

NYC Department of Consumer and Worker Protection FY 2024 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2024 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Part I: Narrative Summary

Agency Name: <u>NYC DEPARTMENT OF CONSUMER AND WORKER PROTECTION</u>			
<input type="checkbox"/> 1 st Quarter (July -September), due November 17, 2023	<input checked="" type="checkbox"/> 2 nd Quarter (October – December), due January 30, 2024		
<input type="checkbox"/> 3 rd Quarter (January -March), due April 30, 2024	<input type="checkbox"/> 4 th Quarter (April -June), due July 30, 2024		
Prepared by: Patty Baez	EEO Officer	PBaez@dcwp.nyc.gov	212-436-0269
Name	Title	E-mail Address	Telephone No.
Date Submitted: <u>2/13/2024</u>			
<u>FOR DCAS USE ONLY:</u>		<i>Date Received:</i>	

Instructions for Filling out Quarterly Reports FY 2024

[NOTE: These forms are cumulative and designed to retain and preserve information for the entire FY 2024. For Q1 please copy the goals, programs, and initiatives from your draft of the FY 2024 DEI-EEO plan. Insert these

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statements in the corresponding sections of the Quarterly Report below, particularly sections IV, V, and VI. For Q2, Q3 and Q4, use previous quarter's submission to update their status, retaining all information for the prior quarters. You should also add programs and initiatives begun in these quarters even if they were not mentioned in the Annual Plan]

1. Please save this file as **"XXXX Quarter X FY 2024 DEI-EEO Quarterly Report.Part I"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Word format. **Please do not convert it to PDF.**
2. Complete the "Diversity, Equity, Inclusion and EEO Training Summary" details in Part II – Training Summary [see the attached Excel file].

Core EEO Training: Copy the information from the Training Completion Report you receive quarterly from DCAS Learning & Development onto grey-shaded cells in rows 26, 30, 34, and 38. Include any of these trainings that were administrated by your agency in the rows immediately below (27, 35, 39).

Other Diversity, Equity, Inclusion and EEO Related Training: Beginning with row 45, include training classes co-organized or co-sponsored by your agency EEO and/or HR that are related to the development of the agency staff in the areas of equal employment, diversity, inclusion, civil rights, workplace culture and behavior, interpersonal relations, and community relations.

3. Mark progress in check boxes in the column for the current quarter. [Note: **Delayed** = behind schedule; **Deferred** = put off until later when better resources become available.]
4. Please save the Excel file as **"XXXX Quarter X FY 2024 DEI-EEO Report.Part II Training Summary"**, where 'XXXX' is the commonly used acronym of your agency. You must submit this file in MS Excel format. **Please do not convert it to PDF.**

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I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? Yes, On (Date): __7/21/2023_____ No
 By e-mail
 Posted on agency intranet and/or website
 Other _____

II. Recognition and Accomplishments

The agency recognized employees, supervisors, managers, and units demonstrating superior accomplishment in diversity, equity, inclusion, and equal employment opportunity through the following:

- Diversity, equity, inclusion and EEO Awards
- Diversity, equity, inclusion and EEO Appreciation Events
- Public Notices
- Positive Comments in Performance Appraisals
- Other (please specify): _____

*** Please describe DEI&EEO Awards and/or Appreciation Events below:**

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III. Workforce Review and Analysis

I. Agency Headcount as of the last day of the quarter was:

Q1 (9/30/2023): 420 Q2 (12/31/2023): 425 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

II. Agency reminded employees to update self-ID information regarding race/ethnicity, gender, and veteran status.

Yes On (Date): 3/14/2023 Yes again on (Date): _____ No

- NYCAPS Employee Self Service (by email; strongly recommended every year)
- Agency's intranet site
- On-boarding of new employees
- Newsletters and internal Agency Publications

III. The agency conducted a review of the quarterly CEEDS reports and the dashboard sent by DCAS to the EEO Officer with demographic data and trends, including workforce composition by job title, job group, race/ethnicity and gender; new hires, promotions and separation data; and utilization analysis.

