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April 8, 2016

BY MAIL AND E-MAIL

Mitchell J. Silver, FAICP
Commissioner
Department of Parks & Recreation
830 Fifth Avenue
New York, NY 10065

Re: Preliminary Determination: Audit, Evaluation, Monitoring of the Department of Parks & Recreation's Employment Practices and Procedures from January 1, 2013 to December 31, 2015.

Dear Commissioner Silver:

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 Employment Practices and Procedures for the period covering January 1, 2013 to December 31, 2015.

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 832.c 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 Department of Parks & Recreation, 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, 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 Employment Practices and Procedures, not to issue findings of discrimination pursuant to the New York City Human Rights Law. This Commission has adopted *Uniform Standards for EEPAC 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; the New York City Human Rights Law (NYC Administrative Code §§8-107(1)(a) and (d), 8-107.13, and 8-107.1); the New York State Civil Service Law §55-a; the Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7); the Americans with Disabilities Act; and its Accessibility Guidelines, and the equal employment opportunity requirements of the New York City Charter. Prescribed corrective actions are consistent with the aforementioned parameters.

Since this Commission is empowered to review and recommend actions which each agency should consider including in its annual plan of measures and programs to provide equal employment opportunity (Annual EEO Plan), the audited agency should incorporate required corrective actions in its current EEO Program and prospective Annual 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 *EEPC Document and Information Request Form*; responses to the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, review of the agency's *Annual EEO Plans* and *Quarterly EEO Reports* and analysis of workforce and utilization data from the *Citywide Equal Employment Database System (CEEDS)*.

This Commission reviews the workforce statistics and utilization analysis information available via CEEDS to understand the concentrations of race and gender groups within an agency's workforce. (CEEDS may be unavailable for certain non-mayoral agencies. In such cases, the EEPAC requests that the agency submit similar statistics and analysis.) 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, EEO Program Analysts assess whether the agency has undertaken reasonable measures to address it.

EEO professionals (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 Principal Human Resources Professional are given a two-week deadline to complete and

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



return their individual questionnaires. The Commission's EEO Program Analysts also conduct additional research and follow-up discussions or interviews with EEO professionals, when appropriate.

To encourage response, the EEPC requests that the head or deputy of each agency send emails to employees and to supervisors/managers that provide links to our questionnaires.

Description of the Agency

The New York City Department of Parks and Recreation is the chief steward of the City's parkland – about 29,000 acres of land including more than 5,000 individual properties ranging from Coney Island Beach and Central Park to community gardens and Greenstreets. The agency operates over 800 athletic fields and nearly 1,000 playgrounds, 550 tennis courts, 66 public pools 48 recreational facilities, 17 nature centers, 13 golf courses, and 14 miles of beaches. The agency also cares for 1,200 monuments and 23 historic house museums, and looks after 600,000 street trees, and two million more in parks. It is New York City's principal provider of recreational and athletic facilities and programs and home to free concerts, world-class sports events, and cultural festivals.

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 standards for this subject area.

1. 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 attaching, or providing employees pertinent electronic links to, an EEO Policy/Handbook.
- ✓ The Commissioner issued general EEO Policy statements in May 2013, May 2014, and August 2015. The policy statements were emailed to EEO Counselors to disseminate throughout the agency's borough offices, park districts, park houses, recreation centers, and garages. The Commissioner's May 2013 EEO Policy statement expressed that the agency "*is strongly committed to maintaining an environment in which all employees can be free from mistreatment and discrimination, including sexual harassment. Moreover, I want to remind you that discrimination is illegal and will not be tolerated.*" The EEO policy statements provided the name and contact information of the principal EEO Professional and stated that the agency adhered to the City's EEO Policy, *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*. In addition, the EEO policy statement also included sections titled "*Sexual Harassment Policy, Reasonable Accommodation Policy, and Anti-Retaliation Policy,*" and stated "*[a]dditional information on EEO complaint procedures, reasonable accommodation procedures, and complaint forms can also be obtained directly from an EEO Counselor.*"

2. Distribute/Post a paper or electronic copy of the *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies* – or an agency EEO Policy that conforms to city, state and federal laws – for use by managers, supervisors, and legal, human resources and EEO professionals. Include, or attach as addenda: a policy against sexual harassment; uniform and responsive procedures for investigating discrimination complaints and providing reasonable accommodations; an up-to-date list of protected classes under NYC and NYS Human Rights Laws; and current contact information for the agency's EEO professionals, as well as federal, state and local agencies that enforce laws against discrimination.
- ✓ The agency's aforementioned EEO policy statement included a link to the City's EEO Policy, *Equal Employment Opportunity Policy, Standards and Procedures to Be Utilized by City Agencies*. The City's EEO Policy (which was posted on the agency's intranet site during the period in review); included sections on sexual harassment, request for reasonable accommodations, and discrimination complaint investigations, and linked to "*The Guidelines for the Implementation of the City's Discrimination Complaint Procedures*" and the City's "*Reasonable Accommodation Policy and Procedure.*" In September 2014 all employees received the EEO handbook, *About EEO: What You Need to Know*, which included sections on sexual harassment, reasonable accommodations, and the EEO complaint process (which included a procedural chart for employees who believe they have been discriminated against); 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 EEO policy statement included contact information for the agency's principal EEO Professional and a link to contact information for the agency's EEO Counselors.

II. EEO TRAINING FOR AGENCY:

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

3. 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 unlawful discriminatory practices under local, state and federal EEO laws; EEO rights and/or responsibilities; discrimination complaint and investigation procedures; prevention of sexual harassment; and reasonable accommodation procedures.
- ✓ The agency provided documentation that EEO Counselors conducted agency wide EEO training in 2014. For the period in review, the agency reported in its *Agency Quarterly Report on EEO Activity* that *EEO and Diversity & Inclusion* training was conducted for 6021 employees in fiscal year 2013, 7712 employees in fiscal year 2014, 8040 employees in fiscal year 2015, and 2027 employees in the 1st and 2nd quarters of fiscal year 2016 (approximately 87%, 112%, 116%, and 29% of the workforce² respectively).

² Based on workforce headcount at the end of the period in review, December 31, 2015 (See Appendix 2).

III. EMPLOYMENT PRACTICES (Recruitment, Hiring & Promotion):

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

4. 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 the agency may otherwise use discretion in hiring.
 - ✓ During the period in review, the agency maintained a list of recruitment outreach sources serving women, minorities, and other protected groups, including *Nontraditional Employment for Women, Association for Women in Architecture, National Society of Black Engineers, Society of Hispanic Professional Engineers, Society of Women Engineers, American Indian Science and Engineering Society, Association for Latin Professionals in Finance and Accounting, National Association of Black Accountants, and National Black MBA Association.*
 - The agency did not assess recruitment efforts to determine whether such efforts adversely impacted any particular group. The *3rd quarter of fiscal year 2013 CEEDs Report – Work Force Compared with Internal and External Pools* (the first quarter of the audit period) and the *2nd quarter of fiscal year 2016 CEEDs Report – Work Force Compared with Internal and External Pools* (the last quarter of the audit period) indicated underutilization of protected classes in twelve (12) job groups (See Appendices 3 & 4). Corrective Action Required.

Corrective Action #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, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

5. 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.
 - ✓ During the period in review, the principal HR Professional discussed the agency's employment practices and policies via email regularly with the General Counsel and Deputy General Counsel, and as needed with the principal EEO professional. Since August 2015, the principal EEO Professional, the principal HR Professional, Deputy EEO Officer, Advocate, Assistant Commissioner for Budget, Director of Labor Relations, and Senior Labor Relations Analyst met biweekly to discuss the agency's EEO mediation and employment practices, programs, and policies. In their November 20, 2015 meeting, the principal EEO Professional shared the *1st quarter of fiscal year 2016 CEEDs Report - Work Force Compared with Internal and External Pools.*

- The principal EEO professional, principal Human Resources Professional and General Counsel did not meet on an annual basis to review statistical information (i.e. workforce, hires, promotions, and separations by race/ethnicity and gender), EEO complaints, or identify whether there were barriers to equal opportunity within the agency and determine what, if any, corrective actions were required to correct deficiencies. Corrective Action Required.

Corrective Action #2: Ensure that 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 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.

6. 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 the manner in which candidates were selected for employment to determine whether agency selection criteria adversely impacted any particular racial, ethnic, disability, or gender group. Corrective Action Required.

Corrective Action #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.

7. 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.
- The *2nd quarter of fiscal year 2016 CEEDs Report – Work Force Compared with Internal and External Pools* (the last quarter of the audit period) indicated underutilization of females in six (6) job groups, Blacks in seven (7) job groups, Hispanics in one (1) job group, and Asians in three (3) job groups, which may include discretionary titles (See Appendix 4). Corrective Action Required.

Corrective Action #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.

8. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with Department of Citywide Administrative Services (DCAS) or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
- The 2nd quarter of fiscal year 2016 CEEDs Report – Work Force Compared with Internal and External Pools (the last quarter of the audit period) indicated underutilization of females in six (6) job groups, Blacks in seven (7) job groups, Hispanics in one (1) job group, and Asians in three (3) job groups, which may include civil service titles (See Appendix 4). Corrective Action Required.

Corrective Action #5 If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

9. Ensure that human resources professionals, managers, supervisors, and other personnel involved in recruiting and hiring are trained to consider EEO laws/policies and use uniform, job-related techniques to identify, interview and select the most capable candidates (e.g. structured interview training or guide).
 - ✓ During the period in review the agency provided structured interview training to 335 employees and developed a body of structured interview questions that were reviewed by an EEO professional prior to being used to interview candidates.
10. Promote employees' awareness of opportunities for promotion and transfer within the agency, and ensure that employees are considered for such opportunities.
 - ✓ The Human Resources Department promoted employees' awareness of opportunities for promotion and transfer within the agency via monthly emails titled "*Job and Promotional Opportunities at Parks & Recreation*." The emails directed employees to the intranet site "[t]o see the detailed descriptions, how to apply and for other opportunities to grow at Park."
11. At minimum, indicate the agency is an equal opportunity employer in recruitment literature.

