commissioner of Finance/Administration, who in turn reports to the Commissioner. DoITT did not provide documentation that this reporting arrangement was approved by DCAS. Corrective action is required

Recommendation: The EEO Officer should report to the agency head, or if approved by DCAS, to a direct report to the agency head. (Sect. VB, Citywide EEO Policy)

Recommendation: In addition to reporting to the agency head or a direct report (if approved by DCAS), appropriate documentation of meetings and other communications regarding EEO program operational decisions should be maintained.

Special Contingencies:

1. Fifty-three percent of the managers/supervisors interviewed, and 73% of respondents to EEPC's employee survey (who have been employed for over a year), indicated that they have not received evaluations on an annual basis. Corrective action is required.

Recommendation: All staff, managerial and non-managerial, should receive an annual performance evaluation. ("Personnel Rules and Regulations of NYC", p. 59; "Managerial Performance Evaluation, Guidelines for Evaluating Managerial Performance in NYC Agencies", p. 1; and Sect. VI (B)(7), EEOP). DoITT should therefore develop a plan to evaluate all employees annually.

2. Although DoITT has appointed an individual familiar with civil service and provisional jobs to serve as career counselor, 71% of respondents to an EEPC survey indicated that they did not know who is responsible for career counseling. Corrective action is required.

Recommendation: DoITT should re-distribute information about the identity, location and telephone number of the career counselor to all agency employees. (Sect. IV, EEOP)

SUMMARY OF RECOMMENDED CORRECTIVE ACTIONS

1. Whenever possible, the investigation of complaints should be completed within 90 days of the receipt of the complaint. (DCPIG; April 96 Amendment)
2. In circumstances where the investigation cannot be completed within the 90-day timeframe, a notification delay letter, stating the reason for the delay, should be sent to the parties of the investigation. (DCPIG; April 96 Amendment)
3. Since DoITT's workforce continues to show underutilization in certain protected groups, it should further expand its recruitment efforts to address underutilization by acquiring "Making the Most of New York City's Recruitment Resources," 2004, http://extranet.dcas.nycnet/eo/pdf/apomasterclass_recruitment.pdf, a list of recruitment sources compiled by DCAS. This publication provides agencies with additional recruitment resources to address the underutilization of protected groups. (Sect. IV, EEOP)
4. DoITT should conduct an adverse impact study. (Section IV, EEOP).
5. The EEO Officer should report to the agency head, or if approved by DCAS, to a direct report to the agency head. (Sect. VB, Citywide EEO Policy)
6. Appropriate documentation of meetings and other communications regarding EEO program operational decisions should be maintained.
7. DoITT should develop a plan to evaluate all employees annually.
8. DoITT should re-distribute information about the identity, location and telephone number of the career counselor to all agency employees. (Sect. IV, EEOP)

In addition to the above recommendations, during the compliance process, the Commission requires that the agency head 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 Equal Employment Opportunity Program.

Conclusion

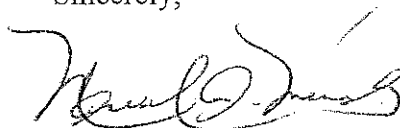
Pursuant to Chapter 36 of the New York City Charter and the previously cited preliminary determinations relating to EEPC's audit of DoITT's compliance with its Equal Employment Opportunity Policy, and EEO standards expressed in the Citywide EEO Policy, we respectfully request your response to the aforementioned 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. Please forward your response within thirty days of receipt of this letter.

Pursuant to Section 832 of the New York City Charter, as amended in 1999, 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 to the Mayor 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's auditors during the course of this audit. If you have any questions regarding these preliminary determinations, please let us know.

Sincerely,

A handwritten signature in black ink, appearing to read 'Manuel A. Méndez', written in a cursive style.

Manuel A. Méndez,
Vice-Chair

APPENDIX - 1

Department of Information Technology and Telecommunications SUPERVISOR SURVEY RESULTS

1. Are you familiar with your agency's EEO Policy? Please describe it.
(14) Yes (1) No
2. Are you familiar with your rights and responsibilities under your agency's EEOP? What are they?
(14) Yes (1) No
3. Do you have a copy of your agency's EEO Policies?
(14) Yes (1) No (0) Do not know
4. Do you have a copy of your agency's discrimination complaint procedure?
(12) Yes (1) No (2) Do not know
5. Have you ever reaffirmed or stated the agency's commitment to EEO during staff meetings?
(7) Yes (8) No
6. Do you inform employees (when necessary) that they have a right to file a discrimination complaint with the agency's EEO Officer?
(11) Yes (4) No
7. Have you received your agency's EEO and Sexual Harassment Policy Statements?
(14) Yes (1) No (0) Do not remember
8. Are your EEO and sexual harassment policies available on your computer?
(13) Yes (0) No (2) Do not know
9. If so, do you find accessing the policies difficult?
(4) Yes (9) No (2) N/A
10. Have you received preventive sexual harassment training from your agency?
(13) Yes (2) No (0) Do not remember
11. Did all the employees in your unit receive sexual harassment prevention training?
(9) Yes (2) No (4) Do not know
12. If you have been employed for less than five years, did you receive a new employee orientation session?
(11) Yes (2) No (2) greater than 5 years
13. Do you participate in new employee orientation sessions?
(10) Yes (5) No

