



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

MEMORANDUM

TO: All Employees
FROM: David J. Burney
DATE: December 13, 2011
SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEPC) conducts audits of the Equal Employment Opportunity offices of all New York City agencies to determine compliance with the City's Equal Employment Opportunity Policy. The EEPC's most recent audit of the Department of Design and Construction (DDC) covered the period from January 1, 2007 to December 31, 2009. Upon completion of the audit, the EEPC made recommendations to enhance DDC's Equal Employment Opportunity (EEO) practices. I am pleased to inform you that DDC has implemented all of the required actions recommended by the EEPC.

The EEPC's recommendations included:

- Ensuring that all agency recruitment literature indicates that the agency and the City of New York is an equal opportunity employer.
- Ensuring that EEO files include all required complaint forms.
- Informing all DDC employees in writing of the identity, location and telephone number of the Disability Rights Coordinator as well as the agency's Career Counselor.
- Directing managers/supervisors to meet with staff at least twice a year to emphasize their commitment to the Citywide and agency EEO policies.

As Commissioner, I want to re-affirm DDC's commitment to maintaining a workplace that fosters opportunity and appreciates diversity. Employees are encouraged to utilize the agency's resolution resources and to address equal employment opportunity related concerns with DDC's Office of EEO.

Dalela Harrison, who is the Director of EEO, is also the agency's Disability Rights Coordinator. She is located at 30-30 Thomson Ave, on the 4th floor and can be reached via email at Harrisoda@ddc.nyc.gov or by telephone at (718) 391-1776.