- ✓ The agency advertised several job vacancies during the period in review, including *Investigator (Discipline)*, *Recreation Supervisor*, *Community Coordinator*, and *Agency Chief Contracting Officer*. Each job vacancy notice stated “[t]he City of New York and The City of New York/ Parks & Recreation are Equal Opportunity Employers M/F/D/V.” The agency also advertised five vacancies in print, including *Architect*, *Auditor*, *Data Analytics Specialist*, *ACCO for Capital Division*, and *Environment*, all contained the equal opportunity employer acronym, “EOE.”
- 12. 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)* of each applicant, and *recruitment source*. Ensure that the process avoids the appearance of bias by delegating the responsibility for recording and maintaining this information to an individual other than the hiring manager.
- ✓ During the period in review the agency exclusively used eHire, which captured the *position*, *applicants’/candidates’ names*, *identification number*, *ethnicity*, *gender*, *disability status*, *veteran status*, and *recruitment source* of each applicant; and had the ability to capture candidate information such as *interview date*, *interviewers’ names*, *result*, and *reason selected/not selected (or disposition)*.

IV. CAREER COUNSELING:

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

- 13. Designate a professional (may be referred to as the Career Counselor) with appropriate training, knowledge and familiarity with career opportunities in City government to provide career counseling to employees upon request. Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.
- ✓ During the period in review, a list of the agency’s five (5) Career Counselors and their phone numbers were posted to the intranet site under the *Equal Employment Opportunity* section. The Career Counselors list stated “[t]he Counselors are available to meet with all year-round regarding their career paths at Parks & Recreation. The services include, but are not limited to: information on how job vacancies filled, schedule of upcoming civil service exams and training opportunities.” In addition, the agency formed an internal Career Counseling working group in response to a 2014 employee satisfaction survey. The working group recommended the adoption of six (6) Career Coaches to guide and mentor non-supervisory staff in their career development and to provide information on civil service opportunities. The Career Counseling working group’s findings were presented to the Commissioner in December 2015.

NOTE: Remind employees of the identity/type of guidance available from the Career Counselor at least once each year.

- 14. 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.

- ✓ During the period in review, the principal Human Resources Professional met bi-weekly with the principal EEO Professional to discuss EEO related matters; directed supervisors via email to provide employees with copies of their job responsibilities and performance evaluation standards; and informed the principal EEO Professional of efforts the agency made to accommodate qualified individuals with disabilities. The Human Resources Department notified employees via email of job postings monthly and civil service examinations annually. The EEO Office processed requests for reasonable accommodation and new employees were advised of the EEO policies, EEO complaint procedures, and their rights and responsibilities under such policies via the *About EEO: What You May Not Know* booklet that was distributed during new-employee orientation.

NOTE: The agency stated that cross-training could occur within individual departments as determined by supervisors but documentation was not provided that any such training occurred during the period in review.

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

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

15. 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.
 - ✓ During the period in review, the agency provided its EEO policies in large print upon request. In addition, the agency's internal/external job vacancy notices, provided telephone numbers for applicants to call to make reasonable accommodation requests, and specified "*if you ... require a reasonable accommodation during the application process, please call the Personnel Division*" and "*M/F/D/V Telecommunications Devices for the Deaf.*"
16. Document reasonable accommodation requests and their outcomes.
 - ✓ All reasonable accommodation requests were documented via a reasonable accommodation request form, and the EEO Office maintained all requests through an electronic tracking log. During the period in review the agency documented 140 requests for accommodation via its reasonable accommodation requests log.

VI. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION - EEO PROFESSIONALS:

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

17. 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 principal EEO Professional completed DCAS' trainings, "*EEO Basic Training*" in 2012 and "*EEOC's ADA and Reasonable Accommodation Training*" in 2013. In August 2015, all employees were notified via email of the appointment of a new principal EEO Professional, who formerly was a Deputy EEO Officer at the agency. The principal EEO Professional received *Unconscious Bias* training through DCAS in 2015, and completed various continuing legal education courses, including *Title XI Training for CUNY Campuses, 2014 NYSBA Annual Meeting: Labor & Employment Law Section Meeting, 2014 Labor & Employment Year In Review, Employment Discrimination Law & Litigation 2014, Spring 2014 Labor & Employment Law Update, 2015 NYSBA Annual Meeting: Labor & Employment Law Section Meeting, Court-Annexed Mediation: Preparing for the Inevitable, Understanding Employment Law 2015, Spring 2015 Labor & Employment Law Update, Employment Discrimination Law & Litigation 2015, International Employment Law 2015, and Employment Law Institute 2015.*
18. 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's EEO Office consisted of an *Attorney, Investigator, Policy Analyst, Administrative Assistant, Deputy EEO Officer*, and the principal EEO Professional. In addition to the EEO Office, the agency had 21 *EEO Counselors*, six (6) of which received DCAS's *EEO Basic Training* during the period in review. The agency reported that the principal EEO Professional provided internal training to its *EEO Counselors* on February 3, 2013. Training topics included "*What Is My Role as an EEO Counselor; Overview of Federal Laws; Overview of NY State Human Rights Law; Overview of NY City Human Rights Law; Employment Decisions Covered by Discrimination Laws; Harassment; Anti-discrimination Protections; Drug Dependency and Alcoholism; Domestic Violence, Sex Offenses or Stalking; Interacting with Interviewees; [and] Assessing the Credibility – Rule from EEO*"
- The agency did not provide documentation that all EEO Professionals were trained in EEO laws and procedures and knew how to carry out their responsibilities under the EEO Policy. Corrective Action Required.
- Corrective Action #6:** Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

19. 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.
- ✓ During the period in review, the principal EEO Professional reported directly to the Commissioner. This reporting relationship was reflected in the agency's organizational chart dated August 2015.

20. 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 General Counsel) and the principal EEO Professional regarding decisions that impact the administration and operation of the EEO program.

- ✓ From the date of appointment in August 2015, the principal EEO Professional met bi-weekly with the Commissioner to discuss the administration and operation of the agency's EEO program. The principal EEO Professional's notes from these meetings included the following discussion topics, "*EEO Plan basic components, Orientation for [EEO] Investigators, EEO Book, EEO Policy Statement, EEO Training, DCAS Training EEO[, and] EEO slogans.*"

NOTE: To ensure the integrity and continuity of the EEO Program, maintain appropriate documentation of meetings and other communications (i.e. memos to file, electronic word processed notes, meeting agendas, meeting minutes).

VII. RESPONSIBILITY FOR EEO PLAN IMPLEMENTATION – SUPERVISORS/MANAGERS:
Determination: The agency is in compliance with the standards for this subject area.

21. Establish and administer an annual managerial/non-managerial performance evaluation program to be used for probationary periods, promotions, assignments, incentives and training.
- ✓ In 2013, 2014, and 2015, the principal Human Resources Professional directed supervisors via email to complete annual performance evaluations for their employees. In advance of the evaluation period, supervisors provided employees with copies of their job responsibilities and performance evaluation standards. Employees reviewed their responsibilities and performance expectations and signed their performance evaluations. Signed copies of the evaluations were provided to employees and maintained by the Human Resources Department.
22. 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 EEO section of the agency's managerial performance evaluation form contained three (3) checkboxes, *Violated EEO Policy; Failure to cooperate with EEO Office, or (if supervisor/manager) failed to promptly report any allegations of discriminatory conduct; and Provided exceptional service in support of EEO Office.*



VIII. REPORTING STANDARD FOR AGENCY HEAD:

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

23. Submit to the EEPC an Annual Plan of measures and programs to provide equal employment opportunity, and quarterly reports³ (up to 30 days following each quarter) on efforts to implement the plan.

✓ The agency provided all Annual Plans and quarterly reports for all years in review.

After implementation of the EEPC's corrective actions, if any:

1. The agency head distributes a memorandum 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.

Final 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

The agency has 6 required corrective action(s) at this time.

Pursuant to Chapter 36 of the New York City Charter, your agency has the *option* to respond to this *preliminary determination*, but must respond to our Final Determination if corrective action is required.

Optional Response to preliminary determination: If submitted, your optional response should indicate, with attached documentation, what steps your agency has taken or will take to implement the prescribed corrective actions, and must be received in our office within 14 days from the date of this letter. No extensions will be granted for the *option* to respond to the *preliminary determination*.

(Optional Conference) During the Optional Conference, we will discuss the immediate steps your agency should take and address questions regarding your agency's implementation of the prescribed corrective action(s).

(No Response Option) If your agency does not respond to this preliminary determination within 14 days, it will become the EEPC's Final Determination.

Mandatory Response to Final Determination: Following this preliminary determination, the EEPC will issue a Final Determination where we may modify or eliminate the corrective actions based on verified information; identify remaining action which requires further monitoring in order to ensure implementation; and assign a mandatory compliance-monitoring period of up to 6 months for this

³ Submission of Quarterly Reports on EEO Activity is *optional* for non-Mayoral agencies.



purpose. Pursuant to Chapter 36 of the New York City Charter your agency must respond to our Final Determination within 30 days. Your response to the Final Determination will initiate the compliance monitoring period.

In closing, we want to thank you and your staff for the cooperation extended to the Equal Employment Practices Commission's EEO Program Analysts during the course of our audit and analysis.

Respectfully Submitted by,

A handwritten signature in cursive script that reads "William Peterson". The signature is written in dark ink and is positioned above a horizontal line.

