

**NEW YORK CITY  
DEPARTMENT OF YOUTH AND COMMUNITY DEVELOPMENT**  
SERVING NEW YORK CITY YOUTH, FAMILIES, AND COMMUNITIES

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**JEANNE B. MULLGRAV**  
Commissioner

21-06-05 RCVD 8604

June 17, 2005

Mr. Manuel A. Mendez  
Vice Chair/Commissioner  
Equal Employment Practices Commission  
40 Rector Street - 14<sup>th</sup> Floor  
New York, New York 10006

Dear Mr. Mendez:

I am writing in response to your letter dated June 8, 2005, wherein you provide the preliminary audit determination conducted on the Department of Youth and Community Development's (DYCD) compliance with the City's Equal Employment Opportunity Policy. This audit was conducted for the period July 1, 2002 through June 30, 2004.

Your letter states that DYCD has failed to comply in whole or in part with the City's EEO Policy and, as a result, corrective measures are needed. I would like to take this opportunity to affirm DYCD's strong commitment to maintaining and enforcing fair labor practices for all of its employees and applicants. Please be aware that DYCD will make every effort to meet its obligations under the City's Equal Employment Opportunity Policy.

In response to the EEPC audit findings, DYCD will implement the following corrective measures:

1. The agency head should sign each confidential written report to indicate it has been reviewed and whether the recommendation(s), if any, have been approved and adopted. (DCPIG, sect.12b)

**Response: All written reports will be reviewed; recommendations will be modified and/or approved. All reports will be signed and dated.**

2. All parties to internal discrimination complaints should be notified in writing of the agency's determination. (DCPIG, Sect, 12b)

**Response: DYCD will provide a written determination notification to all parties in an internal discrimination complaint.**

3. DYCD should assess the manner in which candidates are selected for all positions -not just the SYEP positions- to determine whether there is any adverse impact upon any particular racial, ethnic, disability, or gender group. (Sect. IV. EEOP)

**Response: DYCD used the SYEP hires as the pilot initiative for the adverse impact study. We will be conducting adverse impact studies on all discretionary actions in the future, where statistically feasible.**

4. The agency head should direct supervisors/managers to include in their evaluations recommendations for improving job performance and career advancement.

**Response: Supervisors will be instructed to include in their evaluations recommendations for improving job performance and career advancement planning and opportunities.**

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

**Response: Beginning July 2005, bi-weekly meetings are being scheduled between the Commissioner and the EEO Officer. An agenda will be developed for each meeting and discussions will be documented.**

6. It is the Commission's position that at least twice a year during normal staff meetings; supervisors should emphasize their commitment to the City's EEO Policy and affirm the right of each employee to file a discrimination complaint with the EEO Office.

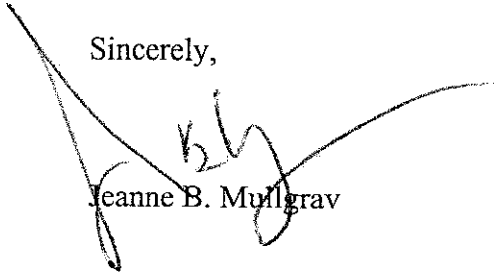
**Response: Supervisors will be advised to conduct meetings twice a year in which the City's EEO Policy and the right of each employee to file a discrimination complaint with the EEO Office are discussed. The EEO officer and/or Counselors will attend said meeting.**

7. DYCD will once again inform all employees in writing of the name, location and phone number of the agency's Career Counselor. (Sect. VB, EEOP).

**Response: On February 11, 2003 and on April 27, 2004, DYCD staff were provided contact information on the Career Counselor. DYCD has developed an information sheet with photographs of the EEO Officer, EEO Counselors and Career Counselor. This document includes titles and locations as well as a description of the services available in each office. In addition, effective immediately all postings that are distributed electronically will include a statement advising staff to contact the Career Counselor to schedule an appointment regarding civil service opportunities should they wish. This information includes the name, phone number and e-mail address of the Career Counselor.**

I would like to thank your staff for providing guidance on how we can more effectively improve our EEO Program.

Sincerely,



Jeanne B. Mullgrav

c: Felicia Thornton, EEO Officer