14. (If yes to either) Do new employee orientation sessions include information on your agency's EEO policies?
(12) Yes (1) No (0) No orientation (1) Do not know
15. Are you involved in the interviewing process for new employees?
(15) Yes (0) No
16. If yes, did your agency provide you with training and a structured interview guide for interviewing new hires?
(11) Yes (4) No
17. Do you know who your agency's EEO Officer is? What is his/her name?
(13) Yes (2) No _____
18. Has the EEO Officer met with you, either as an individual or in a group setting, to discuss your rights and responsibilities under the city's EEO policy?
(12) Yes (3) No (0) Do not remember
19. Does your performance evaluation include a section where you are rated on your EEO performance?
(4) Yes (2) No (8) No evaluation (1) Don't know
20. Were you informed that EEO performance will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?
(4) Yes (3) No (8) N/A
21. Do you feel you have enough training to respond knowledgeably to an employee who complains about discrimination or harassment?
(14) Yes (1) No
22. Do you have any additional comments about EEO in your agency?
(10) Yes (5) No
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APPENDIX – 2

The following table indicates personnel activity during the audit period, January 1, 2003 through December 31, 2004.

Department of Information Technology and Telecommunications

Hires by Sex and Ethnicity

Total Hires: 650

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Total
323	327	650	193	250	124	80	3	650