William Peterson, EEO Program Analyst

Approved by,

A handwritten signature in cursive script that reads "Marie C. David For". The signature is written in dark ink and is positioned above a horizontal line.

Charise L. Terry, PHR
Executive Director

c: Iyana Titus, Principal EEO Professional

Appendix - 1

Department of Parks & Recreation
EEO Job Group Descriptions

**DESCRIPTION OF
CITYWIDE EQUAL EMPLOYMENT OPPORTUNITY DATABASE SYSTEM (CEEDS)
JOB GROUP CATEGORIES**

001 Administrators: Occupations in which employees set broad policies and exercise overall responsibility for the execution of these policies. This category includes: elected officials, commissioners, executive directors, deputy commissioners, chairpersons, general counsels, controllers, chiefs of department, inspector generals and kindred workers.

002 Managers: Occupations in which employees direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. This category includes: assistant commissioners, deputy directors, assistant directors, project managers, special assistants, superintendents, deputy counsels and kindred workers.

003 Management Specialists: Occupations which require specialized and theoretical knowledge of management, finance or personnel, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: accountants, underwriters, financial analysts, personnel analysts, staff analysts, program analysts, buyers, purchasing specialists, inspectors, research analysts, program officers, project coordinators and kindred workers.

004 Science Professionals: Occupations which require specialized and theoretical knowledge of various scientific or mathematical fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: architects, engineers (chemical, nuclear, civil, electrical, industrial, mechanical, marine), computer specialists, telecommunications specialists, actuaries, statisticians, physicists, chemists, geologists, biologists, foresters and kindred workers.

005 Health Professionals: Occupations which require specialized and theoretical knowledge of the medical or health fields, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: physicians, dentists, veterinarians, optometrists, podiatrists, registered nurses, pharmacists, dieticians, occupational therapists, physical therapists, speech therapists, physician's assistants and kindred workers.

006 Social Scientists: Occupations which require specialized and theoretical knowledge of the social sciences, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: librarians, archivists, economists, psychologists, sociologists, urban planners and kindred workers.

007 Social Workers: Occupations which require specialized and theoretical knowledge of social work, youth and family counseling, addiction treatment and casework, which is usually acquired through college or training or through work experience and other training which provides comparable knowledge. This category includes: caseworkers, probation officers, correctional counselors, juvenile counselors, addiction treatment counselors, eligibility specialists, human rights specialists, community liaison workers, clergy and kindred workers.

008 Lawyers: Occupations which require specialized and theoretical knowledge of the law and the judicial process, which is usually acquired through college training. This category includes: attorneys, assistant district attorneys, counsels, assistant counsels, deputy counsels, law judges, and kindred workers.

009 Public Relations: Occupations which require special knowledge or skills in public relations, journalism, modern language or the fine arts, which are usually acquired through college training, specialized post-secondary school education, or work experience or training which provides comparable knowledge. This category includes: technical writers, graphic designers, musicians, actors, directors, announcers, painters, illustrators, photographers, artists, editors, press officers, public relations specialists, public relations advisors, interpreters, customer service specialists and kindred workers.

010 Technicians: Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. This category includes: health technicians (clinical laboratory, dental hygienists, health records, radiologic

and licensed practical nurses), electrical and electronic technicians, engineering technicians (electrical, electronic, industrial, and mechanical), drafting occupations, surveying and mapping technicians, science technicians, airline pilots and navigators, air traffic controllers, broadcast equipment operators, computer programmers, legal assistants, investigators, and kindred workers.

011 Sales: Not applicable.

012 Clerical Supervisors: Occupations in which employees are responsible for overseeing and supervising the duties of clerical staff. This category includes: chief clerks, supervising clerks, principal administrative associates, supervising cashiers, telegraph superintendents, supervising stenographers and kindred workers.

013 Clerical: Occupations in which employees are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. This category includes: cashiers, computer operators, word processors, secretaries, stenographers, typists, ticket agents, receptionists, clerks (information, personnel, file, library, records), bookkeepers, office machine operators, telephone operators, messengers, dispatchers, stock clerks, meter readers, office aides, general office clerks, bank tellers and kindred workers.

014 Household Services: Not applicable.

015 Police Supervisors: Occupations in which uniformed employees with peace officers status set broad policies in the area of public safety and security, exercise overall responsibility for execution of policies, direct individual units or special phases of the agency's operations, or supervise on a regional, district or area basis. This category includes: sergeants, captains, lieutenants, inspectors, captains (correction), wardens and kindred workers.

016 Fire Supervisors: Occupations in which uniformed employees set broad policies in the area of public safety and protection; exercise overall responsibility for execution of policies; direct individual units or special phases of the agency's operations; or supervise on a regional, district or area basis. This category includes: lieutenants, captains, battalion chiefs, deputy chiefs, supervising fire marshals, supervising fire prevention inspectors and kindred workers.

017 Firefighters: Occupations in which uniformed employees are entrusted with public safety, security and protection from destructive forces. This category includes: firefighters, marine engineers (uniformed), fire prevention inspectors, fire protection inspectors and kindred workers.

018 Police and Detectives: Occupations in which uniformed employees with peace officer status are entrusted with public safety, security and protection. This category includes: police officer, detectives, correction officers, bridge and tunnel officers, sheriffs, special officers, enforcement agents (traffic, sanitation) and kindred workers.

019 Guards: Occupations in which employees are entrusted with public safety and security. This category includes: school crossing guards, housing guards, watch persons, lifeguards, park rangers, school guards and kindred workers.

020 Food Preparation: Occupations in which employees are responsible for the preparation and distribution of food, or management of food services, in City facilities (e.g. schools, correctional institutions, and concessions). This category includes: cooks, school lunch helpers, school lunch managers, food service managers, commissary managers and kindred workers.

021 Health Services: Occupations in which employees are responsible for assisting health professionals in maintaining and promoting the health, hygiene and safety of the general public. This category includes: dental assistants, dietary aides, public health assistants, nurse's aides, institutional aides, health aides, orderlies, and kindred workers.

022 Building Services: Occupations in which employees perform duties which result in or contribute to the upkeep and care of buildings and facilities. This category includes: custodians, cleaners, caretakers, maintainers, elevator operators and starters, exterminators, pest control aides and kindred workers.

023 Personal Services: Occupations in which employees perform duties which result in or contribute to the comfort or convenience of the general public. This category includes: housekeepers, barbers, attendants, railroad porters, homemakers, matrons and kindred workers.

024 Farming: Occupations in which employees perform duties which result in or contribute to the upkeep and care of agricultural/botanical/zoological facilities or grounds of public property. This category includes: herbarium aides, aquarium technicians, botanical gardening aides, gardeners, groundskeepers, pruners, hostlers, menagerie keepers, horseshoers and kindred workers.

025 Craft: Occupations in which employees perform duties which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work in which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: mechanics, equipment repairers, telephone line installers, small instrument repairers, brick masons, carpenters, electricians, plumbers, mining occupations, tool and die makers, sheet metal workers, tailors, butchers, bakers, machine operators, locksmiths, precision handworking occupations and kindred workers.

026 Operators: Occupations in which employees perform duties which require specialized machine skills which are required through on-the-job training and experience or through apprenticeship or other formal training programs. This category includes: printing press operators, high pressure boiler operators, laundry workers and kindred workers.

027 Transportation: Occupations in which employees perform duties which require motor vehicle, bus, train, or other transportation operation skills which are acquired through on-the-job training and experience or through other formal training programs. This category includes: bus drivers, chauffeurs, motor vehicle operators, trainmasters, ferry terminal supervisors and kindred workers.

028 Laborers: Occupations in which employees perform duties which result in or contribute to the comfort, convenience, hygiene or safety of the general public, or which contribute to the upkeep and care of buildings and facilities. There are no job qualification requirements for titles in this category. This category includes: skilled craft helpers and apprentices, construction laborers, stock handlers, garage and service station related occupations, car cleaners, seasonal park helpers, track workers, assistant highway repairers and kindred workers.

029 Sanitation Workers: Occupations in which employees perform duties which result in or contribute to the cleanliness, hygiene and safety of the public domain. Qualification requirements, which include civil service examinations, exist for titles in this category. This category includes: sanitation workers, debris removers and kindred workers.

030 Teachers: Occupations which require specialized and theoretical knowledge of education and instructional methods, which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes: teachers, instructors, professors, lecturers, fitness instructors, graduate assistants, fellows, adjunct professors, substitute teachers, trade instructors, education/vocational counselors, education analysts, education officers, institutional instructors and kindred workers.

031 Paraprofessionals: Occupations in which employees perform some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion. This category includes: administrative assistants, project associates, coordinators, community associates and assistants, community service aides, research associates, welfare service workers, child care workers and kindred workers.

