



## THE NEW YORK CITY DEPARTMENT OF EDUCATION

JOEL I. KLEIN, *Chancellor*  
OFFICE OF THE CHANCELLOR  
52 Chambers Street - New York, NY 10007

February 9, 2009

Dear Colleagues,

On behalf of Mayor Bloomberg, I want to thank you for your continuing efforts to foster and draw upon the diversity and talent throughout our City. The diversity of New York City is one of its core strengths. In City government, we achieve diversity by persuading men and women of all backgrounds to consider serving their fellow New Yorkers for a few years, or for an entire career. Indeed, each of you has a special responsibility to ensure that all managers and supervisors value and foster fairness, equity, and respect, and promote diversity across the Department of Education. To that end:

- Please work directly with the DOE's Personnel Director and EEO officer to integrate equal opportunity principles and practices into all hiring, promotion, compensation, transfer, training, evaluation, separation, and other personnel decisions. Please be reminded that our EEO Officer is available to provide input on these personnel matters, to assist managers and senior staff in addressing EEO and diversity issues, and to investigate EEO complaints.
- When you have selection opportunities involving positions in your managerial ranks, or in the pipeline to those ranks, you should incorporate equal opportunity principles and practices in recruitment, selection, leadership development and succession planning decisions. These decisions maximize our ability to attract, develop and retain all talented people.
- For any assistance or information on EEO issues, please contact Mecca E. Santana, Director of the Office of Equal Opportunity ("OEO") at (718) 935-4481. Please be aware that OEO is working closely with DCAS's Division of Citywide EEO headed by Deputy Commissioner Diane Crothers.

I look forward to working together with you to continue to do everything we can to attract and retain the highest quality staff in every field.

Sincerely,  
  
Joel I. Klein  
Chancellor

CC: Agency EEO Officer  
Agency Personnel Officer  
Agency General Counsel  
Deputy Mayor  
Commissioner Martha K. Hirst  
Deputy Commissioner Diane Crothers