



October 15, 2013

Cesar A. Perez
Chair

Angela Cabrera
Malini Cadambi Daniel
Elaine S. Reiss, Esq.
Arva R. Rice
Commissioners

Charise L. Hendricks, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Deputy Director/Agency Counsel

253 Broadway
Suite 602
New York, NY 10007

212. 615. 8939 tel
212. 615. 8931 fax

Honorable Patricia E. Harris
Deputy Mayor for Administration
Office of the Mayor
City Hall
New York, NY 10007

Re: Determination: Audit and Analysis of the Office of the Mayor's Equal Employment Opportunity Program from July 1, 2009 to June 30, 2012.

Dear Deputy Mayor Harris:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you and your agency for the cooperation extended to our staff during the course of this audit. This letter contains the Commission's findings and preliminary determinations pursuant to our audit and analysis of your agency's Equal Employment Opportunity (EEO) Program for the period covering July 1, 2009 to June 30, 2012.

The New York City Charter, Chapter 36, Section 831(d)(5), empowers this Commission to audit and evaluate city agencies' employment practices, programs, policies and procedures, and their efforts to ensure fair and effective equal employment opportunity for employees and applicants seeking employment with city agencies. Section 831(d)(2) provides that this Commission may, pursuant to an audit, make a preliminary determination that any plan, program or procedure utilized by any city agency does not provide equal employment opportunity and recommend all necessary and appropriate procedures, approaches, measures, standards and programs to be utilized by agencies in these efforts.

The Office of the Mayor, which may herein be referred to as "the agency," falls within the Commission's purview under Chapter 36, Section 831(a) of the New York City Charter, which delineates city agency as any "city, county, borough or other office, administration, board, department, division, commission, bureau,



**Equal Employment
Practices Commission**

corporation, authority, or other agency of government where the majority of the board members of such agency are appointed by the mayor or serve by virtue of being city officers or the expenses of which are paid in whole or in part from the city treasury..."

The purpose of this audit and analysis is to evaluate the agency's EEO Program, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEOC Audits*¹ and *Minimum Equal Employment Opportunity Standards for Community Boards* to assess agencies' EEO programs and policies for compliance with federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for municipal government employees and job applicants. These standards are founded upon and consistent with federal, state and local laws, regulations, procedures and policies including, but not limited to, the Citywide Equal Employment Opportunity Policy - Standards and Procedures to be Utilized by City Agencies; New York City Human Rights Law (NYC Administrative Code, §§8-107.1(a) and 8-107.13(d)); New York State Civil Service Law §55-a; Equal Employment Opportunity Commission's Instructions to Federal Agencies for EEO, Management Directive 715; and Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7). Recommendations for corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review the plans adopted by city agencies and to recommend actions which such agencies should consider including in their annual plans, the agency should incorporate the recommended corrective actions in its EEO Program and prospective Agency-Specific EEO Plans.

Scope and Methodology

This Commission's audit methodology includes collection and analysis of the documents, records and data the agency provides in response to the *EEOC Document and Information Request Form*; responses to the *EEOC Interview Questionnaires* for EEO Personnel and others involved in EEO program administration; responses to the *EEOC Employee Survey* and the *EEOC Supervisor/Manager Survey*; and, if applicable, review of *Agency Specific EEO Plans* and *Quarterly EEO Reports* and analysis of utilization data from the Citywide Equal Employment Database System (CEEDS).

EEO Personnel (including, but not limited to, past or current EEO Officers, Deputy or Co-EEO Officers, EEO Counselors, EEO Trainers, EEO Investigators, Disability Rights Coordinators, Career Counselors, 55-a Program Coordinators) and others involved in EEO program administration such as the Agency Counsel and Human Resources or Personnel Directors are given a two-week deadline to complete and return their individual questionnaires. The Commission's EEO Program Analysts also conduct a follow-up discussion/interview with EEO Personnel, when appropriate.

¹ Corresponding audit/analysis standards are numbered throughout the document.



To encourage response, the EEPC requests that the head of each agency send emails to employees and to supervisors/managers that provide links to our surveys. A minimum response rate of 20% is desired. Survey results are used to support audit findings and are attached to each audit as appendices. The *EEPC Employee Survey* received a response rate of 25% (116 of 472 employees). The *EEPC Supervisor/Manager Survey* received a response rate 32% (93 of 299 supervisors/managers). (See Appendices 1 and 4.)

In addition, this Commission reviews data from the Citywide Equal Employment Database System (CEEDS) to understand the concentrations of race and gender groups within an agency's workforce. EEO Program Analysts examine imbalances between the number of employees in a particular job category and the number that would reasonably be expected when compared to their availability in the relevant labor market. Personnel transactions are reviewed in order to ascertain the agency's employment practices. Where underutilization is revealed within an agency's workforce, auditors assess whether the agency has undertaken reasonable measures to address it.

Description of the Agency

The Mayor of the City of New York is responsible for managing the City's relations with federal, state and local governing entities; preparing and administering the City's annual expense and capital budgets and financial plan; maintaining a liaison with governmental bodies dealing with pensions, public finance, procurement and franchises and concessions; and collaborating with city, state and federal agencies responsible for the City's economic development and infrastructure. In addition, the Mayor has powers and responsibilities relating to land use and City contracts and residual powers of the City government not otherwise delegated by law to some other public official or body. Pursuant to State law, the Mayor appoints Criminal Court Judges, Family Court Judges and Interim Civil Court Judges. The Mayor also has the power to appoint and remove commissioners of more than 40 city agencies and members of City boards and commissions and veto local laws enacted by the City Council. The Administrative Agency Head of the Office of the Mayor is the First Deputy Mayor.

PRELIMINARY DETERMINATIONS AFTER AUDIT AND ANALYSIS

Following are the corresponding audit standards for each subject area along with the EEPC's findings and required corrective actions, where appropriate:

I. ISSUANCE, DISTRIBUTION AND POSTING OF EEO POLICIES:

Determination: The agency is in compliance with the requirements for this subject area.

1. Distribute the Citywide or an agency EEOP – in paper or electronic copy – to legal, human resources and EEO professionals, as well as managers and supervisors. At minimum, include, or attach as addenda: a policy against Sexual Harassment; uniform complaint



**Equal Employment
Practices Commission**

and reasonable accommodation procedures that conform to Federal, City and State laws prohibiting discrimination in employment; contact information for the EEO professional; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for federal, state and local agencies that enforce laws against discrimination.

- ✓ The agency follows the Citywide Equal Employment Opportunity Policy, Standards and Procedures to be Utilized by City Agencies (2005) (Citywide EEOP) which includes a policy against sexual harassment; uniform complaint and reasonable accommodation procedures that conform to federal, city and state laws prohibiting discrimination in employment; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for federal, state and local agencies that enforce laws against discrimination. In addition, 64% of respondents to the *EEPC Employee Survey* indicated when hired, they were advised of the EEO policies, and of their rights and responsibilities under the policies. Also, 61% of respondents to the *EEPC Supervisor/Manager Survey* indicated, when hired they received an orientation session that included a review of the EEO policy and 57% of the respondents that participated in new employee orientation sessions indicated that information on the EEO policies was included.
- 2. Distribute an agency EEO Policy, or a copy of the EEO Policy Handbook, *About EEO: What You May Not Know*, to current/new employees and/or ensure that a copy is available via intranet or website.
- ✓ The agency distributed (in hardcopy and electronically) the Citywide EEOP and the EEO Policy Handbook (*About EEO: What You May Not Know*, with addendum) to legal, human resources, and EEO professionals, as well as managers and supervisors and all new employees during orientation. The EEOP is distributed during specific orientation sessions, as well as at presentations and discussions. Also, 76% of respondents to the *EEPC Employee Survey* indicated they received the EEO Policy Handbook.
- 3. Issue a general EEO Policy statement or memo reiterating commitment to EEO, declaring the agency's position against discrimination on any protected basis, advising employees of the names and contact information of EEO Professionals, and providing employees pertinent electronic links to the EEO Policy/Handbook/Addenda.
- ✓ The Mayor's Policy Statement reiterated commitment to EEO, declared the agency's position against discrimination on any protected basis, and advised employees of the names and contact information of EEO Personnel.
- 4. Post – on electronic bulletin boards, intranet sites, and at each facility – the EEO policies and complaint procedures. Post the agency head's general EEO Policy Statement wherever the EEO policy and addenda or the EEO handbook is posted.



**Equal Employment
Practices Commission**

- ✓ The agency has posted via Intranet its EEO Policies, EEO Policy Statement and contact information for EEO professionals. This information is also included in the new hire packet. In addition, 72% of respondents to the *EEPC Employee Survey* indicated the policies were posted on agency bulletin boards or kept in an area otherwise accessible. Also, 76% of respondents to the Supervisor/Manager survey indicated that the EEO Policy could be found in the HR/Personnel Office, 66% indicated it could be found via Intranet, and 68% indicated they received a copy of the agency's EEO Policy Statement. Of respondents to the *EEPC Supervisor/Manager Survey*, 67% indicated the policies are most easily accessible via Intranet.

II. EEO TRAINING FOR AGENCY:

Determination: The agency is in compliance with the requirements for this subject area.

1. Establish and implement an EEO training plan for new and existing employees to ensure that all individuals who work within the agency, including managers and supervisors, receive training on EEO laws and their related rights and responsibilities.
- ✓ An August 2011 memorandum which reaffirmed commitment to Equal Employment Opportunity informed all employees that EEO computer based training was required. The Department of Citywide Administrative Services - *Citywide Diversity and Equal Employment Opportunity (DCAS-CDEEO) Computer-Based Training*, as tracked via electronic sign-in sheets, was administered from August to September, 2011. In addition, 69% of respondents to the *EEPC Employee Survey* indicated they received EEO training; 93% of these respondents found the training either very or somewhat informative. In addition, 92% of respondents to the *EEPC Supervisor/Manager Survey* completed the *CDEEO Computer-Based Training for Managers and Supervisors* and 77% indicated that the agency provided sufficient training on their responsibilities in assisting employees who may complain about discrimination or harassment.

