

Memo

To: All Staff

From: Michele Ovesey, Commissioner

Copy: Fran Winter, First Deputy Commissioner
Mark Neal, Assistant Commissioner
Michael Taurisano, Assistant Commissioner

Date: November 21, 2013

Re: Commitment to Diversity & Equal Opportunity Affairs at
DHS

Understanding that people are at the core of our agency, their unique qualities, skills, and knowledge significantly contribute to the quality of our programs and services. DHS is committed to creating and developing an inclusive and diverse workforce through the use of creative recruitment, staff training and development, and retention and succession planning strategies; reflecting the diversity of our City. By acknowledging and valuing our differences, we build stronger teams, and design and implement better client programs, leading to good outcomes for our clients and staff. It is my intention to have all managers and supervisors promote a work environment that values equity and appreciates and respects the diversity of our employees; creating a framework for establishing the agency as a worldwide leader in homeless services and a model employer that promotes and attracts top talent.

I also would like to remind you that our agency's EEO program contains the following requirements:

- Managers and supervisors must conduct documented meetings with staff, at least once a year to reaffirm their commitment to the agency's EEO Policy and to discuss the right of employees to file EEO complaints with DHS' EEO Officers.
- All managers and supervisors involved in conducting employment interviews are required to attend structured

interview training.

- **Joyce Rivers is the agency's Career Counselor.** Her office is at 33 Beaver Street, Room 1257C, New York, New York 10004. Her telephone number is (212) 361.8570. Employees interested in receiving career counseling should make an appointment.
- **Rae Davis-Williams is the agency's Disability Services and 55-a Coordinator.** Her office is at 33 Beaver Street, Room 1662, New York, New York 10004. Her telephone number is (212) 361.7493.

Available online is the City's EEO Policy, which can be viewed and downloaded at:

(www.nyc.gov/html/dcas/html/resources/eeopol.shtml).

Also available online is the EEO policy handbook titled *About EEO: "What You May Not Know"*, which is provided to all employees at EEO trainings and to all new employees at orientation:

(www.nyc.gov/html/dcas/html/resoruces/eo_booklet.shtml).

I encourage all employees to use these resources and to address any questions or concerns with the agency's **EEO Officer, Mark L. Neal**, by calling him at (212) 361.7914 or the **Deputy EEO Officer, Athina McBean** at (212) 361.0659.