

## **EQUAL EMPLOYMENT PRACTICES COMMISSION CITY OF NEW YORK**

**RESOLUTION #03/04-132:** Preliminary Determination Pursuant to the Audit of the Independent Budget Office's (IBO) Equal Employment Opportunity Program from January 1, 2000 through June 30, 2002.

**Whereas**, pursuant to Chapter 36, Section 831(d)(2) of the New York City Charter, the Equal Employment Practices Commission (EEPC) is authorized to audit and evaluate the employment practices, programs, policies and procedures of city agencies and their efforts to insure fair and effective equal employment opportunity for minority group members and women and to make recommendations to city agencies to insure equal employment opportunity for minority group members and women; and

**Whereas**, the Equal Employment Practices Commission audited the IBO's Equal Employment Opportunity Program; and

**Whereas**, in accordance with Chapter 36, Section 832(c) of the City Charter, the EEPC may make a preliminary determination pursuant to Section 831(d) that any plan, program, procedure, approach, measure or standard adopted or utilized by any city agency does not provide equal employment opportunity. Now, Therefore,

**Be It Resolved,**

that pursuant to the audit of the IBO's compliance with its Equal Employment Opportunity Policy, as well as Commission policies and EEO standards expressed in City guidelines, the Equal Employment Practices Commission hereby affirms and adopts the following preliminary findings:

1. The agency's EEO policy is not available in formats accessible to applicants and employees with disabilities, e.g., audiocassette and Braille.
2. The agency's EEO policies are not clearly posted on agency bulletin boards.
3. The agency does not have a plan that includes a timeframe to train existing and new employees who have not already received training.
4. Appropriate documentation of meetings between the EEO Officer(s) and the director of the agency is not maintained.
5. The Chief of Staff does not notify the Co-EEO Officers of which recruitment strategies are implemented. The Co-EEO Officers do not review recruitment strategies to determine which strategies are, and which are not, effective.
6. The agency's current recruitment strategies are not successful in recruiting women and minorities.

7. The agency needs to expand its list of women and minority-oriented professional associations in order to attract more candidates from those groups.
8. The agency does not participate in the citywide job posting process.
9. The agency's Co-EEO Officers do not devote 50% each of their time to EEO matters.

**Be It Finally Resolved,**

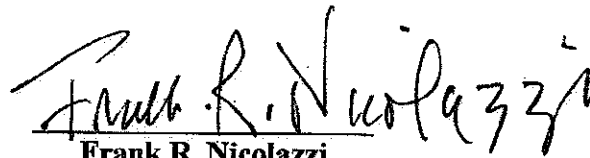
that the Commission authorizes the Vice-Chairman to forward a letter to IBO Director, Ronnie Lowenstein, formally informing her of the findings with appropriate explanations and recommendations and requesting, pursuant to Chapter 36 of the City Charter, her response to these findings within thirty days of receipts of the letter indicating what corrective actions IBO will take to bring it into compliance with the aforementioned policies and standards on equal employment opportunity.

Approved unanimously on April 3, 2003.

**Angela Cabrera**  
Commissioner

**Manuel A. Mendez**  
Commissioner

**C. Catherine Rimokh, Esq.**  
Commissioner



**Frank R. Nicolazzi**  
Vice Chairman