

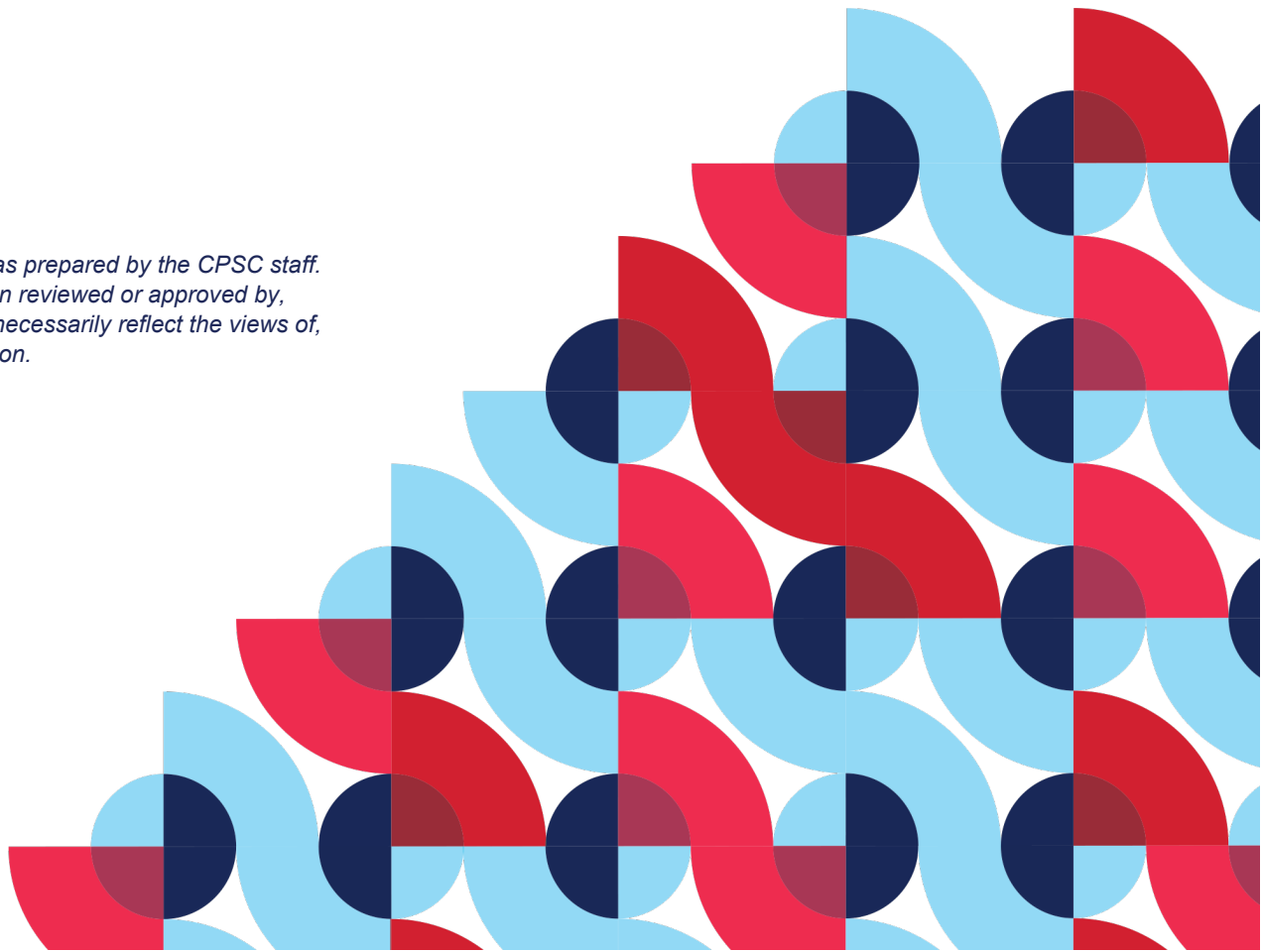


United States
Consumer Product Safety Commission

FY2021 Management Directive 715: MD-715

**Prepared by
The Office of EEO, Diversity & Inclusion (OEEODI)**

*This report was prepared by the CPSC staff.
It has not been reviewed or approved by,
and may not necessarily reflect the views of,
the Commission.*



EXECUTIVE SUMMARY

Agency Mission and Mission-Related Functions

The U.S. Consumer Product Safety Commission (CPSC), an independent health and safety regulatory agency, is responsible for protecting the American public from unreasonable risks of injury and death from thousands of types of consumer products. Our mission is keeping consumers safe.