Although a majority of respondents to the *EEPC Supervisor/Manager Survey* indicated they received EEO training, 55% indicated they did not receive separate sexual harassment prevention training.

III. DISCRIMINATION /SEXUAL HARRASSMENT COMPLAINT & INVESTIGATION PROCEDURES:

Summary of Complaint Activity: The agency reported that there was one internal discrimination complaint which was mediated. No external discrimination complaints were filed during the audit period, and no complaints were pending at the end of the audit period. The agency did not provide documentation or an investigation file for the internal complaint filed during the audit period. As a result, this Commission could not conduct a robust analysis of the agency's complaint and investigation procedures, but concluded the following based on the Summary of Internal Discrimination Complaints Form submitted.



**Equal Employment
Practices Commission**

Determination: The agency is in partial compliance with the requirements for this subject area.

✓ The agency follows Section III of the Citywide EEOP and the *Discrimination Complaint Procedures and Implementation Guidelines* issued by the DCAS, with regard to receiving and investigating discrimination complaints. In addition, 66% of respondents of the *EEPC Employee Survey* indicated they know how to file an EEO complaint.

1. Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.

➤ The agency did not submit documentation that it generated a complaint file which included a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination. **Corrective action is required.**

Corrective Action #1: Include in the complaint file a *Discrimination Complaint Form* or a *complaint* that captures: the facts (including pertinent dates) that identify the respondent(s) with reasonable specificity and provide the essence of the circumstances which gave rise to the alleged discrimination.

2. Issue/maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.

➤ The agency did not submit documentation that it maintained written confirmation that the internal discrimination complaint was mediated and withdrawn. **Corrective action is required.**

Corrective Action #2: Issue/maintain written confirmation when a complaint is withdrawn or resolved by agreement of the parties.

IV. SELECTION AND RECRUITMENT SYSTEM:

Summary of Workforce Data: According to workforce data provided by the agency, during the audit period there were 170 hires, 63 promotions, and 62 separations during the audit period. (Appendix 3) A breakdown of applicant data was not provided. Between July 1, 2009 and June 30, 2012 the total number of employees decreased from 484 to 470. (A breakdown is included in Appendix 2) A review of data provided by the New York City Department of Personnel CEEDS System (work force compared with internal and



**Equal Employment
Practices Commission**

external pools) revealed underutilizations of 2 protected groups in 6 EEO job categories. (Appendix 5)

Determination: The agency is in partial compliance with the requirements of this subject area.

1. Assess recruitment efforts to determine whether such efforts adversely impact any particular group. To the extent that adverse impact is discovered, at a minimum, identify relevant professional and community organizations serving women, minorities, and other protected groups throughout the City, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where agencies may otherwise use discretion in hiring.
 - ✓ An overall assessment of recruitment efforts was not conducted. Instead, each of the agency's decentralized units (approximately 40) conducted its own recruiting efforts. Recruitment was done online. Recruitment lists were regularly reviewed and updated. When advertising for discretionary positions, the agency identified and used relevant professional, educational and community organizations that serve women and minorities throughout the City. Examples provided: *Latino Justice (f/k/a Puerto Rican Legal Defense Fund), Black Equity Alliance, Women's City Club, Council of Urban Professionals, Asian American Bar Association, Bronx Women's Bar Association, Association of Black Women Attorneys, Brooklyn Women's Bar Association, Connecticut Hispanic Bar Association, Dominican Bar Association, Hispanic Bar Association of New Jersey, Hispanic National Bar Association, Latino Lawyers Association of Queens County, Long Island Hispanic Bar Association, Metropolitan Black Bar Association, New York Women's Bar Association, and Puerto Rican Bar Association.*
2. The principal EEO Professional, HR Professional, and General Counsel, review the agency's statistical information (i.e., workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints, and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required to correct deficiencies.
 - Although the agency's EEO Officer, in his dual role as Director of Human Resources, developed recruitment strategies (including internet sites, college and university websites and women and minority organizations), agency representatives did not conduct an annual review of statistical information, EEO complaints, and employment practices to identify whether there were barriers to equal opportunity and to determine if corrective actions were required. **Corrective action is required.**

Corrective Action #3: The principal EEO Professional, HR Professional and General Counsel, review the agency's statistical information (i.e., workforce, hires, promotions, and separations by race/ethnicity and gender), the annual number of EEO complaints,



**Equal Employment
Practices Commission**

and the agency's employment practices, policies and programs on an annual basis to identify whether there are barriers to equal opportunity within the agency and determine what, if any, corrective actions are required in order to correct deficiencies (e.g. underutilization or adverse impact). If necessary, consult with the Law Department, Division of Citywide Diversity and EEO, or another resource for guidance.

3. Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

➤ The agency did not assess its methods of selection for discretionary positions to determine whether there was adverse impact. **Corrective action is required.**

Corrective Action #4: Assess the manner in which candidates are selected for employment, to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. To the extent that adverse impact is discovered, determine whether the selection criteria being utilized are job-related. Discontinue using criteria that are not job-related, and adopt methods which diminish adverse impact.

4. If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

➤ A review of data provided by the New York City Department of Personnel CEEDS System (work force compared with internal and external pools) revealed underutilization in titles where the agency had discretion in hiring. **Corrective action is required.**

Corrective Action #5: If women, minorities, or other protected groups are underrepresented in titles where there is discretion in hiring, advertise in minority- or female-oriented publications; contact organizations serving women, minorities, and other protected groups; participate in career fairs/open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

5. Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e., structured interview training or guide).



**Equal Employment
Practices Commission**

- The agency did not provide formal structured interview training and/or a guide that included instructions for conducting a structured interview. In addition, 69% of respondents to the *EEPC Supervisor/Manager Survey* who conducted interviews indicated the agency did not provide them with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview. Corrective action is required.

Corrective Action #6: Ensure that human resources professionals, managers, supervisors, and other personnel involved in the recruitment and hiring process are trained in EEO and interviewing, selection, and hiring skills to enable such individuals to correctly identify the most capable candidates (i.e., structured interview training or guide).

NOTE: The agency arranged with the Department of Citywide Administrative Services (DCAS) Learning & Development Citywide Training Center to provide structured interview training upon request.

6. Promote employees' awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.

✓ The agency's Career Counselor was available to advise employees on the practicalities of taking civil services exams and how to apply for provisional openings in the agency.

7. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

✓ When advertising, the agency indicated it is an equal opportunity employer. The five latest job vacancy notices during the period in review (Deputy Director Manhattan Family Justice Center, Executive Director Manhattan Family Justice Center, Executive Director, Construction Coordinator and Facilities Liaison, and Contract Analyst) submitted by the agency included the tag line, *The City of New York and The Office of the Mayor are Equal Opportunity Employers*. These vacancy notices were advertised via the *Internet City Limits*, *Idealist* and academic websites: *Harvard Business School*, *Fordham University*, *Northwestern University*, *University of Pennsylvania*, *Columbia School of Business*, *Chicago Booth University*, *Syracuse University*, *New York University*, *Cornell University*, *Baruch (CUNY)*, *Queens (CUNY)*, *New York Law School*, *Brooklyn Law School*, *Cardozo Law School*, *CUNY Law School*, *CUNY/Hunter College*, *John Jay/CUNY*, and *Pace University*.

(Note: Earlier advertisements for *Policy Analyst and Risk Management Officer* listed on the *University of Pennsylvania* website did not include the EEO tagline.)

8. Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, each applicants'/candidates' *names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names,*

result, reason selected/not selected (or disposition) and recruitment source. Ensure that the process is nondiscriminatory, by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

- Because the agency's recruitment efforts were decentralized, the agency did not maintain applicant/candidate logs or a tracking system. **Corrective action is required.**

Corrective Action #7: Use and maintain an applicant/candidate log or tracking system which, at minimum, includes the position, applicants'/candidates' *names, identification number, ethnicity, gender, disability or veteran status, interview date, interviewers' names, result, reason selected/not selected (or disposition), and recruitment source.* Ensure that the process is nondiscriminatory, by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.

V. **CAREER COUNSELING:**

Determination: The agency is in partial compliance with the requirements for this subject area.

1. Designate a Career Counselor with appropriate training and knowledge, who is familiar with career opportunities in City government, and remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ The agency has appointed a Career Counselor whose contact information was listed with other EEO personnel via Intranet.
2. The Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.
 - Although the agency's Human Resources Director performs multiple functions as EEO Officer and Career Counselor, the agency did not ensure that employees had access to information regarding job responsibilities, performance evaluation standards and examinations. **Corrective action is required.**

Corrective Action #8: Ensure that the Human Resources Professional distributes the identity of the agency Career Counselor and ensures that all employees have access to



**Equal Employment
Practices Commission**

information regarding job responsibilities, performance evaluation standards, examinations, training opportunities and job postings; ensures that all new employees are advised of the EEO policies, their rights and responsibilities under such policies and the discrimination complaint procedures; informs the principal EEO Professional of the number of 55-a program participants and efforts the agency has made to employ, promote or accommodate qualified individuals with disabilities; involves the principal EEO Professional in EEO-related matters; and promptly consults with the principal EEO Professional if informed of, or suspects that a violation of the EEO Policy has occurred.

