


FISA

MEMORANDUM

To: FISA Staff Date: September 9, 2010

From: Robert W. Townsend 

Subject: Implementation of Recommendations – Equal Employment Practices Commission Audit

FISA has recently undergone a routine, scheduled audit by the City's Equal Employment Practices Commission (EEPC). This audit is conducted periodically to ensure each agency's continued compliance with the City's Equal Employment Opportunity Policy (EEOP).

The audit methodology used by the EEPC included their analysis of FISA's EEO documentation; their interview of FISA's EEO officer, EEO Counselors, Career Counselor; and a mail survey to which you may have responded.

The findings of the audit indicated that FISA is in compliance with substantive requirements of the EEOP. FISA has also enhanced its practices to comply with the following EEPC recommendations:

- The Executive Director will sign each confidential report to indicate that it has been reviewed and any corrective action to be taken.
- FISA will retain notes made during investigative interviews.
- FISA will work with DCAS to utilize the Disparate Impact Analysis Program to assist in conducting adverse impact studies.
- FISA management will continue to reemphasize its EEO commitment and document these discussions.

FISA's Equal Employment Opportunity Policy was last distributed agency-wide in October, 2009. Additional copies are available from FISA's EEO Officer, Glenis V. Patterson or online at <http://www.nyc.gov/html/dcas/html/resources/eoo.shtml>.

I am sure that you will join me in continuing support of the Equal Employment Opportunity Policy, and that together we can ensure a workplace free of discrimination and harassment, one which encourages respect for the diversity of backgrounds represented at FISA.

If you have staff that does not have access to e-mail, please be sure to deliver a hard copy of this memorandum.

Thank you.