

Department of Administrative Services 2010 Accomplishment and Goals

The Department of Administrative Services consists of the Office of Personnel, Purchasing Office and Equal Employment Opportunity and Fair Housing Office. The requested list of accomplishments for 2010 are as follows:

- The Personnel Policy and Procedure Manual has been completely updated for the first time in many years.
- In a joint effort with all City Departments, postage cost has been reduced by 15%.
- The City Website was updated to include EEO information, links to additional services, and web mail address linking directly to EEO Assistant for community members in need of EEO supports.
- A newly designed EEO/AA complaint form was created to ensure best practices of collecting alleged complaint data is captured to ensure streamlined processes for the filing and investigation of Equal Employment discrimination complaints.
- Conducted outreach to increase the size, scope and integrity of the city's Minority and Women Business Enterprise Directory, and expedited the certification of 15 state certified Minority and Women Businesses Enterprises.
- Re-established our partnership with the Albany Housing Authority and worked together to ensure compliance monitoring on Neighborhood Stabilization Projects.
- The Equal Employment Opportunity and Fair Housing Office entered into a Memorandum of Understanding with the Albany Housing Authority and The Help Education (T.H.E.) Center to facilitate the process of increasing contractor access to Section 3 (low-income city of Albany residents) residents and their businesses. Thus increasing economic development opportunities for low-income city of Albany residents.
- Partnered with the New York State Office of General Services to present the "Helping Hands Technical Assistance Workshop". The goal of this workshop was to help minority and women businesses increase their familiarity in navigating the procurement processes of both the city and state.