



Board of Standards and Appeals

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MEENAKSHI SRINIVASAN
Chair/Commissioner

MEMO

To: Ernest F. Hart, Chair, Equal Employment Practices Commission
From: Meenakshi Srinivasan, Chair, NYC Board of Standards and Appeals
Re: October 25, 2007 Preliminary Determination Letter to EEO audit
Date: November 21, 2007

The Board of Standards and Appeals is in receipt of the Equal Employment Practices Commission's October 25, 2007 preliminary determination letter on the audit of the Board's compliance during the 24 month period from January 1, 2005 to December 31, 2006. Described below are the Board's response to the eight recommendations summarized at the end of your letter. Please contact Jeff Mulligan, Executive Director, at (212) 788-8805 should you have any follow-up questions regarding the Board's response. Thank you.

1. The Board should send a general EEO policy statement or memo to all employees.

The Board has complied with this recommendation. On October 24, 2007, an EEO policy statement, copies of the Citywide EEO Policy and the EEO Policy Handbook (*About EEO: What You May Not Know*) were distributed to all Board employees. A copy of the memo is attached.

2. The Board should officially appoint a disabilities rights coordinator and notify all employees in writing of the name, location, and phone number/email address of that individual.

The Board has complied with this recommendation. Norma Martin, DCAS EEO Officer and Disabilities Rights Coordinator, has been designated the disabilities rights coordinator for the Board. The Board will codify this designation through a memo of understanding between the DCAS Commissioner and the Board Chair.

3. The Board should follow up on its pledge to develop a plan, which includes a timetable, to provide EEO training to all employees who have not received it.

EEO training has been scheduled for non-supervisory staff members starting in November and December. EEO training for managers will be scheduled for January 2008. Also, commissioners will be briefed by the EEO officer in January 2008.

4. When discretionary vacancies arise, the BSA should advertise job vacancies in periodicals with large minority and female readership, and send vacancy notices to professional and community organizations serving minorities, women and persons with disabilities.

The Board will comply with this recommendation.

5. The BSA should either officially appoint a career counselor or notify employees that career counseling is available from the career counselor of the DCAS.

The Board has complied with this recommendation. Kevin Finegan, DCAS Director of Human Resources has been designated career counselor for the Board. The Board will codify this designation through a memo of understanding between the DCAS Commissioner and the Board Chair.

6. It is the Commission's position that appropriate documentation of meetings and other communications between the EEO officer and the agency head regarding EEO program operational decisions should be maintained.

The Board will implement this recommendation.

7. The chairperson should direct the executive director to include the EEO officer in selecting recruitment media and developing recruitment strategy for all vacancies.

The EEO officer was involved in selecting recruitment media and developing recruitment strategy for the most recent hiring. The Board will continue to involve the EEO officer in filling vacancies.

8. It is the position of the DCAS and the EEPC that at least twice a year during normal staff meetings, managers and supervisors should emphasize their commitment to the agency's EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. These meetings should be documented.

The Board will implement this recommendation.

9. All employees – managerial and non-managerial should receive annual performance evaluations.

The Board will implement this recommendation.