Yes - on (Dates): Q1 Review Date: 10/17/2023 Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

- | | | | |
|---|---|--|--|
| <input checked="" type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head | <input type="checkbox"/> Agency Head |
| <input checked="" type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel | <input type="checkbox"/> General Counsel |
| <input checked="" type="checkbox"/> Other- Agency Head Designee | <input type="checkbox"/> Agency Head Designee | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted | <input type="checkbox"/> Not conducted |

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2024

Please describe your progress this quarter in implementing the primary goals in Section IV of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2024.

A. Workforce:

Please list the **Workforce Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1. [Copy Workforce goal from FY 2024 DEI-EEO plan]

In 2023 we obtained LinkedIn recruiter, a hiring platform, to expand the number of applicants for our positions. The platform has successfully increased the number of applicants on average by 10%, allowing our positions to be accessible to potential employees. The increased volume of applicants has given us an opportunity to choose from a more diverse pool of candidates. Furthermore, our expanded partnerships with professional associations and colleges have allowed us to reach more minority candidates than ever before.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

In fiscal year 2023, the contract with LinkedIn talent solutions was finalized so that we can begin setting up our account and begin expanding our recruitment efforts. DCWP continued utilizing LinkedIn talent solutions and have seen immediate results with an increase of 70% in applicants to our vacant positions. The increase has led to a more diverse applicant pool, and we plan on tracking the number of diverse candidates that were interviewed and selected as a result of this tool. DCWP has continued to partner with professional associations representing diverse professionals including Cafecito Network, Haitian American Lawyers Association, Iranian American Bar Association, Muslim Bar Association, Long Island Hispanic Bar Association, LGBT Bar Association, and many others to promote our positions among members.

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Now that we have increased the number of diverse applicants our next step is to require unconscious bias training for all hiring managers. In 2024, the Human Capital unit will develop best practices for managers to reduce potential bias in the selection process. The best practices will include focusing on objective skills and qualifications and requiring the use of structured interviewing process with a diverse hiring panel.

Workforce Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Workforce goal from FY 2024 DEI-EEO plan]

DCWP developed a mentorship program which is expected to be launched by the Human Capital team in 2024.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #2 Updates:

The program will provide staff members with monthly sessions which will include interactive training sessions, group discussions, and aiding material on how to foster different aspects of coaching and mentoring relationships within each team. Human Capital will request division heads to recommend staff members to participate in the monthly sessions and we will request ongoing feedback so that we can make any necessary improvements to our sessions before the official rollout of the program.

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Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Workforce goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Workforce goal from FY 2024 DEI-EEO plan]

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Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Workforce Goal #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

5. Efforts to reduce Workforce underutilization:

Please describe steps that were taken or planned to address underutilization identified through quarterly workforce reports. Please list Job Groups where underutilization exists in the current quarter.

The workforce report for Q1 of FY 2024 was reviewed on October 17, 2023. From the data reviewed, it is noted that the area with the most significant underutilizations are Managers and Lawyers by race. DCWP has a total of 41 Lawyers and 48 Managers, but only 1 Black employee under each job group. DCWP's Agency Attorneys are predominantly women. 70% of the total number of lawyers are White, 19% Hispanic, 8% Asian, and 3% unknown.

It is also noted that Clerical and Clerical Supervisors job groups are predominantly Black and Hispanic with a total of 33 % Black and 36% Clericals and 33% Black and 30% Hispanic Clerical Supervisors.

After identifying these barriers, DCWP plans to address each division with underutilization and offer guidance in hiring best practices as well as training including Unconscious Bias training. We want to improve our retention and promotion tactics with the goal of further diversifying our candidate pool. Through our collaboration with recruitment firms, programs like LinkedIn Talent Solutions, and growing partnerships with

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associations and colleges we aim to expand our outreach and grow our applicant pool.

The EEO Officer will collaborate with the Director of Human Capital and evaluate current hiring practices to develop a pipeline program with law school clinics where we can recruit more diverse candidates and develop an internship for Lawyers.

B. Workplace:

Please list the Workplace Goal(s) included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024*, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [Copy Workplace goal from FY 2024 DEI-EEO plan]

DCWP will hold a Benefits Fair where representatives from New York City Employee Retirement System (“NYCERS”), Commuter Benefits, Employee Unions, various Health Plans, and the Deferred Compensation Plan will be available to all the employees through the open enrollment period to provide information and respond to questions.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

DCWP did not hold the benefits fair during Q2 FY 2024. We plan to hold the fair before the next open enrollment period.