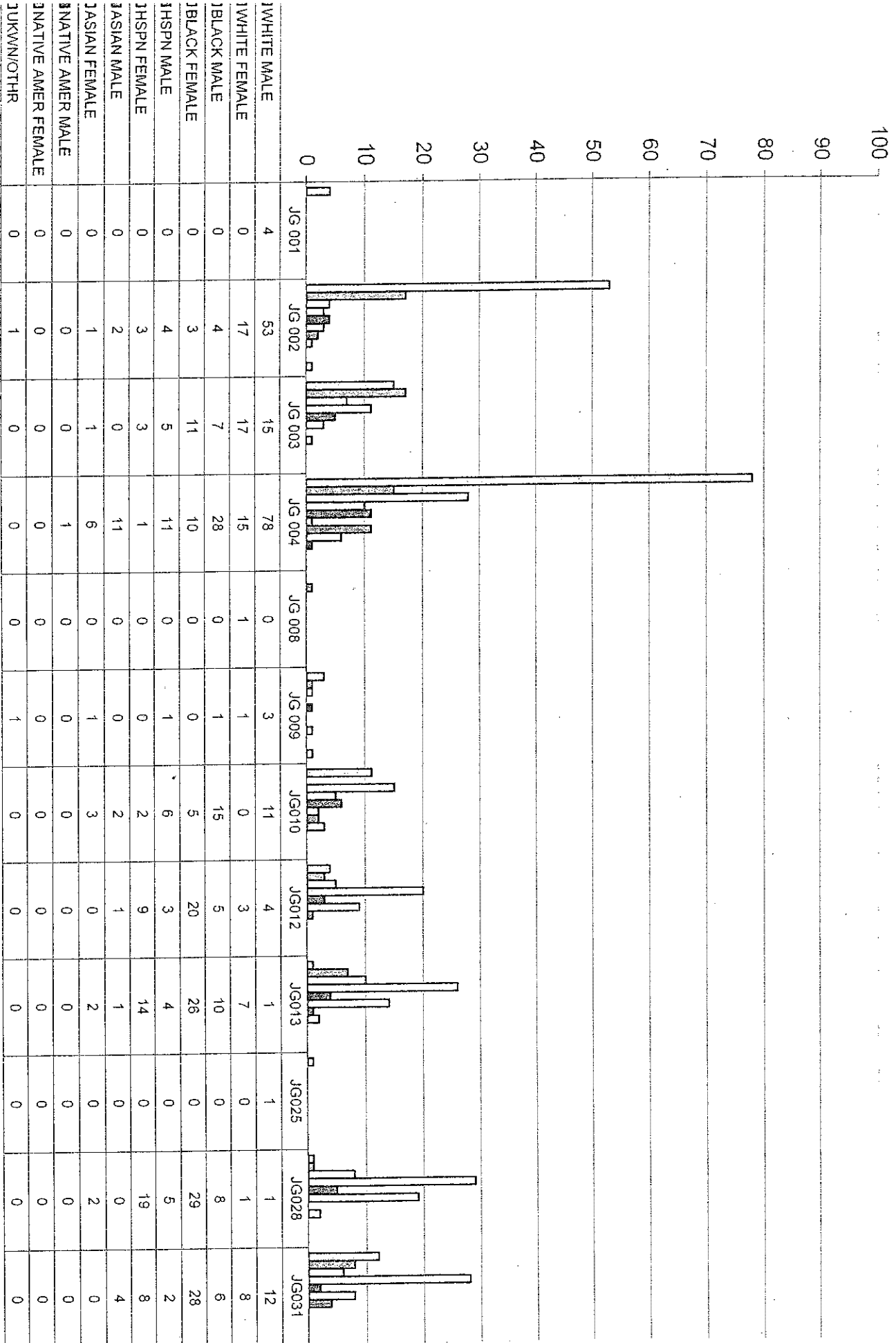
Promotions by Sex and Ethnicity

Total Promotions: 125

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Total
70	55	125	54	38	27	6	0	125

