

EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK

RESOLUTION #07/04-941: Preliminary Determination Pursuant to the Desk Audit of the New York County Public Administrator (NYCPA) and its Compliance with the Equal Employment Practices Commission's Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees from January 1, 2005 through June 30, 2006.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

Whereas, pursuant to Section 831(a)(i), this Commission is empowered to audit the equal employment practices, programs, policies, and procedures of Public Administrators; and,

Whereas, because the offices of the Public Administrators have fewer than 15 employees, this Commission has established "Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees" and conducted a desk audit of the office of the New York County Public Administrator to determine its compliance with those Minimum Standards; and,

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

Be It Resolved,

that pursuant to the desk audit of the New York County Public Administrator and its compliance with the Minimum Standards for Equal Employment Opportunity for Non-Mayoral Agencies With Less Than 15 Employees, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The NYCPA did not distribute the Citywide EEO Policy or post the Citywide EEO Policy Statement (Section I of the Citywide EEO Policy) during the audit period.
2. During the audit period, the NYCPA did not distribute the EEO Policy Handbook, *About EEO: What You May Not Know* (DCAS, 2003 with addendums) to its current and new employees.
3. The NYCPA did not appoint an EEO Officer during the audit period.
4. The NYCPA did not provide appropriate EEO training to the EEO Officer.

5. The NYCPA did not provide basic EEO training to all current and new employees.

Be It Finally Resolved,

that the Commission authorizes the Chair, Ernest F. Hart, Esq., to forward a letter to the New York County Public Administratrix, Ethel J. Griffin, formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipt of the letter indicating what corrective actions the office of the New York County Public Administrator will take to bring the agency into compliance with the Minimum Equal Employment Opportunity Standards for Non-Mayoral Agencies With Less Than 15 Employees.

Approved unanimously on March 1, 2007.

Chereé A. Buggs, Esq.
Commissioner

Angela Cabrera
Commissioner



Ernest F. Hart, Esq.
Chair