

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

**RESOLUTION #11/16-944:** Preliminary Determination Pursuant to the Audit of the Public Administrator, Queens County (QCPA) Equal Employment Opportunity Program from January 1, 2008 to December 31, 2010.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) 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 Chapter 35, Section 814(a) (12) of the New York City Charter, the City established the Citywide 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, and, consistent with federal, state and local laws, identified other groups for protection from discrimination in employment; and

**Whereas**, the Equal Employment Practices Commission audited the QCPA Equal Employment Opportunity Program; 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 QCPA compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The agency head did not issue an EEO Policy statement reiterating his/her commitment to EEO and listing the name and phone number of the EEO Officer.
2. The agency head did not post an EEO Policy statement reiterating his/her commitment to EEO and listing the name and phone number of the EEO Officer.
3. Although, the agency has appointed an EEO Officer, its organization chart does not include this title or its reporting relationship.
4. Although the agency's employees took a CLE course on sexual harassment, they did not receive comprehensive EEO-related training on the agency's EEO policies, and their rights/responsibilities under such policies.

**Be It Finally Resolved**, that the Commission authorizes the Chair, Cesar A. Perez, Esq., to forward a letter to Public Administrator, Lois M. Rosenblatt formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, a response to these findings within thirty days of receipt of the letter indicating what corrective actions the QCPA will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on October 6, 2011.

**Malini Cadambi Daniel**  
Commissioner

**Elaine S. Reiss, Esq.**  
Commissioner

**Arva A. Rice**  
Commissioner

  
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**Cesar A. Perez, Esq.**  
Chair