Appendix - 2

Department of Parks & Recreation
Workforce Composition Summary
2nd Quarter of Fiscal Year 2016
End of Audit Period

RUN DATE: 01/05/16
 RUN TIME: 08:37:43.4

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
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 AGENCY 846 DEPARTMENT OF PARKS & RECREATION

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95834	DIRECTOR OF COMMUNITY INVO	1	0	0	0	0	0	0	0	0	0	0	0	0	1
95836	EXECUTIVE ASSISTANT TO THE	0	0	0	0	0	0	1	0	0	0	0	0	0	1
95838	DIRECTOR OF URBAN PARK RAN	0	1	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		131	41	23	16	2	0	67	18	13	7	1	0	0	319
		41.07	12.85	7.21	5.02	0.63	0.00	21.00	5.64	4.08	2.19	0.31	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 003 MANAGEMENT SPECIALISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
06316	INVESTIGATOR (DISCIPLINE)	1	1	1	0	0	0	0	2	1	0	0	0	0	0	6
1002A	ADMINISTRATIVE STAFF ANALY	9	1	1	1	0	0	6	4	3	3	0	0	0	0	28
1002C	ADMINISTRATIVE MANAGER NON	21	4	7	9	0	0	45	19	18	9	0	0	0	0	132
1002D	ADMINISTRATIVE STAFF ANALY	9	1	1	1	0	0	7	4	2	3	0	0	0	0	28
1002E	ADMINISTRATIVE STAFF ANALY	3	0	0	2	0	0	3	0	0	0	0	0	0	0	8
12158	PROCUREMENT ANALYST	3	1	3	3	0	0	3	8	5	1	0	0	0	0	27
12626	STAFF ANALYST	2	2	1	3	0	0	2	4	0	0	0	0	0	0	14
12627	ASSOCIATE STAFF ANALYST	4	4	0	0	0	0	7	3	1	2	1	0	0	0	22
13368	LABOR RELATIONS ANALYST	1	1	1	1	0	0	1	0	0	0	0	0	0	0	5
13369	ASSOCIATE LABOR RELATIONS	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
22426	PROJECT MANAGER	2	5	0	2	0	0	1	2	0	0	0	0	0	0	12
22427	ASSOCIATE PROJECT MANAGER	17	7	7	12	0	2	10	1	3	4	1	0	0	0	64
31622	INSPECTOR (CONSTRUCTION)	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
34172	QUALITY ASSURANCE SPECIALI	1	1	0	1	0	0	0	0	0	1	0	0	0	0	4
34190	ASSOCIATE QUALITY ASSURANC	0	1	1	0	0	0	1	1	1	0	0	0	0	0	5
40510	ACCOUNTANT	1	0	0	0	0	0	0	0	0	0	0	0	0	0	1
60216	PUBLIC RECORDS OFFICER	2	1	0	0	0	0	0	0	0	0	0	0	0	0	3
EEO JOB GROUP TOTAL.....:		76	31	23	35	0	2	86	48	35	23	2	0	0	0	361
		21.05	8.59	6.37	9.70	0.00	0.55	23.82	13.30	9.70	6.37	0.55	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 004 SCIENCE PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
1001A	ADMINISTRATIVE ENGINEER (N	1	0	0	2	0	0	0	0	0	0	0	0	0	0	3
1002G	ADMINISTRATIVE LANDSCAPE A	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
13611	COMPUTER ASSOCIATE (TECHNI	0	2	2	1	0	1	0	0	0	1	0	0	0	0	7
13621	COMPUTER ASSOCIATE (OPERAT	4	2	3	3	0	0	0	1	1	0	0	0	0	0	14
13631	COMPUTER ASSOCIATE (SOFTWA	12	3	4	6	0	0	5	1	2	0	0	0	0	0	33
13632	COMPUTER SPECIALIST (SOFTW	2	0	0	0	0	0	0	0	0	0	0	0	0	0	2
13643	CERTIFIED IT DEVELOPER (AP	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
13644	CERTIFIED IT ADMINISTRATOR	0	0	1	0	0	0	0	0	1	1	0	0	0	0	3
13651	COMPUTER PROGRAMMER ANALYS	2	0	0	1	0	0	0	0	0	1	0	0	0	0	4
20202	CIVIL ENGINEERING INTERN	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
20210	ASSISTANT CIVIL ENGINEER	3	1	1	0	0	0	0	0	0	0	0	0	0	0	5
20215	CIVIL ENGINEER	1	0	0	1	0	0	0	0	0	1	0	0	0	0	3

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QUARTER 2 YEAR 2016

CODE	DESCRIPTION	WHITE	BLACK	HISPANIC	ASIAN	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN	AM IND ALASK	UN-KNOWN	OTHER	TOTAL EMP
20247	TELECOMMUNICATIONS ASSOCIA	4	4	2	2	0	0	0	0	0	0	0	0	0	12
20310	ASSISTANT ELECTRICAL ENGIN	1	1	0	2	0	0	0	0	0	0	0	0	0	4
20410	ASSISTANT MECHANICAL ENGIN	1	3	0	2	0	0	0	0	0	0	0	0	0	6
20415	MECHANICAL ENGINEER	1	0	0	2	0	0	0	0	0	0	0	0	0	3
20616	ENVIRONMENTAL ENGINEERING	1	0	0	0	0	0	0	0	0	0	1	0	0	2
20617	ASSISTANT ENVIRONMENTAL EN	0	0	0	1	0	0	0	0	0	0	0	0	0	1
20618	ENVIRONMENTAL ENGINEER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
21015	SURVEYOR	3	2	0	2	0	0	1	0	0	0	0	0	0	8
21210	ASSISTANT ARCHITECT	1	2	0	0	0	0	1	0	0	0	0	0	0	4
21215	ARCHITECT	2	1	0	1	0	0	2	0	0	0	0	0	0	6
21306	LANDSCAPE ARCHITECTURAL IN	3	0	0	1	0	0	3	0	0	0	0	0	0	7
21310	ASSISTANT LANDSCAPE ARCHIT	11	1	0	1	0	0	16	2	0	0	0	0	0	31
21315	LANDSCAPE ARCHITECT	39	1	1	1	1	0	20	2	1	4	0	0	0	70
21744	CITY RESEARCH SCIENTIST (A	0	1	0	0	0	0	4	0	0	1	0	0	0	6
60910	RESEARCH ASSISTANT	1	0	0	0	0	0	1	0	0	1	0	0	0	3
81361	FORESTER	31	3	1	2	1	0	15	2	1	3	0	0	0	59
EEO JOB GROUP TOTAL.....:		125	28	15	31	2	1	69	8	7	14	0	0	0	300
		41.67	9.33	5.00	10.33	0.67	0.33	23.00	2.67	2.33	4.67	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 005 HEALTH PROFESSIONALS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP	
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN			
50410	NUTRITIONIST	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
		0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 006 SOCIAL SCIENTISTS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
1003A	ADMINISTRATIVE LANDMARKS P	1	0	0	0	0	0	0	0	0	0	0	0	0	1
1005A	ADMINISTRATIVE CITY PLANNE	1	0	0	1	0	0	0	0	0	0	0	0	0	2
22092	ASSISTANT URBAN DESIGNER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
22122	CITY PLANNER	6	1	1	1	0	0	7	1	0	1	0	0	0	18
22124	ASSOCIATE URBAN DESIGNER	4	0	1	1	0	0	3	0	0	0	0	0	0	9
92237	LANDMARKS PRESERVATIONIST	1	0	0	0	0	0	1	0	0	2	0	0	0	4
EEO JOB GROUP TOTAL.....:		14	1	2	3	0	0	11	1	0	3	0	0	0	35
		40.00	2.86	5.71	8.57	0.00	0.00	31.43	2.86	0.00	8.57	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 007 SOCIAL WORKERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPANIC	ASIAN PACIS	AM IND ALASK	UN-KNOWN		

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TITLE	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	OTHER	TOTAL EMP
06070 RECREATION SPECIALIST (DPR)	18	40	22	10	0	2	18	25	17	5	0	5	0	162
60430 RECREATION DIRECTOR	7	13	1	0	0	0	1	7	1	0	0	0	0	30
60440 RECREATION SUPERVISOR	16	26	9	2	0	0	17	31	14	1	0	0	0	116
EEO JOB GROUP TOTAL.....:	41	79	32	12	0	2	36	63	32	6	0	5	0	308
	13.31	25.65	10.39	3.90	0.00	0.65	11.69	20.45	10.39	1.95	0.00	1.62	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 008 LAWYERS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
30087	AGENCY ATTORNEY	4	0	0	1	0	1	5	2	0	1	0	0	0	14
	EEO JOB GROUP TOTAL.....:	4	0	0	1	0	1	5	2	0	1	0	0	14	
		28.58	0.00	0.00	7.14	0.00	7.14	35.71	14.29	0.00	7.14	0.00	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 009 PUBLIC RELATIONS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
60414	PUPPETEER	2	0	0	0	0	0	1	0	0	0	0	0	3	
90635	SENIOR PHOTOGRAPHER	0	1	1	0	0	0	0	0	0	0	0	0	2	
	EEO JOB GROUP TOTAL.....:	2	1	1	0	0	0	1	0	0	0	0	0	5	
		40.00	20.00	20.00	0.00	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 010 TECHNICIANS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
13615	COMPUTER SERVICE TECHNICIA	0	0	0	1	0	0	0	0	0	0	0	0	1	
13616	SUPERVISING COMPUTER SERVI	3	0	1	0	0	0	0	0	0	0	0	0	4	
13620	COMPUTER AIDE	3	3	1	1	0	0	1	1	1	0	0	0	11	
20113	ENGINEERING TECHNICIAN	1	1	0	0	0	0	0	0	0	0	0	0	2	
22121	CITY PLANNING TECHNICIAN	0	0	0	0	0	0	0	1	0	1	0	0	2	
	EEO JOB GROUP TOTAL.....:	7	4	2	2	0	0	1	2	1	1	0	0	20	
		35.00	20.00	10.00	10.00	0.00	0.00	5.00	10.00	5.00	5.00	0.00	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 012 CLERICAL SUPERVISORS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		

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10124 PRINCIPAL ADMINISTRATIVE A	12	3	2	2	0	0	24	15	6	1	0	0	0	65
EEO JOB GROUP TOTAL.....:	12	3	2	2	0	0	24	15	6	1	0	0	0	65
	18.45	4.62	3.08	3.08	0.00	0.00	36.92	23.08	9.23	1.54	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 013 CLERICAL