- Although the Career Counselor was available to advise employees on the practicalities of taking civil services exams and how to apply for provisional openings in the agency, 57% of respondents to the *EEPC Employee Survey* indicated they did not know the identity of the agency's Career Counselor (described as a trained professional familiar with civil service and provisional jobs who provides career counseling to employees who request such guidance).
- ✓ NOTE: The agency's General Counsel issued an e-mail to ensure that all agency personnel are aware that the Equal Employment Opportunity Officer also serves as Career Counselor. In his role as Career Counselor he can provide information on job responsibilities, performance evaluations, training opportunities, civil services exams, and job postings.

**VI. EEO AND REASONABLE ACCOMMODATIONS FOR EMPLOYEES/
APPLICANTS FOR EMPLOYMENT WITH DISABILITIES:**

Determination: The agency is in partial compliance with the requirements of this subject area.

1. Designate a professional (may be referred to as the Disability Rights Coordinator) to ensure compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to persons with disabilities; receive, or be notified of, reasonable accommodations requests; and recommend appropriate action to the agency head.
- ✓ The Director of Human Resources was appointed Disability Rights Coordinator (DRC) – responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies, pertaining to employees and applicants for employment with disabilities.
 - Although the agency appointed a DRC, 64% of respondents to the *EEPC Employee Survey* indicated they did not know the identity of the person responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state and local laws, as well as city and agency policies pertaining to persons with disabilities (or Disability Rights Coordinator).
 - ✓ NOTE: The agency's General Counsel issued an e-mail to ensure that all agency personnel are aware that the Equal Employment Opportunity Officer also serves as



**Equal Employment
Practices Commission**

Disability Rights Coordinator. In his role as Disability Rights Coordinator he is available to discuss issues related to requests for reasonable accommodations for people with disabilities.

2. Utilize the Section 55-a Program, which allows City agencies to employ qualified persons who have been certified as disabled in competitive positions on a non-competitive basis.
 - ✓ The agency utilized the Section 55-a program and had one program participant.
3. Designate a Section 55-a Program Coordinator to disseminate information about the program and assist individuals who wish to apply.
 - ✓ The agency's Director of Human Resources was appointed as 55-a Coordinator, responsible for receiving requests for participation and referring potential participants to vacant 55-A positions. Employees were informed of the Section 55-a Coordinator's identity via Intranet.
4. Ensure that information regarding employee rights and obligations, and the complaint, investigation and reasonable accommodation procedures is made available in appropriate alternative formats (i.e., large print, audio tape and/or Braille) upon request to employees and applicants for employment with disabilities.
 - ✓ No requests for EEO policies in alternative formats for use by persons with disabilities were made during the audit period. The agency is committed and prepared to provide its EEO policies in alternative formats upon request.
5. Document reasonable accommodation requests and their outcomes.
 - ✓ The agency documented requests for accommodations. In addition, 7% of respondents to the *EEPC Employee Survey* indicated they requested, and were granted, an accommodation within the past 3 years
6. Develop and implement a plan to demonstrate facilities are accessible to and usable by employees/applicants for employment with physical disabilities: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; and the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.



**Equal Employment
Practices Commission**

- Because the agency did not complete and submit the *EEPC Checklist to Determine Accessibility for Employees/Applicants with Disabilities* for its facilities, the agency's accessibility status is undetermined. Corrective action is required.

Corrective Action #9: Since agencies are responsible for ensuring compliance with all federal, state, and local laws pertaining to persons with disabilities, develop and implement a plan to demonstrate accessibility for facilities where accessibility is undetermined: identify the number of locations that are accessible/non-accessible; the distribution of the agency's accessible facilities throughout the City; the distribution of job titles among accessible/non-accessible facilities; barriers in non-accessible facilities and the efforts the agency has taken to determine whether removal of barriers is readily achievable, and if so, to remove them; and the agency responsible for rendering non-accessible facilities accessible. State whether the agency has applied to Department of Buildings for a waiver of the requirements for the alteration of existing facilities or if facilities are exempt.

NOTE: The agency arranged for the Department of Citywide Administrative Services (DCAS) to complete a checklist of each of the agency's facilities to determine their accessibility to employees/applicants for employment with physical disabilities or attach a copy of the agency's ADA accessibility study. It is anticipated that these checklists will be completed in the first quarter of 2014.

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

Determination: The agency is in partial compliance with the requirements for this subject area.

1. Appoint a principal EEO Professional to implement EEO policies and standards within the agency. The principal EEO Professional is trained and knowledgeable regarding city, federal and state EEO laws; the requirements of the agency's EEO policies, standards and procedures; and the prevention, investigation, and resolution of discrimination complaints.
- ✓ The agency has appointed a trained EEO Officer with adequate resources to perform the duties of the position. The EEO Officer's duties include investigating and reviewing complaints, meeting with the agency head concerning EEO matters, ensuring new staff members are trained and receive EEO information, submitting quarterly reports required by DCAS, and overseeing audits. In addition, 71% of respondents to the *EEPC Supervisor/Manager Survey* and 74% of respondents to the *EEPC Employee Survey* indicated they know the identity of the agency's EEO Officer.
2. Appoint at least one EEO professional of each gender to receive discrimination complaints and conduct investigations.



**Equal Employment
Practices Commission**

- ✓ During the period in review, at least one person of each gender was appointed for complaint intake and investigation. Employees were informed of the names and contact information for all EEO Personnel via the agency's website.
- 3. Ensure that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.
- ✓ The agency has ensured that its EEO professionals are trained to carry out their responsibilities under the EEO Policy. Current EEO professionals completed *Diversity and EEO Basic Training* and *Citywide Diversity and Equal Employment Opportunity Computer Based Training* by DCAS-CDEEO, and *EEO Professionals Refresher Training* provided by the former DCAS Deputy Commissioner of EEO. The EEO Officer also received additional training on the following topics during the audit period: *ADA Amendments and Developments; Hiring, Retaining and Advancing People with Disabilities; Layoffs/Termination and Adverse Impact Analyses; and Cyber Harassment in the Workplace; Transgender Awareness Training* and *HR & EEO: A Team Approach to Hiring and Separations*.
- 4. Ensure that the responsibilities of the principal EEO Professional are competently discharged by providing adequate support staff and/or resources to meet EEO obligations.
- ✓ The agency currently has appointed 1 part-time EEO Officer with adequate resources to competently discharge responsibilities. The EEO Officer receives the support of 6 EEO professionals: 4 female EEO Counselors/Investigators and 2 male EEO Counselors/Investigators. Employees were informed of the names and contact information for all EEO Personnel via the agency's website.
- 5. The principal EEO Professional works cooperatively and closely with the General Counsel in the implementation of the EEO policies and related procedures.
- ✓ The EEO Officer works cooperatively and closely with the agency's General Counsel on EEO-related policies and procedures. The General Counsel's office was responsible for the investigation of, and response to, external EEO complaints.
- 6. The principal EEO Professional ensures that employees receive EEO training; supervises the EEO-related activities of other EEO professionals; ensures that EEO policies and complaint procedures are posted at each site where the agency conducts business; ensures that EEO policies and procedures are available in alternative formats (i.e., large print, audio tape and/or Braille); and provides guidance and assistance to agency managers, supervisors and human resource professionals in addressing issues relating to equal employment opportunity.



**Equal Employment
Practices Commission**

- ✓ The EEO Officer ensured that training was properly implemented and assisted in implementing the City's EEO Policy. The EEO Officer also supervised the EEO-related activities of other EEO professionals; assisted in advising management and staff on implementation of the policies and procedures; advised and answered employee questions regarding EEO matters; and generated the Annual EEO Plan and quarterly EEO reports.
- 7. The principal EEO Professional reports directly to the agency head (or an approved direct report other than the General Counsel) in order to exercise the necessary authority and independent judgment to fulfill EEO responsibilities.
- ✓ The EEO Officer reports to the First Deputy Mayor and has direct, day to day contact with the First Deputy Mayor's Chief of Staff.
 - Although the EEO Officer reports to the First Deputy Mayor, the agency's organization chart does not illustrate this reporting relationship. **Corrective action is required.**

Corrective Action #10: Indicate the reporting relationship between the principal EEO Professional and agency head (or a direct report other than the Agency Counsel) in the agency's organizational chart, EEO Policy and Annual EEO Plan.

- 8. To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the Agency Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.
 - During the audit period, the EEO Officer met with the First Deputy Mayor, Chief of Staff and Counselor to the Mayor; however, the agency did not maintain formal documentation of these meetings or notes that indicated agency administrators were involved in decision-making regarding the administration and operation of the agency's EEO program. **Corrective action is required.**

Corrective Action #11: Maintain appropriate documentation of meetings and other communications between the agency head (or a direct report other than the Agency Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

VIII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:

Determination: The agency is not in compliance with the requirements for this subject area.

- 1. The agency head directs managers and supervisors to emphasize the agency's commitment to its EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office. This directive, and its implementation, is documented.