Workplace Goal #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input checked="" type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. [Copy Workplace goal from FY 2024 DEI-EEO plan]

DCWP established an employee engagement committee to boost employee morale, retain valuable talent, build community, and promote work-life balance.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Workplace Goal #2 Updates:

The Employee Engagement Committee aims to create opportunities for employees to engage with one another and to develop ways for employees outside of the committee to meet and interact. Members of the committee will also have an opportunity to offer suggestions for the agency-wide anniversary event. Each division will recommend an employee for representation. We will work together to plan, promote, and execute activities that will bring together employees from their respective divisions and foster interdivisional networking.

Goals the committee aim to achieve include:

- Organizing 2 social events over the year (from September through May for the pilot year)
- Planning the agency anniversary event (not including the two events above)
- Collating feedback from events to share with the senior leadership

Responsibilities expected of committee members:

- Monthly 1-hour meetings 1x per month (minimum)
- Collaborative discourse
- Responsive to email communication from engagement committee leads
- Enthusiastic, positive participation
- Event evaluation and follow-up
- Promotion of event within respective division
- Support in the organizing and execution of the all-agency event

DCWP's Engagement Committee officially launched in September 2023. Each division recruited and nominated a representative to lead the communication and outreach within respective divisions. The Engagement Committee will work together to promote at least two agency-wide

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events, as well as plan and execute the Agency Anniversary, traditionally held in April of each year. Due to guidance from OMB restricting funds for the use of employee appreciation, activities are limited in nature. Nonetheless, the Engagement Committee organized three holiday-themed events that culminated on the same day in December. Reactions to the event were positive, and it is clear that even within the committee itself, there is a greater sense of camaraderie. The leaders of the Engagement Committee also organized Customer Service Week 2023, which ended by highlighting a Customer Service Award winner for each division. All winners were publicly recognized on the agency's intranet and received a shout-out in an agency-wide email sent by the Commissioner, who personally distributed all the awards. With the support of the Commissioner, the Engagement Committee is looking forward to building out more activities to positively impact the morale of the workplace.

Customer Service Week Schedule

- **Mission Monday:** Message from the Commissioner
- **Take Care Tuesday:** WorkWell Class – Self Massage Workshop
- **Wisdom Wednesday:** Customer Service Tips; Distributed to respective divisions by their Senior Leadership
- **Thankful Thursday:** Thank you notes to staff; Senior Leadership encouraged divisions to share post-it notes thanking staff, post-it boards were placed throughout DCWP floors.

As a part of an annual tradition, we also acknowledged team members for outstanding customer service. Requirements included: Name(s) and Title(s) of individuals who exemplify the customer service traits of Courtesy, Professionalism/Knowledge, and Promptness/Timeliness within the respective divisions. Division leaders were asked to submit 2-3 sentences MAX for how these individuals embody these qualities.

- Enforcement: 2 people
- Licensing: 2 people
- General Counsel: 2 people
- Administration: 1 person
- DoTSS: 1 person
- OLPS: 1 person
- OFE: 1 person
- Comms: 1 person
- External Affairs: 1 person

Holiday Celebration

- **Deck the Halls**—DCWP held an agency-wide holiday decorating competition! Designated areas were decorated from December 6-12, 2023. The winner was selected on December 13, 2023.
- **Holiday Potluck**—On December 13, 2023, DCWP also held an agency-wide holiday potluck meal from 12:00pm-2:00pm. Engagement Committee leaders communicated with each division on how to participate. This was a great opportunity for the staff to spend time with each other and connect during the holiday season.

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- **National Ugly Sweater Day**—On December 13, 2023, celebrated its yearly tradition of the ugly sweater day during the holiday potluck. The staff wore their most festive, colorful, ugly holiday sweaters and took pictures. All sweaters were welcome!

Each division recruited and nominated a representative to lead the communication and outreach within respective divisions. Customer Service Week is held every year in the first week of October; the leaders of the Engagement Committee organized and managed the events this year, which culminated in public recognition and commendation from the Commissioner of a Customer Service Award winner(s) in each division. The Engagement Committee provided helpful feedback that will be internalized for Customer Service Week 2024. The Engagement Committee also organized three holiday-themed events, all culminating on the same day for an agency-wide celebration.

