



THE CITY OF NEW YORK
OFFICE OF THE COMPTROLLER
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John C. Liu
COMPTROLLER

Ricardo Elias Morales
First Deputy Comptroller

MEMORANDUM

December 20, 2013

To: All Staff

From: Ricardo Elias Morales

Subject: *Equal Employment Practices Commission (EEPC) Audit Findings*

The Equal Employment Practices Commission (EEPC) recently concluded an audit of the Comptroller's Office's compliance with Citywide EEO requirements and EEPC policies from July 1, 2009 to June 30, 2012.

The EEPC requires the Agency Head to distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program as a result of the audit findings. The EEPC's audit did not reveal any significant issues regarding the Comptroller's Office EEO program.

Eleven recommendations were made and each has been implemented in accordance with the EEPC's findings. The most significant recommendations are:

The respondent in a complaint will be given a copy of the complaint and a copy will be placed in the complaint file. A receipt attesting to this will also be kept in the complaint file.

At the conclusion of an investigation, the Agency Head will review and sign his or her approval, rejection, or modification of the recommended action.

The Bureau of Information Systems (BIS) has created a system to capture required EEO data similar to the City's E-Hire system, which will enable HR and the EEO Officer to maintain all applicable EEO data from applicants and candidates who have self identified.

The agency has appointed Annabelle Walters and Jose Quiroz as EEO Counselors to ensure that an EEO professional of each gender is available to receive and investigate EEO complaint. The agency's EEO policy has been updated to include the following information:

Sharina Soriano, EEO Officer
Room 639
212-669-3691

Annabelle Walters, EEO Counselor
Room 1120
212-669-3927

Jose Quiroz, EEO Counselor
Room 1120
212-669-3690

I want to reaffirm the Agency's commitment to maintaining fair employment practices for all employees and job applicants. To read the EEPC Audit, please go to www.nyc.gov/eeepc.