**Equal Employment
Practices Commission**

- The agency did not provide documentation to indicate that the agency head directed supervisors/managers during the audit period to emphasize the agency's commitment to the EEO policies and affirm the right of each employee to file a discrimination complaint with the EEO office at least once a year during staff meetings. In addition, 60% of respondents to the *EEPC Supervisor/Manager Survey* indicated that at no time during staff meetings within the past year did they reaffirm the agency's commitment to the principle of EEO; and 79% indicated that at no time during staff meetings within the past year did they discuss with employees their right to file a discrimination complaint with the agency's EEO Officer.
 - Also, 50% of respondents to the *EEPC Employee Survey* indicated that at no time during staff meetings within the past year did their manager or supervisor reaffirm the agency's commitment to EEO, and 68% indicated that at no time during staff meetings within the past year did their manager or supervisor discuss employees' right to file a discrimination complaint with the agency's EEO Officer.
- ✓ The First Deputy Mayor issued a memorandum addressed to Deputy Mayors and Office of the Mayor Commissioners, Division Heads and Chiefs of Staff, dated September 4, 2013, reminding them of their responsibility to ensure managers and supervisors value and foster fairness, equity and respect, and promote diversity and inclusion throughout the agency, directing the recipients to provide a copy of the memorandum to all supervisors within their offices, and to ensure that their staff members understand that they are committed to those EEO principle policies to their staff and affirm the right of each employee to file a discrimination complaint with the EEO office.
2. Conduct annual performance evaluations of managerial and non-managerial employees.
- Although individual units conducted informal performance evaluations, the agency did not conduct formal performance evaluations. In addition, 68% of respondents to the *EEPC Supervisor/Manager Survey* indicated they did not receive a performance evaluation and 85% indicated they did not conduct formal performance evaluations of the employees under their supervision annually. **Corrective action is required.**
- Corrective Action #12:** Develop and implement plan, which includes a timetable, to conduct annual performance evaluations to all managerial and non-managerial employees.
3. The managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner).

- The agency did not provide a managerial evaluation form that contained a rating for EEO. Also, 84% of respondents to the *EEPC Supervisor/Manager Survey* indicated they were not informed that fulfillment of their EEO responsibilities would be part of their overall performance evaluation and would be considered in determining their eligibility for promotions and merit increases. In addition, 78% of the respondents who indicated they received a performance evaluation within or beyond the past year (32%) indicated it did not include a section that rated their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner (i.e., an EEO component).
- Although the First Deputy Mayor issued a memorandum addressed to Deputy Mayors and Office of the Mayor Commissioners, Division Heads and Chiefs of Staff, dated September 4, 2013, directing them to ensure managers and supervisors value and foster fairness, equity and respect, and promote diversity and inclusion throughout the agency, suggested they work with the EEO Officer to integrate equal opportunity principles and practices into all personnel decisions, and directed them to provide a copy of the memorandum to all supervisors within their offices, it did not inform or direct them to inform managers that this is an expectation or performance standard upon which they would be evaluated. **Corrective action is required.**

Corrective Action #14: Ensure that the managerial performance evaluation form contains a rating for EEO (which covers responsibilities and processes for assuring their ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner), and that managers are informed that this is an expectation or performance standard upon which they would be evaluated.

IX. REPORTING STANDARD FOR AGENCY HEAD:

Determination: The agency is in compliance with the requirements for this subject area.

1. Submit to the EEPC quarterly a report on efforts to implement the Annual EEO Plan (up to 30 days following the quarter).
- ✓ The agency submitted quarterly EEO reports for FY 2010, FY 2011, and FY 2012.
- ✓ The agency submitted Annual EEO Plans for FY 2010 and FY 2012.

X. REPORTING STANDARD FOR AGENCY HEAD AFTER IMPLEMENTATION OF ALL CORRECTIVE ACTIONS:

1. After implementation of the aforementioned corrective actions, distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.



**Equal Employment
Practices Commission**

Compliance Action: Distribute a memorandum signed by the agency head informing employees of the changes implemented in the EEO program pursuant to the EEPC's audit/analysis and re-emphasizing the agency head's commitment to the EEO program.

Conclusion

Pursuant to Chapter 36 of the New York City Charter, you have the option to respond to this preliminary determination. You also have the option to request an Audit Exit/Compliance Initiation Meeting. Please email your intention to respond, or meeting request, to mramsukh@eepc.nyc.gov within 7 days from the date of this letter.

(Optional Response) If submitted, your optional response should indicate (with attached documentation) what steps your agency has taken or will take to implement the corrective actions and should be received in our office within 21 days from the date of this letter. We will then issue a Final Determination where we will agree, disagree or require further clarification of the actions your agency has taken or proposed.

(Optional Meeting) During the Audit Exit/Compliance Initiation Meeting we will address questions regarding the implementation of corrective action(s), establish a formal six-month compliance monitoring period and discuss the steps your agency should take during the mandatory compliance monitoring period. After consulting with your agency, this Commission will issue its Final Determination.

If your agency does not respond to the preliminary determination within 21 days, this preliminary determination will be considered our Final Determination. The EEPC will send correspondence assigning a 6-month compliance monitoring period. Pursuant to Chapter 36 of the New York City Charter your agency is required to respond to our Final Determination within 30 days. Your response will initiate the compliance monitoring phase.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's auditors during the course of this audit.

Sincerely,

A handwritten signature in black ink, appearing to read "Charise L. Hendricks".

Charise L. Hendricks, PHR
Executive Director

cc: Bruce McDougald, Principal EEO Professional

Appendix - 1

Office of the Mayor

Supervisor/Manager Survey

Appendix - 1
Office of the Mayor

Supervisor/Manager Survey

1. City of New York

	Response Percent	Response Count
Agency: <input type="checkbox"/>	100.0%	93
answered question		93
skipped question		2

2. Which of the following are you?

	Response Percent	Response Count
Supervisor <input type="checkbox"/>	6.5%	6
Manager <input checked="" type="checkbox"/>	93.5%	87
answered question		93
skipped question		2

3. How many employees are under your supervision?

	Response Percent	Response Count
5 or less <input checked="" type="checkbox"/>	68.5%	61
6-10 <input type="checkbox"/>	13.5%	12
11-20 <input type="checkbox"/>	9.0%	8
21 or more <input type="checkbox"/>	9.0%	8
answered question		89
skipped question		6

4. How long have you worked for this agency?

	Response Percent	Response Count
Over 3 years <input type="checkbox"/>	60.7%	54
3 years or less <input type="checkbox"/>	39.3%	35
answered question		89
skipped question		6

5. Each agency head may distribute a statement in support of Equal Employment Opportunity to all employees. Have you received a copy of your agency's EEO Policy Statement?

	Response Percent	Response Count
Yes <input type="checkbox"/>	68.2%	60
No <input type="checkbox"/>	3.4%	3
Do not remember <input type="checkbox"/>	28.4%	25
answered question		88
skipped question		7

6. In your agency, where can the EEO Policy be found? (Check all that apply.)

	Response Percent	Response Count
The EEO Office <input type="checkbox"/>	22.1%	19
The HR/Personnel Office <input checked="" type="checkbox"/>	75.6%	65
The Intranet <input checked="" type="checkbox"/>	66.3%	57
Your Office <input type="checkbox"/>	16.3%	14
Do not know <input type="checkbox"/>	15.1%	13
	answered question	86
	skipped question	9

7. Of the choices above, which is most easily accessible to you?

	Response Percent	Response Count
The EEO Office	0.0%	0
The HR/Personnel Office <input checked="" type="checkbox"/>	19.8%	17
The Intranet <input checked="" type="checkbox"/>	67.4%	58
Your Office <input type="checkbox"/>	12.8%	11
	answered question	86
	skipped question	9

8. Is the Discrimination Complaint Procedure included with the EEO Policy?

	Response Percent	Response Count
Yes <input type="checkbox"/>	53.5%	46
No <input type="checkbox"/>	0.0%	0
Do not know <input type="checkbox"/>	46.5%	40
answered question		86
skipped question		9

9. Do you know the name of your agency's EEO Officer?

	Response Percent	Response Count
Yes <input type="checkbox"/>	70.9%	61
No <input type="checkbox"/>	29.1%	25
answered question		86
skipped question		9

10. Did the EEO Officer meet with you, either individually or in a group setting, to discuss your EEO rights as an employee?

	Response Percent	Response Count
Yes <input type="checkbox"/>	22.4%	19
No <input type="checkbox"/>	77.6%	66
answered question		85
skipped question		10

11. Did the EEO Officer meet with you, either individually or in a group setting, to discuss your EEO responsibilities as a supervisor or manager?

	Response Percent	Response Count
Yes <input type="checkbox"/>	25.9%	22
No <input type="checkbox"/>	74.1%	63
answered question		85
skipped question		10

12. Did you complete the Department of Citywide Administrative Services' Citywide EEO Computer-Based Training for Managers and Supervisors?

	Response Percent	Response Count
Yes <input type="checkbox"/>	91.6%	76
No <input type="checkbox"/>	6.0%	5
Not applicable <input type="checkbox"/>	2.4%	2
answered question		83
skipped question		12

13. How often have you reaffirmed the agency's commitment to the principle of Equal Employment Opportunity during staff meetings within the past year?

	Response Percent	Response Count
Two or more times <input type="checkbox"/>	12.5%	10
One time <input type="checkbox"/>	27.5%	22
At no time <input type="checkbox"/>	60.0%	48
answered question		80
skipped question		15

14. How often have you discussed with employees their right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

	Response Percent	Response Count
Two or more times	11.3%	9
One time	10.0%	8
At no time	78.8%	63
answered question		80
skipped question		15

15. Did you receive sexual harassment prevention training from your agency?

	Response Percent	Response Count
Yes	45.5%	35
No	54.5%	42
answered question		77
skipped question		18

16. Did all of the employees that you supervise receive sexual harassment prevention training?

	Response Percent	Response Count
Yes	26.0%	20
No	13.0%	10
Do not know	61.0%	47
answered question		77
skipped question		18

17. When you were hired, did you receive an orientation session that included a review of the EEO policy?

		Response Percent	Response Count
Yes		61.0%	47
No		7.8%	6
Do not remember		31.2%	24
answered question			77
skipped question			18



18. Do you participate in orientation sessions for new employees?

		Response Percent	Response Count
Yes		39.0%	30
No		61.0%	47
answered question			77
skipped question			18





19. Do new employee orientation sessions include information on the EEO policy?

		Response Percent	Response Count
Yes		56.7%	17
No		3.3%	1
Do not know		40.0%	12
answered question			30
skipped question			65

20. Do you interview candidates for positions in your agency?

		Response Percent	Response Count
Yes		50.6%	39
No		49.4%	38
answered question			77
skipped question			18

21. A structured interview is a method that standardizes the type and order of interview questions asked to ensure that a fair comparison can be made between interviewees. Did your agency provide you with training and/or a guide that outlines illegal or discriminatory questions and includes instructions for conducting a structured interview?

