



Edna Wells Handy
Commissioner

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Dear DCAS Coworker:

I'd like to share some good news with you.

The Equal Employment Practices Commission ("EEPC") has recently completed its audit of our agency's compliance with the City's Equal Employment Policy covering the period January 1, 2009 through December 31, 2011 – and I am pleased to note that the EEPC's findings were overwhelmingly positive. As you may know, we have been expanding our diversity recruitment outreach efforts, and using enhanced structured hiring and interviewing procedures that reflect our ongoing strategy to develop a more diverse and inclusive DCAS workforce. As a result, in the past fiscal year we have seen improvement in job groups that previously showed underutilization. I'd like to thank Norma Martin for her valuable contributions to this effort.

The EEPC has made two specific recommendations to enhance DCAS' EEO program based on employee survey responses:

1. Re-distribute and post the identity, location and contact information of the agency's Disability Rights Coordinator to ensure all employees know the person responsible for handling reasonable accommodation requests.
2. Re-distribute and post the identity, location and contact information of the agency's Career Counselor to remind employees that they have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings.

Therefore, I would like to take this opportunity to remind you of the following:

Norma Martin, DCAS Diversity/EEO Officer is also the agency's Disability Rights Coordinator. She is responsible for providing information and assistance with the Reasonable Accommodation process. Her office is located on the 17th Floor at One Centre Street and her telephone number is 212-386-0256. If you should have questions regarding the Reasonable Accommodation process or need assistance with submitting a request, please contact Norma for assistance.

Monique Knoll, Director of Human Resources is also the agency's Career Counselor and can provide employees with services and relevant information needed in the career development process. Monique can provide recommendations for learning and development; assistance with civil service career planning and civil service exam information. Her office is located on the 17th Floor of One Centre Street and her telephone number is (212)386-0388. Employees interested in receiving career counseling should schedule an appointment to meet with Monique.

The information above is also accessible on the agency's intranet site DCAS Connect <http://dcasconnect/>

I would also like to reiterate DCAS' commitment to the City's Equal Employment Opportunity Policy, which maintains fair employment practices for everyone, and fosters an inclusive work environment that provides opportunities for the development, success and retention of our diverse staff.

Finally, be on the lookout in the coming weeks, when we announce our "Career Services" unit of DCAS Human Resources.

DCAS is fabulous and this audit report demonstrates one of the reasons why.

Thank you all,

Edna Wells Handy