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
10250	CLERICAL AIDE	0	0	0	0	0	0	0	2	1	0	0	0	0	3
10251	CLERICAL ASSOCIATE	2	10	5	1	0	0	16	44	15	3	1	0	97	
10252	SECRETARY	0	0	0	0	0	0	0	1	0	0	0	0	1	
12200	STOCK WORKER	0	0	1	0	0	0	0	0	0	0	0	0	1	
12202	SUPERVISOR OF STOCK WORKER	0	1	0	0	0	0	0	0	0	0	0	0	1	
EEO JOB GROUP TOTAL.....:		2	11	6	1	0	0	16	47	16	3	1	0	103	
		1.95	10.68	5.83	0.97	0.00	0.00	15.53	45.63	15.53	2.91	0.97	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 018 POLICE

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
60421	URBAN PARK RANGER	38	44	41	11	1	2	21	31	23	4	0	1	217	
60422	ASSOCIATE URBAN PARK RANGE	11	7	9	1	0	0	8	9	10	0	0	0	55	
EEO JOB GROUP TOTAL.....:		49	51	50	12	1	2	29	40	33	4	0	1	272	
		18.01	18.75	18.38	4.41	0.37	0.74	10.66	14.71	12.13	1.47	0.00	0.37	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 019 GUARDS

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		
71205	LIFEGUARD	5	6	20	1	0	0	1	0	3	0	0	0	36	
71210	CHIEF LIFEGUARD	4	4	15	0	0	2	1	0	2	0	0	0	28	
EEO JOB GROUP TOTAL.....:		9	10	35	1	0	2	2	0	5	0	0	0	64	
		14.05	15.63	54.69	1.56	0.00	3.13	3.13	0.00	7.81	0.00	0.00	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 022 BUILDING SERVICES

TITLE CODE	TITLE DESCRIPTION	MALE						FEMALE						OTHER	TOTAL EMP
		WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN	WHITE	BLACK	HISPN	ASIAN PACIS	AM IND ALASK	UN-KNOWN		

RUN DATE: 01/05/16
 RUN TIME: 08:37:43.4

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
 CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
 WORK FORCE COMPOSITION SUMMARY
 AGENCY 846 DEPARTMENT OF PARKS & RECREATION

PAGE: 219
 REPORT: EBEPR210

QUARTER 2 YEAR 2016

TITLE	WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-	WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-	OTHER	TOTAL
CODE	DESCRIPTION			PACIS	ALASKA	KNOWN				PACIS	ALASKA	KNOWN		EMP
92071	SUPERVISOR CARPENTER	3	0	0	0	0	0	0	0	0	0	0	0	3
92210	CEMENT MASON	7	0	0	0	0	0	0	0	0	0	0	0	7
92235	PLASTERER	1	0	1	0	0	0	0	0	0	0	0	0	2
92305	BLACKSMITH	12	0	1	0	0	0	0	0	0	0	0	0	13
92340	SHEET METAL WORKER	4	0	1	0	0	0	1	0	0	0	0	0	6
92508	AUTOMOTIVE SERVICE WORKER	0	3	3	2	0	0	0	0	0	0	0	0	8
92510	AUTO MECHANIC	7	1	1	1	0	0	0	0	0	0	0	0	10
92511	AUTO MECHANIC (DIESEL)	1	3	1	1	0	0	0	0	0	0	0	0	6
92575	SUPERVISOR OF MECHANICS (M)	3	0	1	0	0	0	0	0	0	0	0	0	4
92587	MARINE MAINTENANCE MECHANIC	1	0	1	0	0	0	0	0	0	0	0	0	2
92590	TELEPHONE SERVICE TECHNICIAN	0	3	0	1	1	0	0	0	0	0	0	0	5
92610	MACHINIST	3	0	0	0	0	0	0	0	0	0	0	0	3
EEO JOB GROUP TOTAL.....:		243	27	37	11	1	0	1	1	0	0	0	0	321
		75.70	8.41	11.53	3.43	0.31	0.00	0.31	0.31	0.00	0.00	0.00	0.00	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 026 OPERATORS

TITLE	TITLE	MALE						FEMALE						OTHER	TOTAL
		WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-	WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-		
CODE	DESCRIPTION				PACIS	ALASKA	KNOWN				PACIS	ALASKA	KNOWN	EMP	
91825	LETTERER AND SIGN PAINTER	1	0	0	0	0	0	0	0	0	0	0	0	0	1
EEO JOB GROUP TOTAL.....:		1	0	0	0	0	0	0	0	0	0	0	0	1	
		100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 028 LABORERS

TITLE	TITLE	MALE						FEMALE						OTHER	TOTAL
		WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-	WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-		
CODE	DESCRIPTION				PACIS	ALASKA	KNOWN				PACIS	ALASKA	KNOWN	EMP	
80633	JOB TRAINING PARTICIPANT_ (27	466	111	11	5	38	34	1221	305	16	10	57	6	2307
91406	CITY SEASONAL AIDE	1	39	13	0	0	0	2	46	20	2	1	1	0	125
91916	PLUMBER'S HELPER	3	1	0	0	0	0	0	0	0	0	0	0	0	4
91926	STEAM FITTER'S HELPER	0	2	1	0	0	0	0	0	0	0	0	0	0	3
EEO JOB GROUP TOTAL.....:		31	508	125	11	5	38	36	1267	325	18	11	58	6	2439
		1.24	20.83	5.13	0.45	0.21	1.56	1.48	51.95	13.33	0.74	0.45	2.38	0.25	100.00

AGENCY CODE : 846 DEPARTMENT OF PARKS & RECREATION
 EEO JOB GROUP : 031 PARA PROFESSIONAL OCCUPATIONS

TITLE	TITLE	MALE						FEMALE						OTHER	TOTAL
		WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-	WHITE	BLACK	HISPANIC	ASIAN	AM IND	UN-		
CODE	DESCRIPTION				PACIS	ALASKA	KNOWN				PACIS	ALASKA	KNOWN	EMP	
52406	COMMUNITY SERVICE AIDE	0	0	0	0	0	0	0	1	1	0	0	0	0	2
56056	COMMUNITY ASSISTANT	1	3	1	0	0	0	0	4	1	1	0	0	0	11
56057	COMMUNITY ASSOCIATE	35	25	13	6	0	6	43	56	40	8	1	2	0	235
56058	COMMUNITY COORDINATOR	51	28	23	6	0	0	45	49	35	13	0	0	0	250

RUN DATE: 01/05/16
RUN TIME: 08:37:43.4

NEW YORK CITY DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
CITYWIDE EQUAL EMPLOYMENT DATABASE SYSTEM (CEEDS)
WORK FORCE COMPOSITION SUMMARY
QUARTER 2 YEAR 2016 AGENCY 846 DEPARTMENT OF PARKS & RECREATION

PAGE: 220
REPORT: EBEP210

EEO JOB GROUP TOTAL.....:	87	56	37	12	0	6	88	110	77	22	1	2	0	498
	17.48	11.24	7.43	2.41	0.00	1.20	17.67	22.09	15.46	4.42	0.20	0.40	0.00	100.00

AGENCY TOTAL.....:	1264	1401	731	188	14	63	548	1825	670	108	20	71	6	6909
	18.30	20.28	10.58	2.72	0.20	0.91	7.93	26.41	9.70	1.56	0.29	1.03	0.09	100.00

Appendix - 3

Department of Parks & Recreation
Workforce Compared with Internal and External Pools
3rd Quarter of Fiscal Year 2013
Start of Audit Period

RUN DATE: 04/01/13
 RUN TIME: 8:19:42
 FY2013 Q3

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

PAGE: 103
 PROGRAM: EBP961
 EXTRACT DATE: 03/30/13

AGENCY:
 EEO VARIABLE:

846 DEPARTMENT OF PARKS & RECREATION
 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	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I
001 ADMINISTRATORS	6	5	4 N	1	1 N	0	1 N	0	0 N	0	0 N	0	0 N
002 MANAGERS	285	183	146 O	50	60	29	38 N	20	24	1	1	2	17 U
003 MNGMNT SPECS	277	132	115 O	72	86	27	36 N	45	33 N	0	1 N	1	8 N
004 SCIENCE PROFNS	204	137	94 O	17	38 U	21	21	26	43 U	2	1	1	8 N
005 HEALTH PROFNS	2	2	1 N	0	1 N	0	0 N	0	0 N	0	0 N	0	0 N
006 SOCIAL SCI	39	27	23 O	3	7 U	1	4 U	7	4	0	0 N	1	1 N
007 SOCIAL WORKERS	354	95	66 O	153	211 U	62	56	30	17 N	1	1	13	4 N
008 LAWYERS	10	5	7 U	1	2 U	0	1 U	2	1	0	0 N	2	0 O
009 PUBLIC REL	7	5	4 N	1	1 N	1	1 N	0	1 N	0	0 N	0	0 N
010 TECHNICIANS	27	11	10 O	8	9	3	5 U	5	2	0	0 N	0	1 N
012 CLERICAL SUPS	85	40	21 O	27	43 U	13	13	5	5	0	0 N	0	3 N
013 CLERICAL	136	28	31 O	70	67	34	21 O	1	9 U	1	1	2	7 N
018 POLICE	199	63	84 U	66	61	62	43 O	7	8	0	1 N	1	2 N
019 GUARDS	48	10	10 O	7	25 U	26	8 O	1	2 N	0	0 N	4	2
022 BUILD SERV	2	0	0 N	2	1 N	0	1 N	0	0 N	0	0 N	0	0 N
023 PERSONAL SERV	128	15	39 U	63	37 O	40	35	8	11 N	1	0	1	6 N
024 FARMING	1778	528	609 N	739	598 O	439	447	44	69 N	7	8	21	34 N
025 CRAFT	312	234	118 O	34	99 U	33	39	10	20 N	0	1 N	1	34 U
026 OPERATORS	2	2	1 N	0	0 N	0	0 N	0	0 N	0	0 N	0	0 N
028 LABORERS	3186	116	986 U	2262	1005 O	616	715 N	29	245 U	14	13	149	202 N
031 PARA PROFESSION	305	114	110	106	87 O	70	69	14	25 N	0	1 N	1	11 N