		Response Percent	Response Count
Training		17.9%	7
Guide		5.1%	2
Both training and guide		7.7%	3
Neither		69.2%	27
answered question			39
skipped question			56

22. Were you informed that fulfillment of your EEO responsibilities will be part of your overall performance evaluation and will be considered in determining your eligibility for promotions and merit increases?

	Response Percent	Response Count
Yes <input type="checkbox"/>	15.6%	12
No <input type="checkbox"/>	84.4%	65
answered question		77
skipped question		18



23. When was your last performance evaluation?

	Response Percent	Response Count
Within the past year <input type="checkbox"/>	19.7%	15
Over a year ago <input type="checkbox"/>	11.8%	9
I have not received a performance evaluation <input type="checkbox"/>	68.4%	52
answered question		76
skipped question		19

24. Does your performance evaluation include an EEO component? (A section that rates your ability to make employment decisions based on merit and equal consideration, or treat others in an equitable and impartial manner.)

	Response Percent	Response Count
Yes <input type="checkbox"/>	21.7%	5
No <input type="checkbox"/>	78.3%	18
answered question		23
skipped question		72







25. Do you conduct formal performance evaluations of the employees under your supervision annually?

	Response Percent	Response Count
Yes 	14.7%	11
No 	85.3%	64
answered question		75
skipped question		20



26. Do you believe the agency has provided sufficient training to supervisors/managers on their responsibilities in assisting employees who may complain about discrimination or harassment?

	Response Percent	Response Count
Yes 	77.0%	57
No 	23.0%	17
answered question		74
skipped question		21

27. Race/Ethnicity

	Response Percent	Response Count
Asian or Pacific Islander 	3.2%	2
American Indian or Alaska Native 	1.6%	1
Black (not of Hispanic origin) 	9.7%	6
Hispanic 	12.9%	8
White (not of Hispanic origin) 	64.5%	40
Other 	8.1%	5
	answered question	62
	skipped question	33

28. Gender

	Response Percent	Response Count
Male 	45.9%	28
Female 	54.1%	33
	answered question	61
	skipped question	34

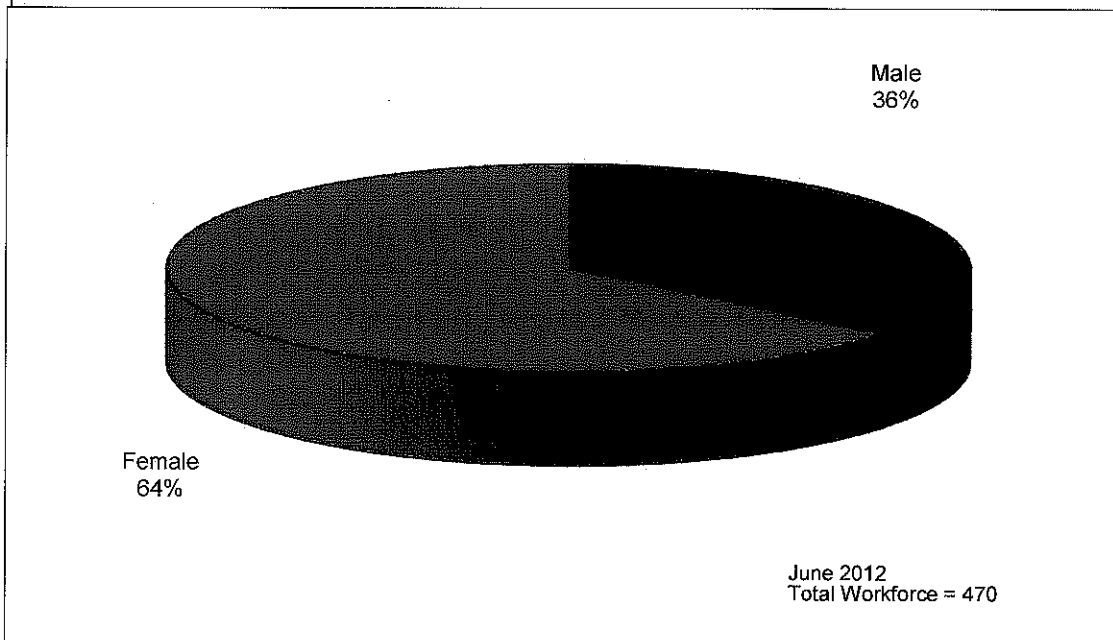
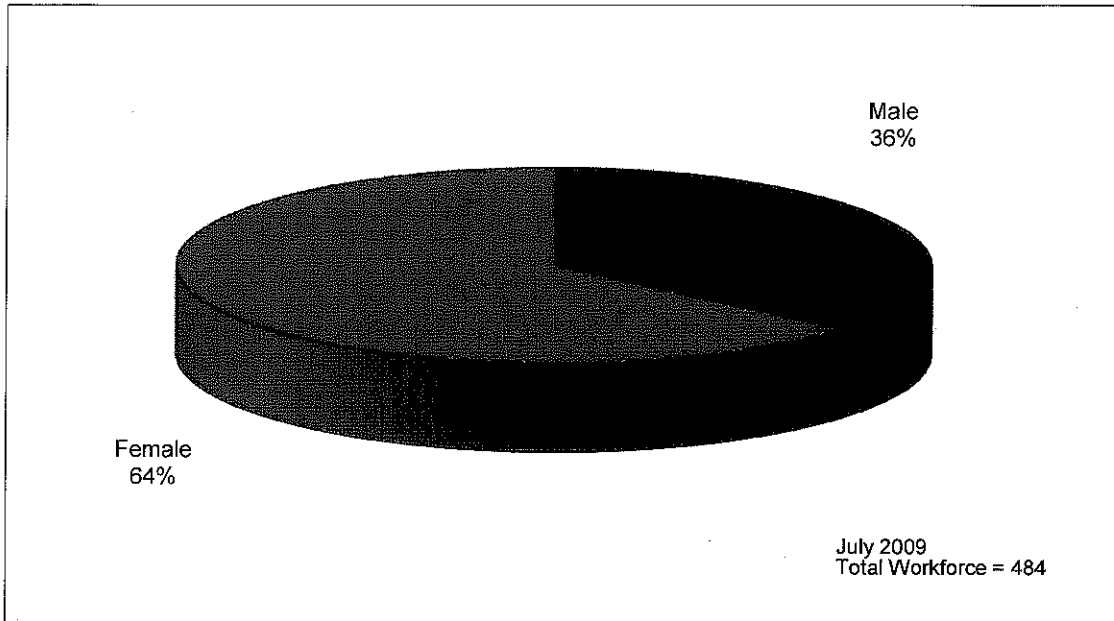
Appendix 2

Office of the Mayor

**DIRF Attachment 13 – Agency Workforce
Chart – Workforce by Gender
Chart – Workforce by Ethnicity**

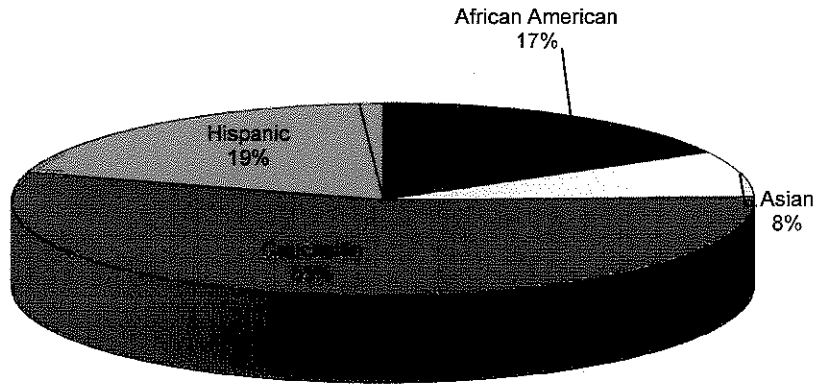
Office of the Mayor

Workforce by Gender

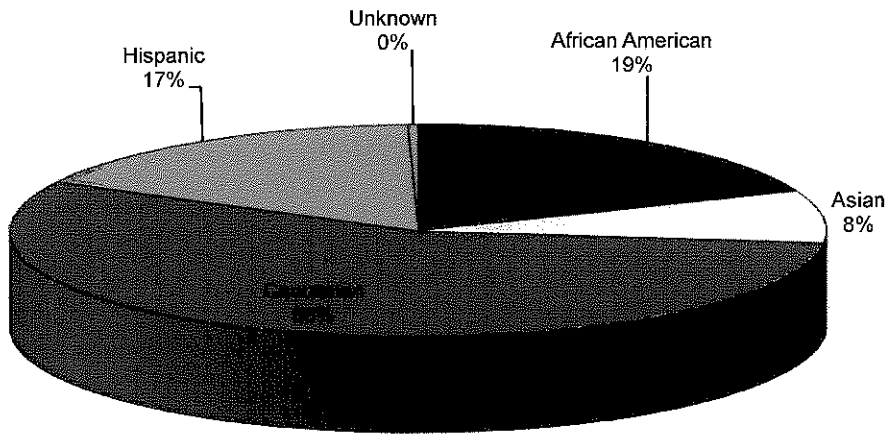


Office of the Mayor

Workforce by Ethnicity



July 2009
Total Workforce = 484



June 2012
Total Workforce = 470

Appendix 3

Office of the Mayor

Hires, Promotions, and Separations By Ethnicity and Gender

Office of the Mayor

The following table indicates personnel activity during the audit period, July 1, 2009 to June 30, 2012

