



EQUAL EMPLOYMENT PRACTICES COMMISSION

SUMMARY COMPLIANCE REPORT

Agency: New York County Public Administrator
Agency: Ethel J. Griffin, Esq., Public Administratrix
EEO Officer: Joy Thompson, Deputy Public Administrator
Audit Period: January 1, 2008 to December 31, 2010

Agency Census as of December 31, 2010: 18

Date of Preliminary Determination Letter: *September 9, 2011*
Date of Response Letter: *March 7, 2012*
Date of Final Determinations Letter: *March 22, 2012*

Compliance Initiated: *April 24, 2012*
Compliance Completed: *May 7, 2012*
Covering Months: *April 2012 – September 2012*

Date: May 24, 2012

Pursuant to the findings and recommendations of the Equal Employment Practices Commission's (EEPC) Audit of Compliance by the New York County Public Administrator with its Equal Employment Opportunity Policy (EEOP), EEPC initiated Audit Compliance with the NYCPA in April 24, 2012. The NYCPA's final Monthly Compliance Report was submitted on May 7, 2012.

All three required actions were completed or accepted. The following is a summary of the compliance reports:

- 1. Because the EEO Officer should report directly to the agency head (or to a direct report to the agency head), the agency should update its organizational chart to reflect this reporting relationship. (EEPC/Sect. 831, City Charter)**

NYCPA provided a copy of the updated organization chart to reflect that the EEO Officer reports directly to the agency head.

The response to the required action was accepted in March 2012.

2. **The agency should designate, or secure per agreement between the agency and another City agency, an employee of each gender for complaint intake/investigation. (EEPC/Sect. 831, City Charter)**

The NYCPA designated a NYCPA employee as the male EEO Counselor. The agency provided copies of his certificate of completion of the DCAS Basic EEO and Diversity Training for EEO Representatives. He is included on the revised NYCPA organization chart.

The response to the required action was accepted in May 2012.

3. **Since the Charter and the EEOP require the agency head to ensure and promote equal employment opportunity, after implementation of the above recommendations, the agency head should distribute a memorandum to all staff informing them of the changes that have been implemented in the agency's EEO program pursuant to the EEPC's audit. This memorandum should re-emphasize the agency head's commitment to the agency's Equal Employment Opportunity Program.**

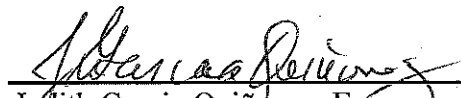
The Public Administrator issued a memorandum to all NYCPA employees informing them of the EEPC audit and the changes the NYCPA implemented in response. She also reaffirmed the commitment of the Office of the New York County Public Administrator to maintaining fair employment practices and appreciation for diversity. A copy is attached.

The required action was completed in May 2012.

Recommendation

Based on the above information, we recommend that the Equal Employment Practices Commission issue a Letter of Completion of Compliance to Public Administrator Ethel J. Griffin, Esq., informing her that the Office of the New York County Public Administrator has implemented the recommended corrective actions to the Commission's satisfaction.

Respectfully Submitted,


Judith Garcia Quifionez, Esq.
Agency Counsel
Director of Compliance


Charise L. Hendricks
Interim Executive Director

Attachment