




Department of Transportation

JANETTE SADIK-KHAN, Commissioner

MEMORANDUM

TO: All Employees

FROM: Janette Sadik-Khan
Commissioner 

DATE: April 4, 2013

SUBJECT: Equal Employment Practices Commission Audit

The Equal Employment Practices Commission (EEOC) periodically conducts audits of the Equal Employment Opportunity Offices (EEO) of all city agencies. An audit of the Department of Transportation's (DOT) compliance with the City's EEO Policy was completed on March 1, 2013, for the period of January 1, 2009, to December 31, 2011.

As a result of the audit, DOT was required to implement EEOC's recommendations within six months. I am pleased to report that we are now in full compliance with the audit recommendations, which were the following:

- Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular protected group. If adverse impact is discovered, the agency head should use criteria which diminish adverse impact.
- Develop a plan to demonstrate accessibility for facilities where there is inaccessibility. Identify barriers to inaccessibility and efforts made to remove these barriers.
- Identify the persons responsible for handling reasonable accommodation and Career Counseling. They are Ann Williams, Assistant Commissioner/EEO Officer, located at 59 Maiden Lane, 37th Fl., New York, N.Y. 10038 and can be reached at 212/839-6600. Suzanne Grecke, is DOT's Career Counselor and is located at 55 Water St, 8th Fl., New York, N.Y. 10041, at 212/839-9552.

I reaffirm DOT's commitment to maintaining fair employment practices for all employees and applicants. DOT is committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO Policy and by encouraging a work environment that tolerates and appreciates differences among employees. I encourage everyone to access all available EEO resources within DOT and any concerns you may have should be directed to the Assistant Commissioner/EEO Officer, Ann Williams at 212/839-6603.