Hires by Gender and Ethnicity

Total Hires: 170

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
77	93	170	107	24	22	15	0	2	170

Promotions by Gender and Ethnicity

Total Promotions: 63

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
30	33	63	41	11	9	2	0	0	63

Separations by Gender and Ethnicity

Total Separations: 62

Male	Female	Total	Caucasian	African American	Hispanic	Asian	Native American	Unknown	Total
26	36	62	37	6	13	6	0	0	62

Appendix - 4

Office of the Mayor

Employee Survey

Appendix - 4

Office of the Mayor

Employee Survey

1. City of New York

	Response Percent	Response Count
Agency Name: <input type="text"/>	100.0%	116
answered question		116
skipped question		0

2. Do you know who your agency's EEO Officer is?

	Response Percent	Response Count
Yes <input type="text"/>	73.9%	85
No <input type="text"/>	26.1%	30
answered question		115
skipped question		1

3. Is the EEO Policy posted on your agency's bulletin boards or kept in an area otherwise accessible to employees?

	Response Percent	Response Count
Yes <input type="text"/>	72.3%	81
No <input type="text"/>	27.7%	31
answered question		112
skipped question		4

4. Were you given a copy of the EEO Policy Handbook - About EEO: What You May Not Know?

		Response Percent	Response Count
Yes	<input type="checkbox"/>	76.4%	84
No	<input type="checkbox"/>	23.6%	26
answered question			110
skipped question			6

5. How often has your manager or supervisor reaffirmed the agency's commitment to the principle of EEO during staff meetings within the past year?

		Response Percent	Response Count
Two or more times	<input type="checkbox"/>	24.1%	26
One time	<input type="checkbox"/>	25.9%	28
At no time	<input type="checkbox"/>	50.0%	54
answered question			108
skipped question			8

6. How often has your manager or supervisor discussed employees' right to file a discrimination complaint with the agency's EEO Officer during staff meetings within the past year?

	Response Percent	Response Count
Two or more times	12.0%	13
One time	20.4%	22
At no time	67.6%	73
answered question		108
skipped question		8

7. When hired, were you advised of the EEO policies, and of your rights and responsibilities under such policies?

	Response Percent	Response Count
Yes	63.9%	69
No	7.4%	8
Do Not Remember	28.7%	31
answered question		108
skipped question		8

8. Do you know how to file an EEO complaint?

	Response Percent	Response Count
Yes	65.7%	71
No	34.3%	37
answered question		108
skipped question		8

9. If you had an EEO complaint, would you bring it to your agency's EEO Office?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	71.3%	77
No <input type="checkbox"/>	7.4%	8
Undecided <input type="checkbox"/>	21.3%	23
answered question		108
skipped question		8

10. Would you prefer to file an EEO complaint with an office outside your agency rather than your agency's EEO Office?

	Response Percent	Response Count
Yes <input type="checkbox"/>	33.3%	36
No <input checked="" type="checkbox"/>	33.3%	36
Undecided <input type="checkbox"/>	33.3%	36
answered question		108
skipped question		8

11. During the past 3 years, did you file a complaint with your agency's EEO Office?

	Response Percent	Response Count
Yes <input type="checkbox"/>	0.9%	1
No <input checked="" type="checkbox"/>	99.1%	107
answered question		108
skipped question		8

12. Was your manager or supervisor supportive of your right to file a complaint?

	Response Percent	Response Count
Yes	0.0%	0
No	0.0%	0
Not Applicable	100.0%	1
answered question		1
skipped question		115

13. During the past 3 years, did you receive EEO training?

	Response Percent	Response Count
Yes	69.4%	75
No	23.1%	25
Employed for less than 12 months	7.4%	8
answered question		108
skipped question		8

14. How informative was this training?

	Response Percent	Response Count
Very informative	54.7%	41
Somewhat informative	38.7%	29
Not really informative	6.7%	5
Not Applicable	0.0%	0
answered question		75
skipped question		41




15. Does your agency use training and development programs in order to improve job performance and/or career opportunities?

	Response Percent	Response Count
Yes <input type="checkbox"/>	34.3%	37
No <input type="checkbox"/>	32.4%	35
I do not know <input type="checkbox"/>	33.3%	36
answered question		108
skipped question		8



16. Were vacant positions advertised on bulletin boards or other areas accessible to employees in a timely manner?

	Response Percent	Response Count
Yes <input type="checkbox"/>	34.3%	37
No <input type="checkbox"/>	29.6%	32
Do not remember <input type="checkbox"/>	36.1%	39
answered question		108
skipped question		8



17. The Personnel Rules and Regulations of the City of New York and the Guidelines for Evaluating Managerial Performance in NYC Agencies require that employees (managerial and non-managerial) receive annual performance evaluations. Have you received annual performance evaluations within the past 3 years?

	Response Percent	Response Count
Yes 	24.3%	26
No 	67.3%	72
Employed for less than 12 months 	8.4%	9
	answered question	107
	skipped question	9

18. Did your evaluation contain recommendations for improving your job performance?

	Response Percent	Response Count
Yes 	73.1%	19
No 	26.9%	7
	answered question	26
	skipped question	90

19. Did your evaluation contain recommendations for career advancement with your agency?

	Response Percent	Response Count
Yes 	32.0%	8
No 	68.0%	17
	answered question	25
	skipped question	91

20. The Career Counselor is a trained professional (often the Human Resources Director) familiar with civil service and provisional jobs who provides career counseling to employees who request such guidance. Do you know who your agency's Career Counselor is?

	Response Percent	Response Count
Yes <input type="checkbox"/>	30.2%	32
No <input type="checkbox"/>	56.6%	60
Not Applicable <input type="checkbox"/>	13.2%	14
answered question		106
skipped question		10

21. The Disability Rights Coordinator is responsible for handling reasonable accommodation requests and ensuring compliance with all federal, state, and local laws, as well as City and agency policies pertaining to persons with disabilities. Do you know who your agency's Disability Rights Coordinator is?

	Response Percent	Response Count
Yes <input type="checkbox"/>	35.8%	38
No <input type="checkbox"/>	64.2%	68
answered question		106
skipped question		10



22. Agencies are required to take appropriate action to reasonably accommodate qualified employees and applicants with disabilities, and those who are victims of domestic violence, sex offenses, or stalking, to enable to them to perform their jobs or enjoy equal benefits and privileges of employment. Agencies are also required to provide reasonable accommodations for the religious observances, beliefs and practices of an employee or applicant. During the past 3 years, did you ask for a reasonable accommodation due to any of the above?

	Response Percent	Response Count
Yes <input type="checkbox"/>	6.6%	7
No <input checked="" type="checkbox"/>	93.4%	99
answered question		106
skipped question		10



23. Was your accommodation granted?

	Response Percent	Response Count
Yes <input checked="" type="checkbox"/>	100.0%	7
No <input type="checkbox"/>	0.0%	0
answered question		7
skipped question		109

24. Equal Employment Opportunity (EEO) guarantees the right of all persons to be accorded full and equal consideration on the basis of merit, regardless of protected group status. Do you understand this principle?

		Response Percent	Response Count
Yes		95.3%	101
No		4.7%	5
answered question			106
skipped question			10

25. From your experience or observations, does your agency practice equal employment opportunity (i.e. ensures fairness in all aspects of employment including hiring, selection, promotions, etc.)?

		Response Percent	Response Count
Yes		75.5%	80
No		24.5%	26
answered question			106
skipped question			10

26. Race/Ethnicity

	Response Percent	Response Count
Asian or Pacific Islander <input type="checkbox"/>	12.4%	12
American Indian or Alaska Native <input type="checkbox"/>	0.0%	0
Black (not of Hispanic origin) <input type="checkbox"/>	15.5%	15
Hispanic <input type="checkbox"/>	17.5%	17
White (not of Hispanic origin) <input checked="" type="checkbox"/>	49.5%	48
Other <input type="checkbox"/>	5.2%	5
	answered question	97
	skipped question	19

27. Gender

	Response Percent	Response Count
Male <input type="checkbox"/>	28.9%	28
Female <input checked="" type="checkbox"/>	71.1%	69
	answered question	97
	skipped question	19

Appendix 5

Office of the Mayor (OTM)

**New York City Department of Personnel Citywide Equal Employment
Opportunity Database System**

Attachment H:
Copies Of The Quarterly Utilization Analysis Or
CEEDS Report

RUN DATE: 10/01/09
RUN TIME: 11:42:28
FY2010 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
CEEDS SYSTEMS
WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
PROGRAM: EBPP961
EXTRACT DATE: 09/30/09

AGENCY: 002 OFFICE OF THE MAYOR
EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE		BLACK		HISPANIC		ASIAN /		NATIVE A		ETH UNKN	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	8	6	4	1	3	1	1	0	0	0	0	0	0
002 MANAGERS	244	174	144	21	44	31	21	18	6	6	0	19	0
003 MNGMNT SPECS	26	12	12	5	8	4	3	5	2	2	0	1	0
008 LAWYERS	1	0	1	0	0	1	0	0	0	0	0	0	0
009 PUBLIC REL	13	9	8	1	2	3	1	0	0	0	0	0	0
012 CLERICAL SUPS	1	1	0	1	0	1	1	0	1	0	0	1	0
013 CLERICAL	142	49	38	10	67	37	18	11	10	5	2	9	0
020 FOOD PREP	3	0	1	0	1	3	1	0	0	0	1	0	0
022 BUILD SERV	1	0	0	0	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	48	23	21	10	14	11	8	4	2	2	0	1	0

