

EXECUTIVE SUMMARY: MISSION

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

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Essential Element A: Demonstrated Commitment from Agency Leadership

In FY 2020, the CPSC reaffirmed its commitment to Equal Employment Opportunity (EEO) and a discrimination free workplace. Among the highlights, the following items were noted:

- The CPSC Acting Chair issued policy letters to all CPSC employees on April 16, 2020. 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-FY 2022 Strategic Plan, "Strategic Goal 1 Workforce: *Cultivate the most effective consumer product safety workforce*".

The CPSC EEO Director participates 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 provides information on office goals and priorities.

In order to fully integrate EEO into CSPC's strategic mission, the EEO Director reports directly to the Acting Chairman and has 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

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within various 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 FY 2020, 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.

The EEO office advertised opportunities within the Workforce Recruitment Program for managers. One CPSC employee attended the WRP training.

The diverse intern application/hiring for FY20 was as follows:

There were 30 Hispanic intern applications, with no hires;

29 Asian intern applications, with two (2) hires;

1 American Indian or Alaskan Native intern applications, with no hires and

92 African-American intern applications with one (1) hire.

There were two (2) interns with disabilities hired.

Employees with Disabilities

CPSC continued to utilize strategic initiatives for hiring people with disabilities. In FY 2020, three (3) employees with disabilities and one (1) employee with a targeted disability was hired for positions within major occupations.

Essential Element C: Management and Program Accountability

Employee Development and Training

Employee development and training continues to be a focus area for CPSC. The Human Resources office offered various webinars that covered a variety of subjects. The trainings offered included diversity and EEO topics:

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- Emotional Intelligence
- Communication Skills in Culturally Diverse Workforce

Additionally, the EEO Office hosted the third annual CPSC Diversity Summit on July 30, 2020. The training was titled, "Race Ahead, Addressing Systemic Exclusion Through Structural Inclusion". Due to the workforce being on 100% telework status we did not host an in-person cultural cookout. Instead, the EEO Office hosted a series of online activities that included collecting stories of employee's migration to the United States, employee's cultural family recipes, and a cultural scavenger hunt.

Employee Engagement

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, 73.3 percent of CPSC employees participated in the survey, as compared to 44.4 percent Government-wide. CPSC increased satisfaction in the area of engagement increasing from 66 percent in FY2019 to 75 percent in FY 2020. Overall satisfaction also increased from 63 percent in FY 2019 to 72 percent in FY 2020. Due to the pandemic, the Diversity and Inclusion questions were not included to make room for pandemic specific questions.

Exit Survey

There were 63 voluntary separations in FY 2020. Of those who provided a reason for the separation, the majority left due to retirement. Other employees left due to lack of advancement and promotions and issues with management styles. The majority of the separations were females (63 percent) and male separations were (37 percent).

Essential Element D: Proactive Prevention of Unlawful Discrimination

Special Emphasis Program

The Special Emphasis Program is managed within the EEO office by the EEO Specialist. The EEO Specialist serves 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.

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- a. National Disability Employment Awareness month, the EEO Office hosted Michael Murray, Director of the Employer Policy Team at the Department of Labor's Office of Disability Employment Policy (ODEP). Mr. Murray was the keynote speaker at the "Increasing Access and Opportunity" event. The topic was, "The Power of Inclusive Disability Diversity." Mr. Murray outlined seven (7) core components of a disability-inclusive workplace along with a menu of strategies for achieving them. Employees shared stories and followed up with Mr. Murray after the event for further discussion.

- For Black History month, the EEO Office hosted Royce Kinniebrew, The Kinniebrew Group's President. Mr. Kinniebrew was the guest speaker at the "African Americans and the Vote" event. The topic was, "What the History Books Forgot: African Contributions to World Civilization." Employees spoke from their own experience, shared stories and followed up with Mr. Kinniebrew after the event for further discussion.

- For Women's History Month, the EEO Office hosted a virtual learning activity related to women's suffrage, the theme was – Valiant Women of the Vote! A video called "[The 19th Amendment: A Woman's Right to Vote](#)" offered by the Annenberg Public Policy Center was provided electronically. We encouraged all agency employees to watch it, and then submit their responses to a quiz. For Women's Equality Day, employees were sent visual charts that outlined key facts and data related to women's equality issues, as well as the following links to various resources regarding the suffrage movement.