RUN DATE: 04/01/13
 RUN TIME: 8:19:42
 FY2013 Q3

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

PAGE: 104
 PROGRAM: EBFPP961
 EXTRACT DATE: 03/30/13

AGENCY:
 EEO VARIABLE:

846 DEPARTMENT OF PARKS & RECREATION
 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	6	4	4 N	2	2 N	0	0 N
002 MANAGERS	285	193	157 O	92	119 U	0	9 N
003 MNGMNT SPECS	277	144	159	133	114 O	0	4 N
004 SCIENCE PROFNS	204	135	135	69	64	0	5 N
005 HEALTH PROFNS	2	0	0 N	2	2 N	0	0 N
006 SOCIAL SCI	39	22	19	17	20	0	0 N
007 SOCIAL WORKERS	354	181	119 O	173	234 U	0	1 N
008 LAWYERS	10	5	5	5	5	0	0 N
009 PUBLIC REL	7	4	4 N	3	3 N	0	0 N
010 TECHNICIANS	27	20	16	7	11 U	0	0 N
012 CLERICAL SUPS	85	29	19 O	56	65 U	0	1 N
013 CLERICAL	136	28	40 U	108	91 O	0	4 N
018 POLICE	199	110	146 U	89	52 O	0	1 N
019 GUARDS	48	44	22 O	4	24 U	0	2 N
022 BUILD SERV	2	2	1 N	0	1 N	0	0 N
023 PERSONAL SERV	128	68	72	60	56	0	1 N
024 FARMING	1778	1401	1291 O	375	469 U	2	3 N
025 CRAFT	312	309	253 O	3	30 U	0	29 U
026 OPERATORS	2	2	2 N	0	0 N	0	0 N
028 LABORERS	3186	1176	2195 U	2005	846 O	5	126 N
031 PARA PROFESSION	305	119	120	186	183	0	1 N

Appendix - 4

Department of Parks & Recreation
Workforce Compared with Internal and External Pools
2nd Quarter of Fiscal Year 2016
End of Audit Period

RUN DATE: 01/05/16
 RUN TIME: 8:35:10
 FY2016 Q2

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

PAGE: 103
 PROGRAM: EBP961
 EXTRACT DATE: 12/31/15

AGENCY:
 EEO VARIABLE:

846 DEPARTMENT OF PARKS & RECREATION
 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	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I	OBSRV	EXPCT I
001 ADMINISTRATORS	5	4	3 N	1	1 N	0	1 N	0	1 N	0	0 N	0	0 N
002 MANAGERS	319	198	164 O	59	60	36	41	23	32 N	3	1 N	0	13 N
003 MNGMNT SPECS	361	162	148	79	107 U	58	47	58	47	2	1	2	7 N
004 SCIENCE PROFNS	300	194	137 O	36	53 U	22	31 N	45	68 U	2	1	1	9 N
005 HEALTH PROFNS	1	1	0 N	0	0 N	0	0 N	0	0 N	0	0 N	0	0 N
006 SOCIAL SCI	35	25	22	2	6 U	2	3 N	6	3	0	0 N	0	1 N
007 SOCIAL WORKERS	308	77	49 O	142	193 U	64	47 O	18	16	0	1 N	7	2 N
008 LAWYERS	14	9	8	2	2	0	1 U	2	1	0	0 N	1	0
009 PUBLIC REL	5	3	3 N	1	1 N	1	1 N	0	0 N	0	0 N	0	0 N
010 TECHNICIANS	20	8	7	6	7	3	4 N	3	2	0	0 N	0	0 N
012 CLERICAL SUPS	65	36	15 O	18	37 U	8	9	3	3	0	0 N	0	2 N
013 CLERICAL	103	18	19	58	55	22	16	4	7 N	1	0	0	5 N
018 POLICE	272	78	113 U	91	83	83	60 O	16	13	1	1	3	2
019 GUARDS	64	11	13	10	31 U	40	14 O	1	3 N	0	0 N	2	1
022 BUILD SERV	1	0	0 N	1	0 N	0	0 N	0	0 N	0	0 N	0	0 N
023 PERSONAL SERV	121	23	33 U	57	31 O	36	35	2	11 U	1	0	2	4 N
024 FARMING	1656	478	533 N	694	524 O	425	441	41	82 N	6	5	12	32 N
025 CRAFT	321	244	119 O	28	103 U	37	42	11	22 N	1	1	0	32 U
026 OPERATORS	1	1	0 N	0	0 N	0	0 N	0	0 N	0	0 N	0	0 N
028 LABORERS	2439	67	641 U	1775	738 O	450	553 N	29	200 U	16	7 N	102	130 N
031 PARA PROFESSION	498	175	162	166	133 O	114	122	34	48 N	1	1	8	13 N

RUN DATE: 01/05/16
 RUN TIME: 8:35:10
 FY2016 Q2

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

PAGE: 104
 PROGRAM: EBPPP961
 EXTRACT DATE: 12/31/15

AGENCY: 846 DEPARTMENT OF PARKS & RECREATION
 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	5	4	3	N	1	2	N	0	0	N
002 MANAGERS	319	213	171	O	106	134	U	0	6	N
003 MNGMNT SPECS	361	167	206	U	194	146	O	0	5	N
004 SCIENCE PROFNS	300	202	198		98	94		0	6	N
005 HEALTH PROFNS	1	0	0	N	1	1	N	0	0	N
006 SOCIAL SCI	35	20	17		15	17		0	1	N
007 SOCIAL WORKERS	308	166	99	O	142	207	U	0	1	N
008 LAWYERS	14	6	6		8	7		0	0	N
009 PUBLIC REL	5	4	3	N	1	2	N	0	0	N
010 TECHNICIANS	20	15	12		5	7	U	0	0	N
012 CLERICAL SUPS	65	19	14		46	50		0	1	N
013 CLERICAL	103	20	29	U	83	70	O	0	4	N
018 POLICE	272	165	202	U	107	69	O	0	2	N
019 GUARDS	64	57	29	O	7	33	U	0	1	N
022 BUILD SERV	1	1	1	N	0	0	N	0	0	N
023 PERSONAL SERV	121	67	65		54	49		0	0	N
024 FARMING	1656	1299	1154	O	357	460	U	0	3	N
025 CRAFT	321	319	260	O	2	32	U	0	27	U
026 OPERATORS	1	1	1	N	0	0	N	0	0	N
028 LABORERS	2439	718	1616	U	1715	575	O	6	81	N
031 PARA PROFESSION	498	198	189		300	289		0	1	N



NYC Parks

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City of New York
Parks & Recreation

Arsenal North
1234 Fifth Avenue
New York, NY 10029
www.nyc.gov/parks

April 22, 2016

Charise Terry
Executive Director,
Equal Employment Practices Commission
253 Broadway
Suite 602
New York, New York 10007

Dear Ms. Terry:

This letter is in response to your letter dated April 8, 2016 concerning your agency's preliminary determination of the Department of Parks & Recreation's (DPR) employment practices and procedures. In your letter, six areas of corrective action were identified. Below is DPR's response to those six areas of correction.

Corrective Action #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, review and update listing of recruitment outreach sources and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

Parks Response

Parks has begun to conduct adverse impact analyses (please see attached) and will continue to use the CEEDs report to identify underutilized groups. Further analyses will be conducted as positions become available in titles that have been identified as underutilized. It should also be noted that the Agency has taken measures to update and identify new recruitment sources.

Corrective Action #2

Ensure that 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 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.

Parks Response

The agency has scheduled a meeting with the General Counsel, the HR Professional and the EEO Professional for April 28, 2016 to discuss the agency's workforce data and review EEO complaints from the last three quarters.

Corrective Action #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.

Parks Response

Parks has begun to conduct adverse impact analyses (please see attached) and will continue to use the CEEDs report to identify underutilized groups. When adverse impact is identified, selection criteria will be examined and modified if necessary.

Corrective Action #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.

Parks Response

Parks has already identified a wide variety of recruitment sources to attract women, minorities and other protected groups. Adverse impact studies, such as the one attached, will be used to direct recruitment to underutilized groups when identified.

Corrective Action #5

If women and minorities or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority or female oriented publications, contact organizations serving women, minorities and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Parks Response

Parks will conduct an adverse impact study for the Park Supervisor civil service list, which is currently in use, to determine if the agency needs to work with DCAS on strategies to address any adverse impact that is discovered. Park Supervisor is part of the Farming job group, in which an underutilization of females was indicated in a recent CEEDs report.

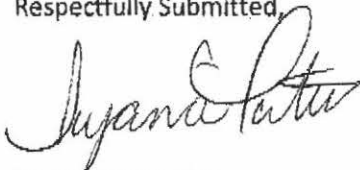
Corrective Action #6

Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Parks Response

The EEO Office has scheduled its next meeting with its EEO counselors for June 9, 2016. During that meeting, DPR will provide in house training on anti-discrimination laws and the EEO counselor's role and responsibilities.

Respectfully Submitted,



Iyana Y. Titus, Esq.

Assistant Commissioner for EEO

CC: Mitchell Silver, FAICP



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

Charise L. Terry, PHR
Executive Director

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Executive Agency Counsel/
Deputy Director

Marie Giraud, Esq.
Agency Attorney/
Director of Compliance Monitoring

253 Broadway
Suite 602
New York, NY 10007

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

BY MAIL AND EMAIL

May 5, 2016

Mitchell J. Silver, FAICP
Commissioner
Department of Parks & Recreation
830 Fifth Avenue
New York, NY 10065

RE: Final Determination #2016/846: Pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Parks & Recreation's Employment Practices and Procedures from January 1, 2013 to December 31, 2015.