RUN DATE: 10/01/09
 RUN TIME: 11:42:28
 FY2010 Q1

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 09/30/09
 PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	8	6	5 N U	2	3 N O	0	1 N
002 MANAGERS	244	93	131 U	151	95 O	0	14 U
003 MNGMT SPECS	26	17	16 N	9	9 N	0	1 N N
008 LAWYERS	1	1	0 N	0	0 N	0	0 N U
009 PUBLIC REL	13	10	7 N	3	6 U	0	1 N U
012 CLERICAL SUPS	1	0	0 N	1	1 N	0	0 N N
013 CLERICAL	142	33	38 N	109	98 N	0	4 N N
020 FOOD PREP	3	3	2 N N	0	1 N	0	0 N N
022 BUILD SERV	1	0	1 U	1	1 N	0	0 N N
031 PARA PROFESSION	48	14	18 U	34	28 N	0	1 N

RUN DATE: 01/04/10
 RUN TIME: 14:22:38
 FY2010 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E L E S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 12/31/09

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	BLACK OBSRV	EXPCT	HISPANIC OBSRV	EXPCT	ASIAN OBSRV	EXPCT	NATIVE A OBSRV	EXPCT	ETH UNKN OBSRV	EXPCT
001 ADMINISTRATORS	8	6	4	1	3	1	1	0	0	0	0	0	0
002 MANAGERS	246	175	145	21	44	31	22	19	6	0	0	19	0
003 MNGMNT SPECS	26	12	12	5	8	4	3	5	2	0	0	0	1
008 LAWYERS	13	9	8	0	2	1	1	0	0	0	0	0	0
009 PUBLIC REL	1	1	0	1	0	3	1	0	1	0	0	0	0
012 CLERICAL SUPS	140	47	38	0	66	0	0	0	0	0	0	0	0
013 CLERICAL	3	0	0	43	0	37	18	11	5	1	2	1	0
020 FOOD PREP	1	0	0	0	1	3	0	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	1	0	0	0	0	0	0
031 PARA PROFESSION	47	22	20	10	14	11	8	4	1	0	2	0	1

RUN DATE: 01/04/10
 RUN TIME: 14:22:38
 FY2010 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBFPP961
 EXTRACT DATE: 12/31/09

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I
001 ADMINISTRATORS	8	6	5	2	3	0	1
002 MANAGERS	246	96	132	150	96	0	14
003 MNGMNT SPECS	26	17	16	9	9	0	1
008 LAWYERS	1	1	0	0	0	0	1
009 PUBLIC REL	13	10	7	3	5	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	1
013 CLERICAL	140	32	38	108	97	0	4
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	47	14	17	33	27	0	1

RUN DATE: 04/02/10
 RUN TIME: 8:04:52
 FY2010 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/10

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNIS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	I	BLACK		HISPANIC		ASIAN /		NATIVE A		ETH UNKN	
					OBSRV	EXPCT	OBSRV	EXPCT	OBSRV	EXPCT	OBSRV	EXPCT	OBSRV	EXPCT
001 ADMINISTRATORS	9	7	5	0	1	2	1	1	0	0	0	0	0	0
002 MANAGERS	254	178	130	0	21	53	36	19	19	21	1	1	1	0
003 MNGMNT SPECS	25	11	10	0	5	8	4	5	5	3	0	0	0	0
009 PUBLIC REL	12	1	17	0	0	2	3	0	0	1	0	0	0	0
012 CLERICAL SUPS	140	44	0	N	0	1	0	0	0	1	0	0	0	0
013 CLERICAL	1	1	32	N	45	69	37	12	12	10	1	1	1	1
020 FOOD PREP	3	0	1	N	0	1	3	0	0	0	0	0	0	0
022 BUILD SERV	1	0	10	N	1	1	0	0	0	0	0	0	0	0
031 PARA PROFESSION	47	23	17	N	10	13	10	4	4	4	0	0	0	0

RUN DATE: 04/02/10
 RUN TIME: 8:04:52
 FY2010 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/10

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCOME TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	6	6	3	3	0	0
002 MANAGERS	254	102	140	152	106	0	8
003 MNGMNT SPECS	25	16	14	9	10	0	0
009 PUBLIC REL	12	10	6	2	6	0	0
012 CLERICAL SUPS	140	0	0	1	1	0	0
013 CLERICAL	3	33	42	107	94	0	5
020 FOOD PREP	3	0	2	0	1	0	0
022 BUILD SERV	1	0	1	1	1	0	0
031 PARA PROFESSION	47	15	18	32	28	0	0

RUN DATE: 07/02/10
 RUN TIME: 9:11:41
 FY2010 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 06/30/10

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	WHITE EXPT I	BLACK OBSRV	BLACK EXPT I	HISPANIC OBSRV	HISPANIC EXPT I	ASIAN / OBSRV	ASIAN / EXPT I	NATIVE A OBSRV	NATIVE A EXPT I	ETH UNKN OBSRV	ETH UNKN EXPT I
001 ADMINISTRATORS	9	7	5	1	2	1	1	0	1	0	0	0	0
002 MANAGERS	264	185	135	25	55	37	35	17	22	0	0	0	0
003 MNGMNT SPECS	25	11	10	5	8	4	3	5	3	0	0	0	16
009 PUBLIC REL	5	3	3	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	142	43	32	47	70	37	22	13	10	0	0	0	0
020 CLERICAL	3	0	1	0	1	3	2	0	0	0	0	0	0
022 FOOD PREP	1	0	1	1	0	0	1	0	0	0	0	0	0
022 BUILD SERV	1	0	1	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	43	21	15	9	12	9	10	4	4	0	0	0	0

RUN DATE: 07/02/10
 RUN TIME: 9:11:41
 PY2010 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL &
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 06/30/10

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	6	6	3	3	0	0
002 MANAGERS	264	111	145	153	110	0	9
003 MNGMNT SPECS	25	16	14	9	10	0	0
009 PUBLIC REL	5	4	3	1	2	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	142	33	42	109	95	0	5
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	43	15	17	28	26	0	0

RUN DATE: 10/01/10
 RUN TIME: 14:52:56
 FY2011 Q1

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL &
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 09/30/10

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	WHITE EXPT I	BLACK OBSRV	BLACK EXPT I	HISPANIC OBSRV	HISPANIC EXPT I	ASIAN OBSRV	ASIAN EXPT I	NATIVE A OBSRV	NATIVE A EXPT I	ETH UNKN OBSRV	ETH UNKN EXPT I
001 ADMINISTRATORS	9	7	5	1	2	1	1	0	0	0	0	0	0
002 MANAGERS	278	189	142	29	58	40	37	20	0	0	0	0	0
003 MNGMNT SPECS	25	11	10	6	8	4	3	4	0	0	0	0	16
009 PUBLIC REL	5	3	3	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	135	40	31	0	1	20	21	0	0	0	0	0	0
013 CLERICAL	3	0	3	48	66	34	21	12	0	1	1	0	0
020 FOOD PREP	1	0	0	0	1	3	1	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	41	20	15	8	12	9	9	4	0	0	0	0	2

RUN DATE: 10/01/10.
 RUN TIME: 14:52:56
 FY2011 Q1

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBPBPS61
 EXTRACT DATE: 09/30/10

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GEN U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	278	122	153	156	116	0	0
003 MNGMNT SPECS	25	17	14	158	110	0	9
009 PUBLIC REL	5	4	3	1	2	0	0
012 CLERICAL SUPS	11	0	0	1	1	0	0
013 CLERICAL	135	31	40	104	90	0	0
020 FOOD PREP	3	3	2	0	1	0	4
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	41	15	16	26	25	0	0

RUN DATE: 01/03/11
 RUN TIME: 10:06:39
 FY2011 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL &
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: FBPPP961
 EXTRACT DATE: 12/30/10

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	WHITE EXPT I	BLACK OBSRV	BLACK EXPT I	HISPANIC OBSRV	HISPANIC EXPT I	ASIAN OBSRV	ASIAN EXPT I	NATIVE A OBSRV	NATIVE A EXPT I	ETH UNKN OBSRV	ETH UNKN EXPT I
001 ADMINISTRATORS	10	8	6	1	2	1	2	0	0	1	1	0	0
002 MANAGERS	273	187	139	29	57	39	37	18	18	23	23	0	16
003 MNGMNT SPECS	5	11	10	5	7	3	3	4	4	0	0	0	0
009 PUBLIC REL	1	3	3	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	134	40	30	48	66	33	21	12	12	9	9	0	7
013 CLERICAL	3	0	0	0	0	0	0	0	0	0	0	0	0
020 FOOD PREP	1	0	0	0	0	0	0	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	42	21	15	8	12	9	9	4	4	3	3	0	2

RUN DATE: 01/03/11
 RUN TIME: 10:06:39
 FY2011 Q2

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E E D S Y T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 12/30/10
 PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	10	6	6	4	4	0	0
002 MANAGERS	273	120	150	153	114	0	9
003 MNGMNT SPECS	23	15	13	8	9	0	0
009 PUBLIC REL	5	4	N	1	2	0	0
012 CLERICAL SUPS	1	0	N	1	1	0	0
013 CLERICAL	134	31	40	103	90	0	4
020 FOOD PREP	3	3	2	0	1	0	0
022 BULD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	42	15	16	27	25	0	0