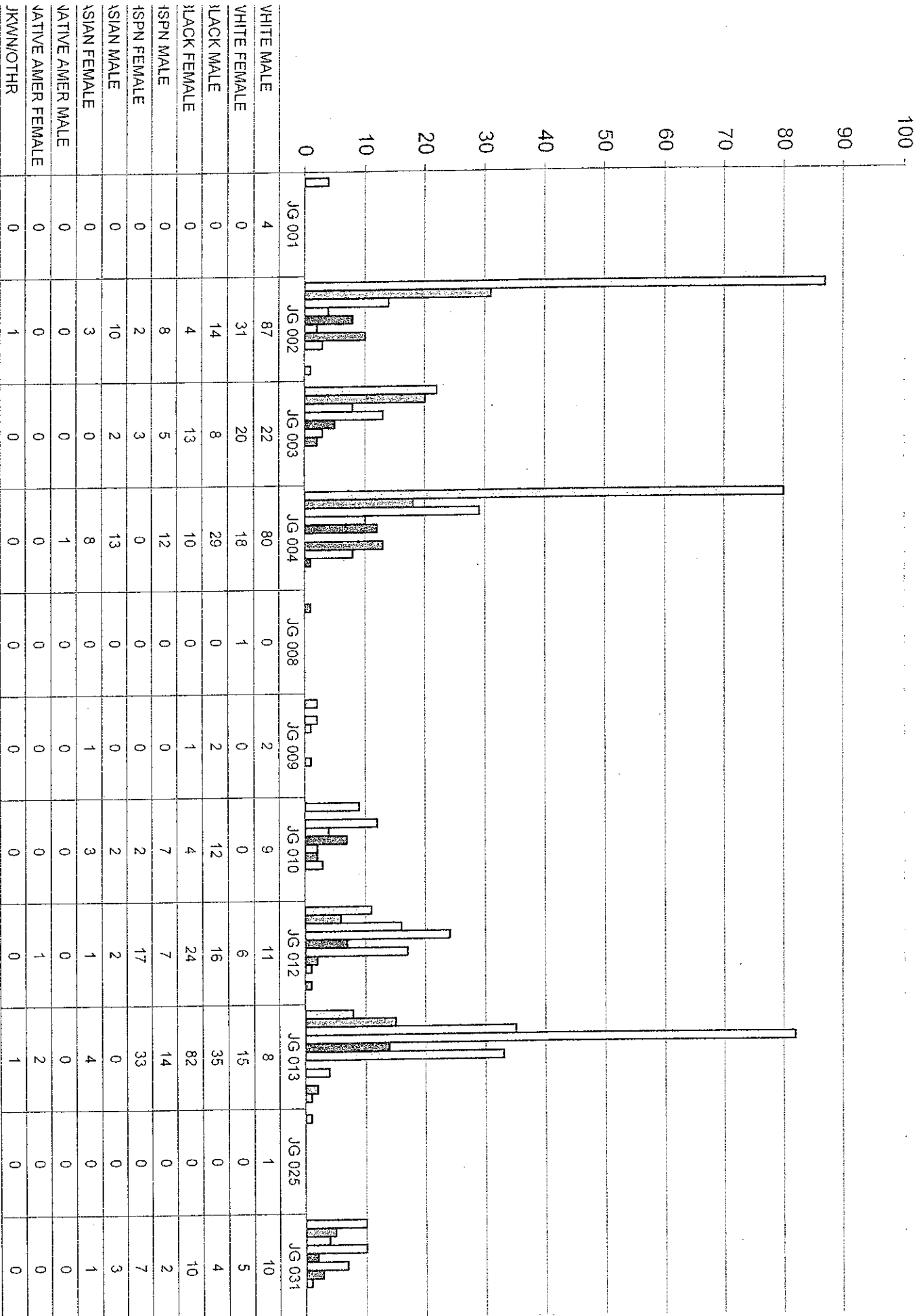
Appendix - 3

DoITT's 2003 Workforce by Job Group, Race and Gender



Appendix - 4

DOITT's 2004 Workforce by Job Group, Race, Gender



APPENDIX - 5

Department of Information Technology and Telecommunications SURVEY RESULTS

A. GENERAL OVERVIEW

1. Do you know who your agency's EEO Officer is?
Yes (83) No (42)
2. Is your agency's EEO policy statement posted on the agency bulletin boards?
Yes (106) No (13)
3. Is your agency's Sexual Harrassment Policy Statement posted on the agency bulletin boards?
Yes (100) No (17)
4. Were you given the EEO Policy Statement?
Yes (102) No (7) Do not remember (0)
5. Were you given the Sexual Harassment Policy Statement?
Yes (101) No (7) Do not remember (0)
6. Do you have a copy of the Discrimination Complaint Procedures?
Yes (62) No (29) Do not remember (26)
7. Do you agree with the principles of Affirmative Action?
Yes (92) No (24)
8. Do you know what the City's Equal Employment Opportunity Policy (EEOP) is?
Yes (81) No (43)
9. Do you know what your agency's EEO Plan is?
Yes (51) No (74)
10. Do you know how to obtain your agency's EEO Plan?
Yes (81) No (44)
11. Did your supervisor hold meetings with staff to discuss the staff's responsibilities under the EEO Policy?
Yes (31) No (64) Do not remember (31)
12. When you started working at your agency, did you attend an orientation session?
If no, skip to question #14.
Yes (83) No (33) Do not remember (8)

13. If hired after 1996, did your orientation session include information on your rights and responsibilities under the EEO Policy?

Yes (59) No (12) Not Applicable (0)

B. EEO COMPLAINTS

14. Do you know how to file an EEO Complaint?

Yes (86) No (39)

15. If you had a discrimination complaint, would you bring it to your agency's EEO Officer?

Yes (69) No (19) Undecided (36)

16. Did you ever file a discrimination complaint with the EEO Office?

(If No, please skip to question #20)

Yes (13) No (113)

17. What was the basis of the complaint? _____

18. Were you satisfied with the manner in which your complaint was managed?

Yes (4) No (9)

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

Yes (4) No (9) N/A (0)

C. SEXUAL HARASSMENT

20. Did you receive Sexual Harassment Prevention training?

(If No, please skip to question #22)

Yes (75) No (49)

21. Did you find this training helpful?

Very (32) Somewhat (32)
Not really (8) Waste of time (3)

22. Would you prefer to file a sexual harassment complaint with an office outside your agency instead of your agency's EEO office?

Yes (50) No (62)

D. JOB PERFORMANCE/ADVANCEMENT

23. Do you see job postings on agency bulletin boards for vacant positions prior to the application deadline?

Yes (94) No (17) Do not remember (14)

24. If you were employed for over one year, have you received evaluations on an annual basis? If No, skip to question #27.

Yes (25) No (67) Not employed for over one year (0)

25. Does your evaluation contain recommendations for improving your job performance?

Yes (23) No (19)

26. Does your evaluation contain recommendations for career advancement with your agency?

Yes (13) No (30)

27. Do you know the name of the person in your agency who is responsible for providing career counseling?

Yes (34) No (90)

28. Do you believe your agency practices equal employment opportunity?

Yes (57) No (43) Don't Know (24)

AFFIRMATIVE ACTION FOR PERSONS WITH DISABILITIES

29. Has your agency made facilities accessible for persons with disabilities?

Yes (94) No (16)

OPTIONAL

30. What is your race/ethnicity? _____

31. What is your sex?

Male (53) Female (53)

32. Did you ever ask for an accomodation for a physical or mental disability?

Yes (10) No (106)

33. If so, did the agency accommodate you?

Yes (7) No (12)

APPENDIX - 6

Department of Information Technology and Telecommunications CEEDS UNDERUTILIZATION CHART July 1, 2003 - March 30, 2005

	Quarter:	4Q/2003	1Q/2004	2Q/2004	3Q/2004	4Q/2004	1Q/2005	2Q/2005
		(Jul-Sep)	(Oct-Dec)	(Jan-Mar)	(Apr-Jun)	(Jul-Sep)	(Oct-Dec)	(Jan-Mar)
Job Group	Protected Class							
002 Mgrs.	Afr. Am.	X	X	X	X	X	X	X
	Female	X	X	X	X	X	X	X
003 Mgmt. Specs.	Asian		X	X	X	X	X	X
004 Science Profs.	Asian	X	X	X	X	X		X
	Female		X	X				
010 Techs	Female	X	X	X	X	X	X	X
012 Clerical Sups.	Female	X				X	X	X

X= Underutilization