



## EQUAL EMPLOYMENT PRACTICES COMMISSION

City of New York

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December 22, 2011

Lois M. Rosenblatt  
Public Administrator, Queens County  
88-11 Sutphin Blvd, Room 61  
Jamaica, NY 11435

Re: Final Determination Pursuant to the Audit of the Queens County Public Administrator (QCPA) and its Compliance with the City's Equal Employment Opportunity Policy from January 1, 2008 through December 31, 2010.

Dear Ms. Rosenblatt:

Thank you for your November 3, 2011 response to our October 6, 2011 Letter of Preliminary Determination pursuant to the audit of the Queens County Public Administrator's (QCPA) Equal Employment Opportunity Policy from January 1, 2008 through December 31, 2010.

After reviewing your response, and corresponding via email, our Final Determination is as follows:

### **Agree**

We agree with your responses to the following EEPC recommendations, pending documentation that can be attached to your reply or provided during the compliance period:

#### Recommendation #1

The agency should use the distribution of the EEO Policy as an opportunity to send a general *EEO Policy Statement* or *memo* that will reiterate the agency head's commitment to EEO, provide an electronic link to the EEO Policy, Handbook and/or addenda, and supply contact information for the agency's EEO professionals. (EEPC Section 831, City Charter)

#### Recommendation #2

The agency should post -- on its electronic bulletin boards, intranet site, and at each site where it conducts business -- a current EEO Policy, and the agency head's general EEO Policy statement, if applicable. (EEPC Section 831, City Charter)

Recommendation #3

Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship. (EEPC/Sect. 831, City Charter)

**Disagree**

For the following reason, hereafter identified as EEPC rationale, we disagree with your response to the following EEPC recommendation:

Recommendation #4

To ensure that all individuals who work within the agency are trained concerning EEO-related policies, rights, and responsibilities the agency should provide EEO related training to all individuals who work within the agency. (EEPC/Sec 831, City Charter)

Your Response

Certificates were provided for 8 of the agency's city employees. The other employees are paid from the office account and not the City therefore they are unable to log on to the Computer Based Training since they do not have City employee ID numbers.

EEPC Rationale

The agency has the responsibility for ensuring that all individuals who work within the agency receive training on EEO laws and their related responsibilities, the agency should establish and implement a plan to ensure that the remaining employees receive comparable EEO training.

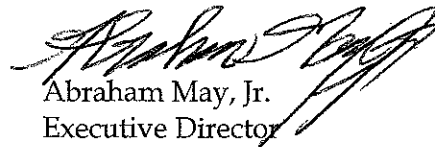
**Conclusion**

Pursuant to section 832 of the New York City Charter, this Commission will initiate an audit compliance procedure not to exceed six months. However, you may respond to the aforementioned determinations prior to the initiation of audit compliance.

If you choose to issue a written response, please do so within thirty days. If you choose not to issue a written response, we will initiate audit compliance shortly thereafter. EEPC Counsel Judith Quiñonez or her designee will contact your EEO Officer in seven days to ascertain your intentions.

In closing, we want to thank you and your staff for your cooperation during the audit process. We look forward to a mutually satisfactory compliance process.

Sincerely,

  
Abraham May, Jr.  
Executive Director

Susan Brown, EEO Officer