RUN DATE: 04/06/11
 RUN TIME: 8:20:55
 FY2011 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 03/31/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	WHITE EXPT I	BLACK OBSRV	BLACK EXPT I	HISPANIC OBSRV	HISPANIC EXPT I	ASIAN / OBSRV	ASIAN / EXPT I	NATIVE A OBSRV	NATIVE A EXPT I	ETH UNKN OBSRV	ETH UNKN EXPT I
001 ADMINISTRATORS	10	8	6	2	2	1	2	0	1	0	1	0	0
002 MANAGERS	278	190	142	30	58	40	37	18	23	0	0	0	16
003 MNGMNT SPECS	23	10	10	6	7	3	3	4	3	0	0	0	1
009 PUBLIC REL	5	3	3	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	1	1	0	0	1	0	0	0	0	0	0	0	0
013 CLERICAL	129	37	29	48	63	31	20	12	9	1	1	0	6
020 FOOD PREP	3	0	1	0	1	3	1	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	1	0	0	0	0	0	0	0	0
031 PARA PROFESSION	39	18	14	8	11	9	9	4	3	0	0	0	1

RUN DATE: 04/06/11
 RUN TIME: 8:20:55
 FY2011 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: BPPPP961
 EXTRACT DATE: 03/31/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	10	6	6	4	4	0	0
002 MANAGERS	278	122	153	156	116	0	9
003 MNGMNT SPECS	23	15	13	8	9	0	0
009 PUBLIC REL	5	4	1	1	2	0	0
012 CLERICAL SUPS	1	0	1	1	1	0	0
013 CLERICAL	129	27	38	102	85	0	4
020 FOOD PREP	3	3	1	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	39	13	15	26	23	0	0

RUN DATE: 07/05/11
 RUN TIME: 9:58:53
 FY2011 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C U E E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBPP961
 EXTRACT DATE: 06/30/11

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE		BLACK		HISPANIC		ASIAN		NATIVE A		ETH UNKN	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	8	5	0	2	1	1	0	1	0	0	0	0
002 MANAGERS	279	189	143	30	59	42	37	18	23	0	1	0	0
003 MNGMNT SPECS	24	10	10	6	7	4	3	4	3	0	0	0	17
009 PUBLIC REL	4	2	2	0	1	2	1	0	0	0	0	0	1
012 CLERICAL SUPS	1	1	0	0	1	0	0	0	0	0	0	0	0
013 CLERICAL	125	35	28	47	61	30	20	12	9	0	1	0	0
020 FOOD PREP	3	0	0	0	1	3	1	0	0	1	0	0	0
022 BUILD SERV	1	0	0	0	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	36	16	13	8	10	8	8	4	3	0	0	0	1

RUN DATE: 07/05/11
 RUN TIME: 9:58:53
 FY2011 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E R T I F I E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL &
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBDPP961
 EXTRACT DATE: 06/30/11

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	279	121	154	158	116	0	9
003 MNGMNT SPECS	24	16	14	8	10	0	0
009 PUBLIC REL	4	3	2	1	1	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	125	26	37	99	84	0	4
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	36	12	14	24	22	0	0

RUN DATE: 10/03/11
 RUN TIME: 11:55:30
 FY2012 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBP961
 EXTRACT DATE: 09/30/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE		BLACK		HISPANIC		ASIAN		NATIVE A		ETH UNKN	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	8	5	0	2	1	1	0	1	0	0	0	0
002 MANAGERS	282	192	144	28	59	43	38	18	24	0	0	0	0
003 MNGMNT SPECS	22	9	9	6	7	3	3	4	3	0	0	0	0
009 PUBLIC REL	4	2	2	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	1	1	0	0	1	0	0	0	0	0	0	0	0
013 CLERICAL	119	31	27	47	59	30	19	10	8	1	1	0	0
020 FOOD PREP	1	0	1	0	1	0	1	0	0	0	0	0	0
022 BUILD SERV	1	0	1	1	0	3	0	0	0	0	0	0	0
031 PARA PROFESSION	32	16	12	6	9	6	7	4	3	0	0	0	0

RUN DATE: 10/03/11
 RUN TIME: 11:55:30
 FY2012 Q1

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 09/30/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	282	125	155	157	117	0	9
003 MNGMNT SPECS	22	14	13	8	9	0	0
009 PUBLIC REL	4	3	0	1	2	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	119	26	35	93	80	0	4
020 FOOD PREP	3	3	2	0	0	0	0
022 BULD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	32	11	13	21	19	0	0

RUN DATE: 01/03/12
 RUN TIME: 10:04:24
 FY2012 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EPPPP961
 EXTRACT DATE: 12/30/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCOME TOTAL	WHITE OBSRV	WHITE EXPCT	BLACK OBSRV	BLACK EXPCT	HISPANIC OBSRV	HISPANIC EXPCT	ASIAN OBSRV	ASIAN EXPCT	NATIVE A OBSRV	NATIVE A EXPCT	ETH UNKN OBSRV	ETH UNKN EXPCT
001 ADMINISTRATORS	9	8	5	0	2	1	1	0	1	1	1	0	0
002 MANAGERS	278	186	142	30	58	42	37	18	23	0	0	2	16
003 MNGMNT SPECS	22	9	2	6	7	3	3	4	3	0	0	0	1
009 PUBLIC REL	4	2	0	0	1	2	1	0	0	0	0	0	0
012 CLERICAL SUPS	1	1	0	0	1	0	0	0	0	0	0	0	0
013 CLERICAL	118	31	27	47	58	29	19	10	8	1	1	0	6
020 FOOD PREP	3	0	1	0	1	3	1	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	34	16	12	1	10	6	8	6	3	0	0	0	1

RUN DATE: 01/03/12
 RUN TIME: 10:04:24
 FY2012 Q2

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E R E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL &
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 12/30/11

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	278	120	153	158	116	0	9
003 MNGMNT SPECS	22	14	13	8	9	0	0
009 PUBLIC REL	4	3	2	1	2	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	118	27	35	91	79	0	4
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	34	11	13	23	20	0	0

RUN DATE: 04/02/12
 RUN TIME: 8:08:19
 FY2012 Q3

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBPPP961
 EXTRACT DATE: 03/30/12

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	BLACK OBSRV	EXPCT	HISPANIC OBSRV	EXPCT	ASIAN OBSRV	EXPCT	NATIVE A OBSRV	EXPCT	ETH UNKN OBSRV	EXPCT
001 ADMINISTRATORS	9	8	5	0	2	1	1	0	1	0	0	0	0
002 MANAGERS	280	192	143	30	59	41	38	17	23	0	0	0	17
003 MNGMNT SPECS	21	9	9	5	6	3	3	4	3	0	0	0	1
009 PUBLIC REL	3	2	2	0	1	1	0	0	0	0	0	0	0
012 CLERICAL SUPS	119	32	27	46	59	30	19	10	8	1	1	0	6
013 CLERICAL	3	0	1	0	1	3	1	0	0	0	0	0	0
020 FOOD PREP	1	0	0	1	1	0	0	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	33	16	12	15	9	6	7	6	3	0	0	0	1

RUN DATE: 04/02/12
 RUN TIME: 8:08:19
 FY2012 Q3

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBPP961
 EXTRACT DATE: 03/30/12

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	280	119	154	161	116	0	0
003 MNGMNT SPECS	21	13	12	8	9	0	0
009 PUBLIC REL	3	2	2	1	1	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	119	28	35	91	80	0	0
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	33	11	13	22	20	0	0

RUN DATE: 07/02/12
 RUN TIME: 14:21:01
 FY2012 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: ETH ETHNICITY

NEW YORK CITY DEPARTMENT OF PERSONNEL
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 1
 PROGRAM: EBPP961
 EXTRACT DATE: 06/30/12

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	WHITE OBSRV	EXPCT	BLACK OBSRV	EXPCT	HISPANIC OBSRV	EXPCT	ASIAN OBSRV	EXPCT	NATIVE A OBSRV	EXPCT	ETH UNKN OBSRV	EXPCT
001 ADMINISTRATORS	9	8	5	0	2	1	1	0	1	0	1	0	0
002 MANAGERS	278	194	142	29	58	37	37	18	23	0	3	0	0
003 MNGMNT SPECS	21	9	9	5	6	3	3	4	3	0	0	0	16
009 PUBLIC REL	3	2	2	0	1	1	0	0	0	0	0	0	1
012 CLERICAL SUPS	118	30	27	47	58	30	19	10	8	0	0	0	0
013 CLERICAL	3	0	1	0	1	3	1	0	0	1	1	0	0
020 FOOD PREP	1	0	0	1	0	0	0	0	0	0	0	0	0
022 BUILD SERV	1	0	0	1	0	0	0	0	0	0	0	0	0
031 PARA PROFESSION	31	14	11	5	9	6	7	6	3	0	0	0	1

RUN DATE: 07/02/12
 RUN TIME: 14:21:01
 FY2012 Q4

AGENCY: 002 OFFICE OF THE MAYOR
 EEO VARIABLE: GEN GENDER

NEW YORK CITY DEPARTMENT OF PERSONNEL
 C H E D S Y S T E M
 WORK FORCE COMPARED WITH INTERNAL & EXTERNAL POOLS
 AT THE AGENCY/JOBGROUP LEVEL

PAGE: 2
 PROGRAM: EBP961
 EXTRACT DATE: 06/30/12

PERSONS WITH MISSING EEO DATA INCLUDED IN CNTS
 PROBABILITY CUT-OFF FOR IMBALANCE: .050

JOB GROUP	INCMB TOTAL	MALE		FEMALE		GENDER U	
		OBSRV	EXPT I	OBSRV	EXPT I	OBSRV	EXPT I
001 ADMINISTRATORS	9	5	6	4	3	0	0
002 MANAGERS	278	114	153	164	116	0	0
003 MNGMT SPECS	21	13	12	8	9	0	0
009 PUBLIC REL	3	2	2	1	1	0	0
012 CLERICAL SUPS	1	0	0	1	1	0	0
013 CLERICAL	118	27	35	91	79	0	0
020 FOOD PREP	3	3	2	0	1	0	0
022 BUILD SERV	1	0	1	1	0	0	0
031 PARA PROFESSION	31	11	12	20	19	0	0