



**NEW YORK CITY
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**
SERVING NEW YORK CITY YOUTH, FAMILIES AND COMMUNITIES

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JEANNE B. MULLGRAV
Commissioner

MEMORANDUM

TO: All Staff

FROM: Jeanne B. Mullgrav *JBM*

DATE: January 10, 2006

SUBJ: **Equal Employment Practices Commission Audit**

Chapter 36 of the New York City Charter empowers the Equal Employment Practices Commission (EEPC) to review, evaluate and monitor the equal employment programs, practices, policies and procedures of all City agencies.

The Commission has recently conducted an audit of DYCD to evaluate its compliance with the Charter mandated EEO policy for the two year period July 1, 2002 through June 30, 2004.

While we have made significant achievements and improvements in the area of EEO, there are greater efficiencies to be gained. As a result of the EEPC's recommendations, DYCD:

- will continue its efforts to conduct adverse impact studies for all positions
- have had representatives from the EEO Office at departmental meetings to discuss the EEO Policy as well as provide information on the rights of each employee to file a complaint within DYCD
- has developed and circulated a newsletter in which contact information for the EEO Officer, Career Counselor, and EEO Counselors, and gives information on the services that are available through each office
- has included recommendations in employee evaluations to improve job performance and explain career advancement opportunities

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I would like to take this opportunity to reaffirm the Department's strong commitment to maintaining and enforcing fair employment practices for all of its employees and job applicants. It is essential that DYCD take measures to prevent discrimination and ensure that all employees are aware of their rights and obligations under the Equal Employment Opportunity Policy. We should all encourage a work environment that respects and appreciates differences and diversity of our employees.

All employees are encouraged to use the EEO resources available within DYCD and to address any concerns to Ms. Felicia Thornton, EEO Officer, 156 William Street, 6th Floor. She may be reached at (212) 442-6659.

Thank you.