



MAR 20 2012 AM 9:24
Log #

Public Administrator

County of New York

ETHEL J. GRIFFIN, *Commissioner*
Public Administratrix

JOY A. THOMPSON, *Deputy Commissioner*
Deputy Public Administrator

March 7, 2012

Cesar A. Perez, Esq., Chair
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th Floor
New York, New York 10006

Re: Response to Resolution #11/08-941/ Preliminary Determination Pursuant to the Audit of the Office of the New York County Public Administrator (NYCPA) and its compliance with its Equal Employment Opportunity (EEO) Policy and Federal, State and City equal employment opportunity requirements for the period from January 1, 2008 to December 31, 2010.

Dear Mr. Perez:

This letter is in response to the above referenced preliminary determination pursuant to the Audit of the New York County Public Administrator by the Commission. We have taken appropriate actions to comply with the Commission's mandates. We are pleased to learn that the recommendations are procedural and not allegations of unfair employment practices.

The report noted two summary recommendations to the Public Administrator for corrective actions.

1. Because the EEO Officer should report directly to the agency head, the agency should update its organizational chart to reflect this reporting relationship. (EEPC/Sect. 831, City Charter)
2. The agency should designate, or secure per agreement between the agency and another City agency, an employee of each gender for complaint intake/investigation. (EEPC/Sect. 831, City Charter)

Both recommendations have been implemented as reflected in the organizational chart which is attached for your review.

Very truly yours,


Commissioner Ethel J. Griffin

cc: Hon. Kristin Booth Glen
Hon. Nora S. Anderson

Public Administrator County of New York
Surrogates Court
31 Chambers Street, Suite 311
New York, New York 10007
(212) 788-8430 • Fax: (212) 385-0220