- For Hispanic Heritage Month, the EEO office hosted an event. The theme was "Be proud of your past, embrace the future." For the event, the EEO office distributed a "Who was first?" flyer featuring a few of the Hispanic American firsts with highlights of their incredible achievements and contributions to the American society, and links to websites for more information.

- For Asian American and Pacific Islander month, the EEO Office prepared a virtual program. Information was sent out to the agency providing education on the "model minority". A video was distributed to provide additional education. Following the video presentation, a quiz was sent out to agency employees based on facts from the video and an article in the EEO Newsletter in celebration of Asian American and Pacific Islander month. To close out the month, a list of books by Asian American and Pacific Islanders was shared with the agency.

- For Veteran's Day, the EEO Office, in cooperation with the CFC Group, presented a Veterans Appreciation "yearbook". This yearbook featured photographs and brief biographies of all CPSC veterans who elected to participate. Additionally, the EEO Office distributed an agency wide Veterans Appreciation newsletter with short informative articles including information about and for veterans and identifying resources available for veterans in crisis.

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Information about cultural heritage was also included in four (4) CPSC EEO newsletters. The EEO Specialist also encouraged employees in the field to participate in special emphasis events via the CPSC intranet.

Alternative Dispute Resolution (ADR)

A. has an efficient and fair dispute resolution process. In FY 2020, 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. In FY 2020 CPSC had no collateral duty EEO Counselors conducted informal counseling. 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 FY 2020, the total number of EEO complaints decreased to one (1); a decrease of three (3) from FY 2019. There was one (1) informal and one (1) formal complaint pending EEOC hearing. The bases for complaints included sex, color, age, and reprisal. Each case was completed in a timely manner.

Essential Element F: Responsiveness and Legal Compliance

Analysis of Workforce Profile

EEO Group	Total Male	Total Females	Percent Males
Hispanic	16	19	45.7
White	166	129	56.3
Black	36	58	38.5
Asian	39	27	59.1
Pacific Islander	0	1	0.0

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

Alaska Native	0	1	((
2+ Races	2	0	((

In FY 2020, CPSC’s workforce total (permanent and temporary employees) was 525 and in FY 2019 it was 516, a (1.74 percent) net increase. In FY 2020, CPSC’s total workforce increased by nine (9) employees. The permanent workforce was 497 in FY 2020 and 484 in FY 2019, representing a (2.69 percent) net increase.

Of note, at the end of FY 2020 there were twenty-eight (28) temporary employees. The majority of those employees were interns. A detailed analysis on the FY 2020 temporary employees’ data tables was not included in this report. This report analyzes the permanent workforce.

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Representation of males

Permanent workforce	FY 2019 (54.34%)	FY 2020 (52.72%)
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Representation of females

Permanent workforce	FY 2019 (45.66%)	FY 2020 (47.28%)
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Hispanics at CPSC

Hispanic males fell below the CLF. The percentage of males (3.22 percent) was below the CLF (5.17 percent) and the percentage of females (3.82 percent) was below the CLF (4.79 percent). The number of males decreased by one (1) and females increased by two (2) in FY 2020.

Whites at CPSC

The percentage of White males (33.40 percent) was below the CLF (38.33 percent) and the percentage of White females (25.96 percent) was below the CLF (34.03 percent). The number of White females increased by seven (7) in FY 2020.

Blacks at CPSC

The percentage of Black males (7.24 percent) was above the CLF (5.49 percent) and the percentage of

Consumer Product Safety Commission

For period covering October 1, 2019 to September 30, 2020

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Black females at (11.67 percent) was above the CLF (6.53 percent). The number of Black males decreased by one (1) in FY20 and Black females increased by six (6) in FY 2020.

Asians at CPSC

The percentage of Asian males (7.85 percent) was above the CLF at (1.97 percent) and the percentage of Asian females (5.43 percent) was also above the CLF at (1.93 percent). The number of Asian males increased by one (1) and a decrease by (1) for Asian females.