Dear Commissioner Silver:

On behalf of the members of the Equal Employment Practices Commission (Commission or EEPC), thank you for your April 22, 2016 response to our April 8, 2016 Preliminary Determination and for the cooperation extended to our staff during the course of this audit.

As indicated in our Preliminary Determination, this Commission has adopted uniform standards¹ to assess agencies' employment practices and programs 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. The attached Determination contains the Commission's findings and required corrective actions pertaining to the referenced review, evaluation and monitoring of your agency's employment practices and procedures.

Chapter 36, Section 832.c of the New York City Charter requires that: 1) the EEPC assign a 6-month compliance period to monitor your agency's efforts to eliminate remaining required corrective actions; and 2) the agency provide a written response within 30 days from the date of this letter indicating corrective action taken.

¹ 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; Uniform Guidelines on Employee Selection Procedures (29 CFR §§1607.3 - 1607.7) and the equal employment opportunity requirements of the New York City Charter.



The assigned compliance-monitoring period is: June 2016 to November 2016.

If corrective actions remain: Your agency's response should indicate what steps your agency has taken, or will take, to implement the corrective actions during the designated period. Documentation which supports the implementation of each corrective action shall be uploaded to TeamCentral, the EEPC's Automated Compliance-Monitoring System. Your agency will be monitored monthly until all corrective actions have been implemented. Instruction on how to access and navigate TeamCentral is attached. Upon your agency's completion of the final corrective action, this Commission requires that your agency upload a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. Upon receipt of the final memorandum, the EEPC will issue a *Determination of Compliance*.

If no corrective actions remain: Your agency is exempt from the aforementioned monitoring period. However, this Commission requires a final memorandum signed by the agency head which informs employees of the changes implemented pursuant to our audit and re-emphasizes commitment to the EEO program. This will be considered your agency's final action. Upon receipt of the memo, a *Determination of Compliance* will be issued.

If there are further questions regarding this Final Determination or the compliance-monitoring process, please have the Principal EEO Professional call Marie Giraud, Esq., Agency Attorney/Director of Compliance Monitoring at 212-615-8942.

Thank you and your staff for your continued cooperation.

Sincerely,

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

Charise L. Terry, PHR
Executive Director

c: lyana Titus, Principal EEO Professional

FINAL DETERMINATION

Agency response indicating corrective action taken with documentation is due within 30 days.

The Equal Employment Practices Commission's findings and required corrective actions are based on the audit methodology which includes collection and analysis of the documents, records and data the agency provided in response to the *EEPC Document and Information Request Form*; the *EEPC Interview Questionnaires* for EEO professionals and others involved in EEO program administration; and, if applicable, the *EEPC Employee Survey*; the *EEPC Supervisor/Manager Survey*; the agency's *Annual EEO Plans* and *Quarterly EEO Reports*; and workforce and utilization data from the *Citywide Equal Employment Database System*. Additional research and follow-up discussions or interviews were conducted as appropriate.

After reviewing the agency's optional response (if applicable) to the EEPC's preliminary Determination, our Final Determination is as follows:

Monitoring Required

The agency's implementation of the following required corrective actions will be monitored during the assigned compliance monitoring period.

Corrective Action #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, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

Agency Response: Parks has begun to conduct adverse impact analyses (please see attached) and will continue to use the CEEDs report to identify underutilized groups. Further analyses will be conducted as positions become available in titles that have been identified as underutilized. It should also be noted that the Agency has taken measures to update and identify new recruitment sources. (Response, Pg. 1)

EEPC Response: The EEPC recognizes the agency's efforts to implement corrective action #1. An agency assessment of its recruitment efforts will be required during the compliance-monitoring period. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Corrective Action #2

Ensure that 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 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.

Agency Response: The agency has scheduled a meeting with the General Counsel, the HR Professional and the EEO Professional for April 28, 2016 to discuss the agency's workforce data and review EEO complaints from the last three quarters. (Response, Pg. 1)

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #2. A review of the annual number of EEO complaints, and the agency's employment practices, policies and programs will be required during the compliance-monitoring period. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Corrective Action #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.

Agency Response: Parks has begun to conduct adverse impact analyses [...] and will continue to use the CEEDs report to identify underutilized groups. When adverse impact is identified, selection criteria will be examined and modified if necessary. (Response, Pg. 2)

EEPC Response: The EEPC recognizes the agency's efforts to implement corrective action #3. An agency assessment of 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 will be required during the compliance-monitoring period. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Corrective Action #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.

Agency Response: Parks has already identified a wide variety of recruitment sources to attract women, minorities and other protected groups. Adverse impact studies, such as the one attached, will be used to direct recruitment to underutilized groups when identified. (Response, Pg. 2)

EEPC Response: The EEPC recognizes the agency's efforts to address corrective action #4. The agency's efforts to address the underrepresentation of protected groups in titles where there is discretion in hiring will be reviewed during the compliance-monitoring period. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Corrective Action #5

If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and

notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Agency Response: Parks will conduct an adverse impact study for the Park Supervisor civil service list, which is currently in use, to determine if the agency needs to work with DCAS on strategies to address any adverse impact that is discovered. Park Supervisor is part of the Farming job group, in which an underutilization of females was indicated in a recent CEEDs report. (Response, Pg. 2)

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #5. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Corrective Action #6

Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Agency Response: The EEO Office has scheduled its next meeting with its EEO counselors for June 9, 2016. During that meeting, DPR will provide in house training on anti-discrimination laws and the EEO counselor's role and responsibilities. (Response, Pg. 3)

EEPC Response: The EEPC recognizes the agency's commitment to implement corrective action #6. Documentation which verifies implementation will be reviewed during the compliance-monitoring period. The EEPC will provide further guidance at the initiation of the compliance-monitoring period.

Thank you and your staff for your continued cooperation.

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

RESOLUTION #2016/846: Final Determination pursuant to the Audit: Review, Evaluation and Monitoring of the Department of Parks & Recreation's Employment Practices and Procedures from January 1, 2013 through December 31, 2015.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure 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, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit of the Department of Parks & Recreation (DPR) EEO Program, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated April 8, 2016, setting forth findings and the following required corrective actions:

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, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. Ensure that 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 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.

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.
5. If women, minorities, or other protected groups are underrepresented in *civil service* (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Whereas, the agency submitted its response to the EEPC's Preliminary Determination letter, on April 22, 2016; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 5, 2016 which agreed and indicated that corrective action(s) nos., 1, 2, 3, 4, 5, and 6 require compliance monitoring; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the EEPC is required to monitor the agency for a period not to exceed six months, from June 2016 through November 2016, to determine whether it implemented remaining required corrective actions; and

Whereas, in accordance with Chapter 36, Section 832 (c) of the City Charter, the agency is required to respond in 30 days and make monthly reports thereafter to the Commission on the progress of implementation of such corrective actions; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

Be It Resolved, that the Commission will forward this Final Determination to the Commissioner of the Department of Parks & Recreation.

Approved unanimously on May 5, 2016.



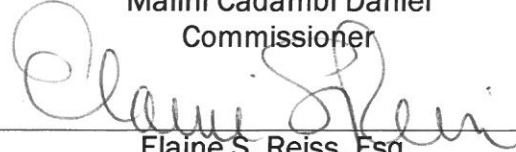
Angela Cabrera
Commissioner



Arva Rice
Commissioner

Absent

Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



NYC Parks

Iyana Y. Titus, Esq.
Assistant Commissioner
Equal Employment Opportunity

T 212.360.2707
F 917.849.6657

E iyana.titus@parks.nyc.gov

City of New York
Parks & Recreation

Arsenal North
1234 Fifth Avenue
New York, NY 10029
www.nyc.gov/parks

May 31, 2016

Ms. Charise Terry, PHR
Executive Director
Equal Employment Practices Commission
253 Broadway
Suite 602
New York, New York 10007

Dear Ms. Terry:

This letter is in response to your letter dated May 5, 2016 concerning your agency's final determination of the Department of Parks & Recreation's (DPR) employment practices and procedures. In your letter, monitoring was required and six areas of corrective action were identified. Below is DPR's updated response to those six areas of correction.

Corrective Action #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, review and update listing of recruitment outreach sources and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.

Parks Response

DPR will continue to conduct adverse impact analyses and it will utilize the CEEDs report to identify underutilized groups. In addition, DPR will continue to identify and update new recruitment sources. Recently DPR identified new recruitment sources for senior management positions recently posted.

Corrective Action #2

Ensure that 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 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.

Parks Response

The General Counsel, the HR Professional and the EEO Professional met on April 28, 2016. Topics addressed in that meeting included the following: an overview of the EEPC's findings, an overview of discriminations complaints during the fiscal year, utilization data/ adverse impact analysis and strategies to address sexual harassment issues. In addition, the General Counsel has begun attending the EEO/Personnel/Labor Relations/Disciplinary meetings on a bi-weekly basis.

Corrective Action #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.

Parks Response

Parks has begun conducting adverse impact analyses and will continue to use the CEEDs report to identify underutilized groups. When adverse impact is identified, selection criteria will be examined and modified if necessary.

Corrective Action #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.

Parks Response

DPR will continue to identify and update recruitment sources to attract women, minorities and other protected groups. Recently, DPR's EEO Office worked with Personnel to identify new recruitment sources for senior management positions that were posted.

In addition to the above, adverse impact analysis will be used to direct recruitment towards underutilized groups when identified.

Corrective Action #5

If women and minorities or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable). Then advertise in minority or female oriented publications, contact organizations serving women, minorities and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.