The Commission was established in 1972 by the Consumer Product Safety Act (CPSA). In addition to the CPSA, CPSC also administers other laws such as the Federal Hazardous Substances Act, the Flammable Fabrics Act, the Poison Prevention Packaging Act, the Refrigerator Safety Act, the Virginia Graeme Baker Pool and Spa Safety Act, the Children's Gasoline Burn Prevention Act, the Children's Nicotine Poisoning Prevention Act, and the Drywall Safety Act. CPSC's workforce is a highly trained, diverse, and engaged workforce that meets the dynamic challenges of the consumer product safety landscape while achieving CPSC's life-saving mission.

CPSC's Office of Equal Employment Opportunity & Minority Enterprise consists of:

- Director
- EEO Specialist

Essential Element A: Demonstrated Commitment from Agency Leadership

In FY2021, the CPSC reaffirmed its commitment to Equal Employment Opportunity (EEO) and a discrimination free workplace. Among the highlights, the following items were noted:

- The former CPSC Acting Chair issued policy letters to all CPSC employees on May 11, 2021. The policies are reissued annually via email and all new employees are provided with a copy of the letters. Additionally, the letters were posted in prominent areas in all CPSC office spaces. CPSC prominently displays EEO information, processes, and contacts for filing a complaint in various locations where employees regularly congregate (e.g., break rooms and common areas).
- The Chairman's office met with the EEO staff bi-monthly. During the meetings, the EEO staff discussed the EEO office accomplishments as well as any identified needs. The EEO staff met with the CPSC Executive Director, Office of General

Counsel representative and the HR Director weekly to review day-to-day operations ensuring the continuance of a model EEO program. The EEO Director attended weekly senior staff meetings to ensure all senior staff is updated on EEO activities within the agency.

Essential Element B: Integration of EEO into the Agency Strategic Mission

CPSC Strategic Plan

The EEO program is incorporated into CPSC's fiscal year FY 2018-FY2022 Strategic Plan, "Strategic Goal 1 Workforce: *Cultivate the Most Effective Consumer Product Safety Workforce*".

The CPSC EEO Director participated in quarterly Strategic Data Review (SDR) meetings. The SDR meeting exists to assist in improving the integration of the agency's 2018-2022 Strategic Plan, Commission priorities, planning and budgeting processes. During these meetings, the EEO Director provided information on office goals and priorities. All EEO SDR goals were met in FY2021.

In order to fully integrate EEO into CPSC's strategic mission, the EEO Director reported directly to the former Acting Chairman and had regular and open access to all senior management officials.

Diversity Recruiting

The EEO Office, collateral duty Special Emphasis Program Managers (SEPM) and hiring managers collaborated to conduct targeted recruiting in all CPSC Directorates. The vacancies were advertised within 16 diverse professional organizations and the Bender list was reviewed for applicants. Additionally, the EEO Office partnered with Human Resources and the Communications Offices to distribute employment information at job fairs.

Internship Program

Internship programs have played a critical role in securing a diverse pool of applicants to build the applicant pool and fill mission-critical positions. In FY2021, CPSC continued to utilize the Student Pathways program, conducted targeted intern recruiting at diverse colleges, hosted lab tours and provided volunteer opportunities for various high school students. There were 37 summer interns hired in FY2021. Among those interns, eight (8) were African American and four (4) were Asian.

Employees with Disabilities

In FY2021, disability hires increased from three (3) to five (5) employees and targeted disability hires remained the same with one (1) employee hired for positions within major occupations.

Essential Element C: Management and Program Accountability

Employee Development and Training

Employee development and training continued to be a focus area for CPSC. The EEO Office hosted the fourth annual CPSC Diversity Summit in August 2021, 65% of the workforce attended the virtual trainings. The trainings subjects were:

- “Identifying Implicit Bias to Create a More Inclusive Workplace”
- “Checking Your Blind Spots: Ways to Fix Unconscious Bias”

Employee Engagement

The EEO Office hosted a series of listening sessions in June 2021. The listening sessions were conducted to gather information from employees to help develop the agency’s Diversity Plan. There were three (3) sessions; one (1) for managers and two (2) for employees only. The sessions were facilitated by an outside moderator who provided a whitepaper with all of the themes and information shared in the sessions. The feedback was shared with the Senior Leaders.

Each year, CPSC employees are given the opportunity to complete the Federal Employee Viewpoint Survey (FEVS). The FEVS provides Government employees with the opportunity to share their perceptions of their work experiences, agencies, and leaders. Overall, 69.3 percent of CPSC employees participated in the survey, as compared to 33.8 percent Government-wide.

CPSC implemented the following initiatives:

- New Engagement Director
- CPSC Newsletter
- What’s on your mind?

- Executive Director acknowledged work anniversaries
- FEVS –Organizational Specific Result
- Coaching Program
- Flexible work schedules

Exit Survey

There were 84 voluntary separations in FY2021. Of those who provided a reason for the separation, 44 percent left due to retirement. There majority of the separations were males (54 percent) and female separations were (45 percent).

Essential Element D: Proactive Prevention of Unlawful Discrimination

Special Emphasis Program

The Special Emphasis Program was managed within the EEO office by the EEO Specialist. The EEO Specialist served as the Disability Program Manager. Other employees, in a collateral duty capacity, served as the Black, Women, Hispanic, Veteran and Asian program managers. To emphasize the importance of diversity, the EEO office hosted events to celebrate various commemorative heritage months. All events were broadcast throughout the agency online to ensure full participation from all employees. EEO hosted the following events:

Black History Month

The theme was “Black Family: Representation, Identity and Diversity.” The EEO office distributed by e-mail an EEO Newsletter dedicated to Black History, a brochure that consisted of Little-Known Black History Facts, Amanda Gorman’s poem “*The Hill We Climb*.” Also, invitations from other federal agencies were shared with the agency to join virtual webinars to partake in honoring the month.

Women’s History Month

The theme was Valiant Women of the Vote: Refusing to Be Silenced. To celebrate, we developed four (4) *New York Times* style crossword puzzles, that were delivered each Monday in March.

Holocaust Remembrance Day/Days of Remembrance

The EEO Office prepared a virtual program which featured an Elie Wiesel, speech titled *The Perils of Indifference*. Information was also sent out to the agency providing a link to a free Holocaust virtual event offered by the United States Holocaust Memorial Museum.

Pride Month

The theme was “The Fight Continues.” Distributed through emails were ways to participate in community activities while learning about important social history in the process to celebrate pride month.

Asian American and Pacific Islander Month

The theme was Advancing Leaders Through Purpose-Driven Service. The EEO Office prepared a virtual program. Information was sent out to the agency providing links to virtual events throughout the month. The events centered around food, culture, and storytelling. Additionally, to celebrate virtually, we sent out a series of short stories. Our Stories are Your Stories (OSAYS) is a grassroots awareness campaign highlighting AAPI voices through video storytelling. Videos were created from members of the AAPI community and share their stories throughout the month of May. Following the video presentation, a quiz was sent out to agency employees based on facts from the videos.

Hispanic Heritage Month

The theme was, “Esperanza: A Celebration of Hispanic Heritage and Hope.” In keeping with the theme, the EEO office distributed by e-mail a brochure that consisted of a brief history of how Hispanic Heritage Week became Hispanic Heritage Month, a list of inspirational life quotes by Hispanic Americans, and two fun puzzles: one to identify some of the Latin America countries and another to name the famous Hispanic person who had made the achievements described. In addition, we shared an invitation to join a webinar offered by the U.S. National Science Foundation and the National Science Board on “Burgeoning Opportunities: Attracting and Retaining More Latinx Researchers to STEM” that covered these topics: 1) Pathways to STEM, 2) What’s attracting and retaining Latinx researchers to STEM careers, and 3) How America can help develop the research potential of the Latinx population.

National Disability Employment Awareness Month

The theme was “America's Recovery: Powered by Inclusion.” The EEO office distributed by e-mail an article that raised awareness about disability employment concerns and honored the numerous and varied contributions of America's disabled employees. Employees received information on disability etiquette by sharing a link to the Job Accommodation Network (JAN) A to Z etiquette.

National American Indian Heritage Month

The theme for the year was “Rising Above Adversity: Bringing Native Voices to the Forefront.” Shared an invitation for the agency to join a webinar offered by the Smithsonian American Art Museum. This program was part of the Smithsonian American Art Museum’s Double Take series conversation about the artwork of *Edson’s Flag*, a large wall tapestry by Marie Watt (Seneca). This artwork was created to honor veterans and specifically Watt’s great-uncle Edison Plummer, who served in the Air Force during World War II. The work explores ideas of service, sacrifice, memory, and tradition.

Alternative Dispute Resolution (ADR)

CPSC has an efficient and fair dispute resolution process. In FY2021, ADR was offered 100 percent of the time. One (1) complainant participated in mediation, the complaint was not resolved.

Essential Element E: Efficiency

Complaint Activity

The EEO office oversaw the complaint process. Due to the small size of the EEO office, the office utilized EEO contractors to investigate sensitive informal and all formal complaints to avoid any conflicts. In FY2021, the total number of EEO complaints stayed the same as FY2020. There were zero (0) informal and one (1) formal complaint pending EEOC hearing. The bases for complaints included, age, and reprisal. Each case was completed in a timely manner.

Essential Element F: Responsiveness and Legal Compliance

Analysis of Workforce Profile

In FY2021, CPSC’s workforce total (permanent and temporary employees) was 546 and in FY2020 it was 526, a (3.80 percent) net increase. In FY2021, CPSC’s total workforce increased by 20 employees. The permanent workforce was 528 in FY2021 and 499 in FY2020, representing a (5.81 percent) net increase.

Of note, at the end of FY2021 there were eighteen (18) temporary employees. The majority of those employees were interns. A detailed analysis on the FY2021 temporary employees’ data tables was not included in this report. This report analyzes the permanent workforce. CPSC data tables for this report were generated by DataMart as required by the Equal Employment Opportunity Commission. The data analysis in this report was accomplished by using the Civilian Labor Force (CLF) as a comparator. The CLF data is derived from the 2020 census reflecting persons 16 years of age or older who are employed or seeking employment, excluding those in the Armed Forces. This comparator is used to assess the overall participant rates within the CPSC.

Total Permanent Workforce – Distribution by Race/Ethnicity and Sex

EEO Group	Total Males	Total Females	Percent Males	Percent Females	Civilian Labor Force (CLF) Percentage Males	Civilian Labor Force (CLF) Percentage Females
Hispanic	16	19	2.9%	3.5%	5.1%	4.79%
White	187	147	34.2%	26.9%	38.33%	34.03%
Black	34	57	6.2%	10.4%	5.49%	6.53%
Asian	39	38	7.1%	7.0%	1.97%	1.93%
NHOPI	1	1	0.2%	0.2%	0.07%	0.07%
AIAN	4	1	0.7%	0.2%	0.55%	0.53%
2+ Races	2	0	0.4%	0.00%	0.26%	0.28%

Note: At the end of FY 2021, the following groups fell below the CLF:

CATEGORY	CPSC	CLF
Hispanic Males	2.9%	5.1%
Hispanic Females	3.5%	4.79%
White Males	34.2%	38.33%
White Females	26.9%	34.03%
NHOPI Males	0.2%	0.07%
AIAN Females	0.2%	0.53%

Gender Analysis

There was an increase of six (6) males compared to FY2020, or a net change of (2.17 percent) in the permanent workforce.

There was an increase of fourteen (14) females compared to FY2020, or a net change of (5.62 percent) in the permanent workforce.

The total percentage of males (51.8 percent) was below the CLF (53.2 percent), and the total percentage of females (48.2 percent), was below the CLF (46.8 percent).

Representation of males

Total permanent workforce	FY2020 (52.6%)	FY2021 (56.0%)
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Representation of females

Total permanent workforce	FY2020 (47.3%)	FY2021 (48.2%)
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Based on this data, both the male and female employees were lower than the CLF.

Hispanics at CPSC

Hispanic males fell below the CLF. The percentage of males (2.9 percent) was below the CLF (5.1 percent) and the percentage of females (3.5 percent) was below the CLF (4.79 percent). The number of males increased by two (2) and no changes to females in FY2021.

Whites at CPSC

The percentage of White males (33.40 percent) was below the CLF (38.33 percent) and the percentage of White females (26.7 percent) was below the CLF (34.03 percent). The number of White males increased by fourteen in FY2021.

African Americans (AA) at CPSC

The percentage of AA males (6.4 percent) was above the CLF (5.49 percent) and the percentage of AA females at (10.6 percent) was above the CLF (6.53 percent). The number of AA males decreased by one (1) in FY21 and AA females decreased by two (2) in FY2021.

Asians at CPSC

The percentage of Asian males (7.1 percent) was above the CLF at (1.97 percent) and the percentage of Asian females (7.0 percent) was also above the CLF at (1.93 percent). The number of Asian males and females both decreased by two (2) in FY2021.