Native Hawaiian or Pacific Islanders (NHOP) at CPSC

The percentage of NHOP males (0.00 percent) was below the CLF (0.07 percent) and the percentage of NHOP females (0.20 percent) was above the CLF (0.07 percent). There was no change in the number of NHOP employees in FY 2020.

American Indian or Alaska Natives (AIAN) at CPSC

The percentage of males (0.60 percent) was above the CLF (0.55 percent) and females (0.20 percent) were below the CLF (0.53 percent). There was no change in the number of AIAN employees in FY 2020.

Two+ Races at CPSC

The percentage of Two + Races males (0.40 percent) was above the CLF (0.26 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 FY 2020.

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

G S Level	Total Male	Total Female	HM	HF	WM	WF	BM	BF	AM	AF	PIM	PIF	AIM	AIF	2+M	2+F
GS-13	101	82	8	5	59	47	17	20	15	9	0	1	1	0	2	0
GS-14	40	34	1	1	25	18	2	8	11	7	0	0	1	0	0	0
GS-15	18	29	0	0	16	22	2	4	1	3	0	0	0	0	0	0
SES	12	3	0	1	11	2	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.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

The SES level males remained the same and females decreased by one (1). During FY 2020 males and the females remained the same at the GS-15 level compared to FY 2019. During FY 2020, there were 44 males and 31 females at the GS-14 level, an increase of three (3) females and four (4) males compared to FY 2019. During FY 2020, there were 102 males and 82 females at the GS-13 level, an increase of one (1) male and increase of two (2) females compared to FY 2019.

Employees with Disabilities

In FY 2020, four (4) employees with disabilities were hired, the same as in FY 2019. In FY 2020, there was one (1) person with a targeted disability hired, there were no hires in FY 2019. CPSC has reaffirmed a goal of hiring individuals with targeted disabilities in FY 2021.

During FY 2020, 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 FY 2020 included:

- Conducted agency third annual Diversity Summit.
- **Hosted commemorative special emphasis month events.**
- **Conducted targeted recruiting for vacancies for mission critical full-time positions.**
- **Implemented an online EEO complaints tracking and submissions system.**
- **Conducted DEI listening session for all Senior Executives.**
- **Added a Veteran's Coordinator to the Special Emphasis Program Team.**

Some of the goals for FY 2021 include:

- Partner with HR to identify and attend diverse job fairs.
- Complete the revision of the reasonable accommodation tracking system.

EXECUTIVE SUMMARY: ESSENTIAL ELEMENT A-F

- Complete agency diversity, equity and inclusion plan.
- Partner with disability hiring organizations.
- Partner with Veterans organizations.
- Conduct annual Diversity Summit.
- Conduct DEI listening sessions for all employees.

EXECUTIVE SUMMARY: WORKFORCE ANALYSES

Essential Element F: Responsiveness and Legal Compliance

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EXECUTIVE SUMMARY: WORKFORCE ANALYSES

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EXECUTIVE SUMMARY: ACCOMPLISHMENTS

Some of the accomplishments in FY 2020 included:

- Conducted agency third annual Diversity Summit.
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- **Conducted targeted recruiting for vacancies for mission critical full-time positions.**
- **Implemented an online EEO complaints tracking and submissions system.**
- **Conducted DEI listening session for all Senior Executives.**
- **Added a Veteran's Coordinator to the Special Emphasis Program Team.**

EXECUTIVE SUMMARY: PLANNED ACTIVITIES

Some of the goals for FY 2021 include:

- Partner with HR to identify and attend diverse job fairs.
- Complete the revision of the reasonable accommodation tracking system.
- Complete agency diversity, equity and inclusion plan.
- Partner with disability hiring organizations.
- Partner with Veterans organizations.
- Conduct annual Diversity Summit.
- Conduct DEI listening sessions for all employees.

**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>			
		<i>Brittany Woolfolk</i>	
Signature	of	Principal EEO Director/Official	Date
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.			4/21/2021

Signature of Agency Head or Agency Head Designee		Date

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
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		<i>Brittany Woolfolk</i>	
Signature	of	Principal EEO Director/Official	Date
Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.			4/21/2021

Signature of Agency Head or Agency Head Designee		Date