For 2024, the Engagement Committee will organize the agency anniversary event. Budget constraints remain a challenge, as OMB guidance states that funds for recognizing employees are restricted. The Engagement Committee is looking at ways to build interdivisional relationships through events, focusing on already-existing channels of communication that allow for more highlights and recognition of staff, as well as the talents and volunteer work of staff.

During the first week of October 2023

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. [Copy Workplace goal from FY 2024 DEI-EEO plan]

DCWP plans to hold a 6–8-week Zumba and Yoga class of 20-25 participants in the worksite for one hour per week. Mats and water bottles will be provided to participants. The agency will partner with NYC Work Well to bring in an instructor onsite to lead the classes.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Workplace Goal #3 Updates:

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DCWP has not held the Zumba and Yoga class as we are sorting out the space for the classes. We plan to have it in FY 2024. Each month we sent out a wellness email highlighting available resources and reminding staff about the programs we offered in our agency as well as the programs Work Well hosted for the city.

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

4. **[Copy Workplace goal from FY 2024 DEI-EEO plan]**

The agency’s anniversary event will be held on the date the agency was created and in appreciation of all staff.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to create equitable work environment which values differences and maintain focus on retaining talent. How do you evaluate the effectiveness of these actions?

Workplace Goal #4 Updates:

Appreciation speeches from division heads and Years of Service awards will be presented.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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5. Other Workplace Activities:

Please describe any other EEO-related activities designed to improve/enhance the workplace (e.g., postings, meetings, cultural programs promoting diversity, newsletters/articles, etc.) and describe them, including the dates when the activities occurred.

The Office of Diversity, Equity, and Inclusion/EEO is working on DCWP's 9th EEO Newsletter, which will contain information on new protected categories that were incorporated in the City's EEO Policy in December 2023. The Newsletter will be shared agencywide once it is completed.

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C. Community:

Please list the Community Goal(s) included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [Copy Community goal from FY 2024 DEI-EEO plan]

The agency mission, “to protect and enhance the economic lives of New Yorkers to create thriving communities”, requires that we continue to expand outreach efforts. To effectively reach the populations we serve, we train our workforce on how to communicate with individuals from diverse backgrounds.

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served How do you evaluate the effectiveness of these actions?

Community Goal #1 Updates:

For Q2, there were 113 events total, with 26 events communicated in languages other than English. These languages included Spanish, Chinese, and Russian.

The events were hosted around the city by various Community Based Organizations sharing information about DCWP, FECs, and new legislation that passed. Events took place primarily in Brooklyn and Manhattan focusing on issues like Delivery Worker Rights, Paid Safe & Sick Leave, and Free Tax Prep presentations. While the majority of the presentations in Q2 were in English, program participants were informed that materials can be share in 13 additional languages upon request.

Please see specifics on a few events below:

October 19th, New York City Mayor Eric Adams announced that New York City has set a record high for the total number of both public and private sector jobs in city history, with 4,709,400 total jobs, according to new data released by the New York State Department of

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Labor, seasonally adjusted by the New York City Mayor’s Office of Management and Budget. With this milestone, the city has regained all of the 946,000 private sector jobs lost during the COVID-19 pandemic — surpassing the previous record of 4,702,800 total jobs set in January 2020 — and marked a new phase in its economic recovery.

October 26th, Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga, in partnership with the Freelancers Union and Center for Family Life, today announced the launch of the full suite of NYC Free Tax Prep services for self-employed filers. NYC Free Tax Prep for Self-Employed Filers provides free tax preparation services for gig workers, freelancers and small business owners who often face barriers to filing taxes and managing financial recordkeeping. In addition to providing annual and quarterly estimated tax filing preparation assistance, new workshops and one-on-one consultations will help the growing number of New Yorkers who perform gig and freelance work to learn the basics of tax filing and recordkeeping best practices as self-employed filers.

November 15th, Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga today issued annual Holiday Shopping Tips to help consumers navigate this holiday season. With these helpful multilingual tips, New Yorkers will be able to avoid seasonal scams and overspending while also learning how to create a budget and be smarter shoppers

November 27th, