

**EQUAL EMPLOYMENT PRACTICES COMMISSION  
CITY OF NEW YORK**

**RESOLUTION #01/22-067:** Preliminary Determination Pursuant to the Audit of the Administration for Children's Services and its Compliance with the City's Equal Employment Opportunity Policy from July 1, 1997 to December 31, 1999.

**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**, the Equal Employment Practices Commission audited the Administration for Children's Services' compliance with the City's Equal Employment Opportunity Policy; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the 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 audit of the Administration for Children's Services (ACS) and its compliance with the City's Equal Employment Opportunity Policy (EEOP), the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. Although the agency's EEO policies were posted on agency bulletin boards during the audit period, the EEO Office did not conduct on-site visits to inspect the bulletin boards.
2. Twelve of the 15 (80%) supervisors/managers interviewed by EEPC auditors indicated that the agency had never evaluated their EEO performance.
3. During the latter part and end of the audit period, the agency did not have individuals of both sexes to receive and investigate discrimination complaints.
4. All of the EEO Officer's findings and recommendations in the internal complaints filed during the audit period were issued after the 90-day time frame required by the EEOP's Discrimination Complaint Procedures Implementation Guidelines.
5. ACS does not utilize EEO Counselors.
6. Only one of the four job advertisements submitted by ACS were placed in minority-oriented publications.

7. Only employees in the personnel department were directed to attend structured interview training.
8. ACS did not conduct adverse impact studies.
9. The agency did not appoint a Career Counselor.
10. The EEO Officer was not involved in developing or reviewing job recruitment strategies.
11. Due to the large number of discrimination complaints filed, the EEO Officer needs two additional investigators.
12. Although the EEO Officer directed supervisors and managers to discuss the agency's EEO policies with their subordinates, there was no way of routinely ensuring that those meetings took place.
13. The EEO Officer does not have access to the race and sex data of the agency's employees after that information is initially captured during the hiring process.
14. Seventy-four percent of employees surveyed by the Commission do not know who the EEO Officer is.

**Be It Finally Resolved,**


that the Commission authorizes the Vice-Chairman to forward a letter to the Commissioner of the Administration for Children's Services, Nicholas Scoppetta, formally informing him of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, his response to these findings within thirty days of receipt of the letter indicating what corrective actions the Administration for Children's Services will take to bring the agency into compliance with the New York City Equal Employment Opportunity Policy.

Approved unanimously on April 26, 2001.

**Chereé A. Buggs, Esq.**  
**Commissioner**

**Angela Cabrera**  
**Commissioner**

**Manuel A. Mendez**  
**Commissioner**

  
**Frank R. Nicolazzi**  
**Vice-Chairman**