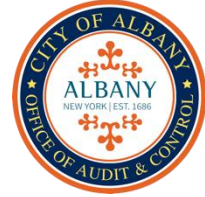


# OFFICE OF AUDIT AND CONTROL

DR. DORCEY L. APPLYRS, CHIEF CITY AUDITOR



## EQUITY AUDIT SCOPE OF WORK

### I. GOAL

The Office of Audit and Control will conduct an equity audit of the City of Albany to identify potential institutional policies and practices that may produce disparate trends that affect employees, residents, and current and prospective contractors and vendors. For each of these stakeholders, this audit will examine the following:

- Equitable access and inclusion
- Equitable treatment
- Equitable opportunities
- Equitable resources

### II. AUDIT PERIOD

January 1, 2011 - December 31, 2021

### III. OBJECTIVES

- Assess compliance with existing equity related policies
- Collect and analyze data related to hiring and promotion rates, Minority and Women-Owned Business Enterprise (MWBE) and Americans with Disabilities Act (ADA) compliance, allocations of city resources and services, granting of permits and awarding of contracts
- Examine internal operations, culture, policies, and practices to detect the presence of systemic inequities
- Provide recommendations for reforms that eliminate systemic inequities in priority areas (reference priority areas below)

### IV. PRIORITY AREAS

- Hiring rates
- Promotion rates
- Organizational leadership (demographic make-up)
- Allocation of City resources and services
- Permits and contracts
- MWBE compliance
- ADA compliance

### V. ACTIVITIES

- Interviews
- Data collection & analysis
- Document review (e.g., legislation, contracts, permit applications, Equity Agenda Report, MWBE Program Annual Report and ADA complaint form)

## **VI. DATA DEMOGRAPHICS**

- Age
- Sex
- Race and ethnicity
- Disability status
- Education
- Income

## **VII. DATA INDICATORS**

- Salaries
- Position titles
- Promotion outcomes and rates
- Attrition
- Discipline outcomes and rates
- Permit / contract allocation