Parks Response

Parks will conduct an adverse impact study for the Park Supervisor civil service list, which is currently in use, to determine if the agency needs to work with DCAS on strategies to address any adverse impact that is discovered. Park Supervisor is part of the Farming job group, in which an underutilization of females was indicated in a recent CEEDs report.

Corrective Action #6

Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Parks Response

The EEO Office has scheduled its next meeting with its EEO counselors for June 9, 2016. During that meeting, DPR will provide an in-house training on anti-discrimination laws and explain the EEO counselor's role and responsibilities.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Iyana Y. Titus". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Iyana Y. Titus, Esq.

Assistant Commissioner for EEO

CC: Mitchell Silver, FAICP



Mitchell J. Silver, FAICP
Commissioner

**City of New York
Parks & Recreation**

The Arsenal
Central Park
New York, NY 10065
www.nyc.gov/parks

To: All Parks Employees
From: Commissioner Mitchell Silver
Date: December 13, 2016
Re: Equal Employment Practices Commission's (EEPC) Audit Recommendations

The Parks Department recently engaged in a routine compliance audit with the Equal Employment Practices Commission (EEPC) about our Agency's compliance with the City, State, and Federal Equal Employment Opportunity (EEO) laws, policies, and regulations. While the EEPC found Parks to be in compliance in many areas, the EEPC did make recommendations that will help further the Agency's efforts to diversify and broaden recruitment, and I'd like to share with you actions we've already taken.

- We have assessed our recruitment efforts and determined that it does not adversely impact any particular group. In addition, we have reviewed and updated our listing of recruitment outreach sources. When provisional positions become available or when the agency may otherwise use its discretion in hiring, we will contact these organizations.
- The Assistant Commissioner for EEO, Chief of Personnel and the General Counsel have reviewed the agency's statistical information, the annual number of EEO complaints, and identified whether there are barriers to equal opportunity within the agency. They will continue to meet on an annual basis concerning these matters.
- We have reviewed the manner in which candidates are selected for employment and conducted adverse impact analysis. Although adverse impact of a particular group was not discovered, we have nevertheless reviewed the selection criteria being utilized for certain jobs and determined whether the criteria was still job related.
- When women, minorities or other protected groups are underrepresented in titles where there is discretion in hiring, we have expanded our outreach and advertised in minority or female oriented publications. We will continue to do this in the future and to the extent possible, participate in career fairs/open houses and use internships to attract interested persons to develop and hire interested and qualified candidates.
- When women, minorities or other protected groups are underrepresented in civil service titles we have reviewed the competencies, skills and abilities required (as presented in the job vacancy notices and notices of examination) for certain positions to ensure that these standards are updated, job related and required by business necessity. When vacancies become available and to the extent possible, we will expand our recruitment



NYC Parks

- and advertise in minority or female oriented publications, participate in career fairs or open houses or use internships to attract interested persons to develop and hire interested and qualified candidates.
- We have ensured that EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy.

Finally, I also wish to reaffirm my commitment to maintaining fair employment practices for all our employees. We are firmly committed to preventing discrimination by ensuring that all employees are aware of their rights and obligations under the EEO policy and by encouraging a work environment that tolerates and appreciates differences among employees. Thank you for your continued hard work and dedication to New York City's open space and public programming.

If you have any questions about EEO policies and regulations or this memo, please contact the EEO Office at (212) 360-2782.

Sincerely,

Mitchell J. Silver, FAICP

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

RESOLUTION #2016/846C-19: Determination of **Compliance** (Monitoring Period Required) by the Department of Parks and Recreation with the Equal Employment Practices Commission's required corrective actions pursuant to the Review, Evaluation and Monitoring of the agency's Employment Practices and Procedures from January 1, 2013 through December 31, 2015.

Whereas, pursuant to Chapter 36, Section 831(d)(2) and (5) of the New York City Charter, the Equal Employment Practices Commission is authorized to audit and evaluate the employment practices, programs, policies, and procedures of city agencies and their efforts to ensure 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, pursuant to Chapter 36, Section 831(d)(2), this Commission has adopted *Uniform Standards for EEPC Audits* 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 women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; and

Whereas, pursuant to its audit and analysis of the Department of Parks and Recreation's (DPR) Employment Practices and Procedures, the Equal Employment Practices Commission (EEPC) issued a Preliminary Determination letter, dated April 8, 2016, setting forth findings and the following required corrective actions:

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, review and update listings of recruitment outreach sources, and contact these organizations when provisional positions become available or where the agency may otherwise use discretion in hiring.
2. Ensure that 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 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.
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.

5. If women, minorities, or other protected groups are underrepresented in civil service (list) titles, review the competencies, skills and abilities required (as presented in job vacancy notices and notices of examination) for available positions to ensure that these standards are updated, job-related and required by business necessity. (This includes working with DCAS or the Civil Service Commission if applicable.) Then advertise in minority- or female-oriented publications, contact organizations serving women, minorities, and other protected groups; participate in career fairs or open houses; or use internships to attract interested persons and to develop and hire interested and qualified candidates.
6. Ensure that all EEO professionals are trained in EEO laws and procedures and know how to carry out their responsibilities under the EEO Policy by promptly attending training for EEO professionals by DCAS or another appropriate agency/school. Obtain a certificate of completion.

Whereas, DPR submitted its response to the EEPC's Preliminary Determination letter, on April 22, 2016; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC considered the agency's response and issued a Final Determination on May 5, 2016 which indicated that corrective actions Nos. 1 – 6 require compliance monitoring; and

Whereas, DPR submitted its response to the EEPC's Final Determination letter, on May 31, 2016; and

Whereas, in accordance with Chapter 36, Section 832(c) of the New York City Charter, the EEPC monitored the agency's implementation of the remaining corrective actions from June 2016 – November 2016, with no extension of the monitoring period; and

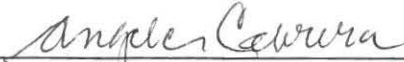
Whereas, at the EEPC's request pursuant to Section 815.a.(15) of the New York City Charter, DPR submitted a copy of the agency head's memorandum to staff, which outlined the corrective actions implemented in response to the EEPC's audit and reiterated his commitment to the agency's EEO Program; and

Whereas, all of the EEPC's corrective actions are required by, or are consistent with, federal, state and local laws, regulations, policies and procedures which are designed to increase equality of opportunity for women, minorities, and other employees and job applicants identified for protection from discrimination in employment within municipal government; Now Therefore,

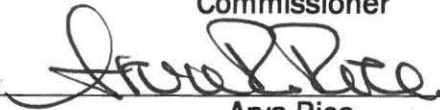
Be It Resolved, that the Department of Parks and Recreation has implemented the required corrective actions deemed necessary to ensure compliance with the equal employment opportunity standards of this Commission and requirements of Chapters 35 and 36 of the City Charter.

Be It Resolved, that the Commission will forward this Final Determination to Commissioner Mitchell J. Silver, FAICP of the Department of Parks and Recreation.

Approved unanimously on December 15, 2016.



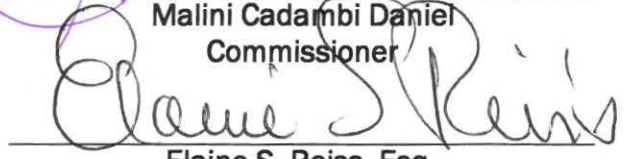
Angela Cabrera
Commissioner



Arva Rice
Commissioner



Malini Cadambi Daniel
Commissioner



Elaine S. Reiss, Esq.
Commissioner



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

Charise L. Terry, PHR
Executive Director

Judith Garcia Quiñonez, Esq.
Executive Agency Counsel/
Deputy Director

253 Broadway
Suite 602
New York, NY 10007

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

BY MAIL AND EMAIL

December 15, 2016

Mitchell J. Silver, FAICP
Commissioner
Department of Parks and Recreation
830 Fifth Avenue
New York, NY 10065

Re: Resolution #2016/846C-19: Determination of Agency Compliance

Dear Commissioner Silver:

On behalf of the members of the Equal Employment Practices Commission (EEPC or Commission), I want to inform you that the Commission has issued the attached Determination of Compliance to the Department of Parks and Recreation. This Commission has determined that the Department of Parks and Recreation has implemented the required corrective actions deemed necessary by this Commission for ensuring a fair and effective affirmative employment program of equal opportunity as required by the equal employment opportunity standards of this Commission and Chapters 35 and 36 of the New York City Charter.

On behalf of this Commission, I want to thank you and Principal EEO Professional Iyana Y. Titus, Esq. for the cooperation extended to the EEPC during the compliance-monitoring period.

Sincerely,

A handwritten signature in black ink that reads "Elaine S. Reiss". The signature is written in a cursive style with a large, looped initial "E".

Elaine S. Reiss, Esq.
Commissioner

c: Iyana Y. Titus, Esq., Principal EEO Professional

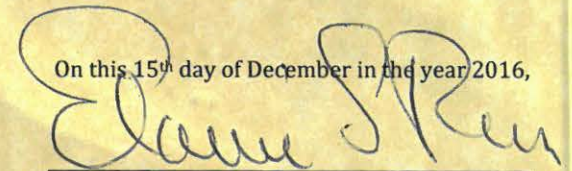
This
Determination of Compliance

is issued to the

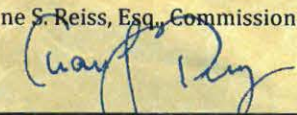
Department of Parks and Recreation

for successfully implementing 6 of 6 required corrective actions pursuant to the Equal Employment Practices Commission's
Employment Practice and Procedures Audit From January 1, 2013 to this date.

On this 15th day of December in the year 2016,



Elaine S. Reiss, Esq., Commissioner



Charise L. Terry, PHR, Executive Director

In care of Commissioner Mitchell J. Silver, FAICP
and Principal EEO Professional Iyana Y. Titus, Esq.