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OFFICE OF THE BROOKLYN BOROUGH PRESIDENT

May 25, 2007

Mr. Ernest F. Hart, Esq.  
Chair  
Equal Employment Practices Commission  
40 Rector Street, 14<sup>th</sup> Floor  
New York, New York 10007

Re: Resolution # 07/07-012

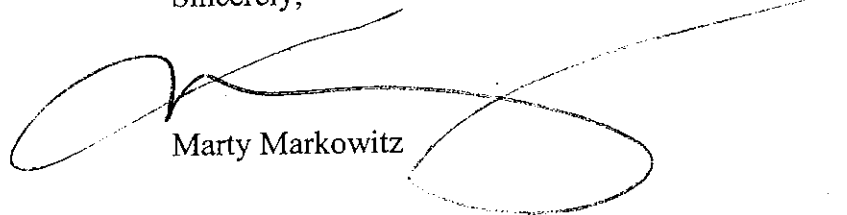
Dear Mr. Hart:

I received the preliminary determination pursuant to the audit of the Equal Employment Opportunity (EEO) Program of the Brooklyn Borough President's Office from January 1, 2005 to June 30, 2006.

Enclosed is my response to the Equal Employment Practices Commission's recommendations of this agency's EEO program. Also enclosed is a copy of a memo sent to staff informing them of the audit and the steps the agency is taking to comply. Ms. Sandra Chapman, my EEO Officer will work with the Commission to provide appropriate documentation that indicates the compliance of this office with the resolution. If you require additional information, do not hesitate to contact Ms. Chapman at (718) 802-3884.

I look forward to working with you to ensure that my office's employment practices and programs remain in compliance with the citywide EEO standards.

Sincerely,



Marty Markowitz

Enc.

cc: Mr. Abraham May, Jr., Executive Director

MM/sc

**Office of the Brooklyn Borough President**  
**Audit Period: January 1, 2007 to June 30, 2006**  
**Corrective Actions**

**EEO and Reasonable Accommodations for Person's with Disabilities:**

- **Recommendation:**  
The Brooklyn Borough President's Office should appoint a Disability Rights Coordinator.
- **Steps to Comply:**  
The Brooklyn Borough President sent a memo to staff informing them that Sandra, EEO Officer, is their Disability Rights Coordinator.

**EEO Complaint and Investigation Procedures**

- **Recommendation:**  
The head of the Brooklyn Borough President's Office should sign-off on the "Confidential Written Report"
- **Steps to Comply:**  
The Agency head will sign all future confidential reports, which contain the agency's findings and recommendations.

**EEO Training**

- **Recommendation:**  
The Brooklyn Borough President's Office should develop a plan to train existing and new employees.
- **Steps to Comply:**  
Training is scheduled for May 23, 2007, June 6, 7, and 8, 2007.

**EEO Officer Reporting**

- **Recommendation:**  
The Equal Employment Opportunity Officer of the Brooklyn Borough President's Office should prepare an agenda for or keep notes of meetings with the Chief of Staff.
- **Steps to Comply:**  
The Equal Employment Opportunity Officer will begin to prepare agendas prior to meetings and has started to include EEO reports in the agency's biweekly report to the agency head.

*Handwritten notes:*  
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2007-06-08

## **EEO Officer Responsibilities**

- **Recommendation:**  
The Equal Employment Opportunity Officer Brooklyn Borough President's Office should be involved in developing job recruitment strategies.
- **Steps to Comply:**  
The agency's Director of Human Resources was directed by the Brooklyn Borough President to provide the Equal Employment Officer, starting FY 08, with a memo of updates and changes in the agency's selection of recruitment media.

## **Selection and Recruitment**

- **Recommendation:**  
The Brooklyn Borough President's Office develop a plan to provide structured interview training to personnel involved in recruitment and hiring process.
- **Steps to Comply:**  
The Brooklyn Borough President's Office has received the Department of Citywide Administrative Services' PowerPoint presentation on structured interview training and will schedule presentations for staff involved in interviewing process.

## **Job Performance/Advancement**

- **Recommendation:**  
The Brooklyn Borough President's Office should post its job vacancy notices on bulletin boards or keep a binder in a central location.
- **Steps to Comply:**  
The Brooklyn Borough President's Office job positions are already posted on the bulletin board in the Human Resources Department. In addition, the agency's and New York City agency's job postings can be found in a binder in the Human Resources Department. The Brooklyn Borough President Office started posting its vacancy notices on the agency's website. A memo was recently sent to staff notifying them of the location of the bulletin board and the binder, and that BBPO vacancy postings are posted on agency's website.