Native Hawaiian or Pacific Islanders (NHOPI) at CPSC

The percentage of NHOPI males (0.2 percent) was above the CLF (0.07 percent) and the percentage of NHOPI females (0.2 percent) was above the CLF (0.07 percent). The number of NHOPI males increased by one (1) in FY21, and there was no change in the number of NHOPI female employees in FY2021.

American Indian or Alaska Natives (AIAN) at CPSC

The percentage of males (0.7 percent) was above the CLF (0.55 percent) and females (0.2 percent) were below the CLF (0.53 percent). There was no change in the number of AIAN employees in FY2021.

Two+ Races at CPSC

The percentage of Two + Races males (0.4 percent) was above the CLF (0.28 percent) and the percentage of Two + Races females (0.00 percent) was below the CLF (0.28 percent). The number of Two + Races males and females remained the same in FY2021.

Participation for General Schedule (GS) and Senior Executive Service (SES)

GS Level	Total Male	Total Female	H M	H F	W M	W F	B M	B F	A M	A F	PI M	PI F	AI M	AI F	2+ M	2+ F
GS-13	108	85	6	5	61	52	16	18	21	10	1	0	1	0	2	0
GS-14	42	41	0	1	29	21	3	9	9	9	0	1	1	0	0	0
GS-15	19	28	1	0	16	20	2	4	0	4	0	0	0	0	0	0
SES	13	4	0	1	12	3	0	0	1	0	0	0	0	0	0	0

*Note the following abbreviations and definitions: HM/HF = Hispanic Males/Females; WM/WF = White Males/Females; BM/BF = Black Males/Females; AM/AF =Asian Males/Asian Females; PIM/PIF = Pacific Islander or Native Hawaiian Males/Females; AIM/AIF = American Indian/Alaska Native Males/Females; and 2+M/F = Males/Females of Two + Races.

During FY2021, the SES level males increased by one (1) and the females increased by one (1). The GS-15 level males increased by one (1) and the females decreased by one (1) compared to FY2020. During FY2021, there were 42 males and 41 females at the GS-14 level, an increase of two (2) males and increase of seven (7) females compared to FY2020. During FY2021, there were 108 males and 85 females at the GS-13 level, an increase of six (6) males and increase of three (3) females compared to FY2020.

Employees with Disabilities

In FY2020, four (4) employees with disabilities were hired, the same as in FY 2019. In FY2020, there was one (1) person with a targeted disability hired, there were no hires in FY2019. CPSC has reaffirmed a goal of hiring individuals with targeted disabilities in FY2021.

During FY2020, the EEO Disability Manager processed nine (9) new requests for reasonable accommodations.

Conclusion

CPSC is proud of its accomplishments and continues to focus on diversity recruiting, employee engagement and advancement and workforce planning, as well as taking steps to attract and retain a diverse workforce. The agency strives to maintain a model EEO program by promoting equal opportunity for all employees.


Some of the accomplishments in FY2021 included:

- Conducted agency fourth annual Diversity Summit.
- Hosted commemorative special emphasis month events.
- Conducted targeted recruiting for vacancies for mission critical full-time positions.
- Conducted DEI listening sessions for all employees.

Some of the goals for FY2022 include:

- Complete the agency diversity, equity and inclusion plan.
- Design framework for agency diversity council.
- Work with Racial Equity Advisory Council.
- Support the Engagement Team.
- Partner with disability hiring organizations.
- Partner with Veterans organizations.
- Conduct fifth annual Diversity Summit.

MD-715 - Part F
Certification of Establishment of Continuing
Equal Employment Opportunity Programs

I,	BRITTANY WOOLFOLK, EEO DIRECTOR, GS-0260-15		am the
	(Insert name above)	(Insert title/series/grade above)	official
Principal Director/Official for	EEO	CONSUMER PRODUCT SAFETY COMMISSION	
	(Insert Agency/Component Name above)		
<p>The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.</p> <p>The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.</p> <p>I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.</p>			
			5/31/2022
Signature of Principal EEO Director/Official Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.			Date

<p>Signature of Agency Head or Agency Head Designee</p> <p>Alexander Hoehn-Saric</p> <p>Digitally signed by Alexander Hoehn-Saric Date: 2022.05.25 11:14:58 -04'00'</p>		<p>Date</p> <p>5/25/22</p>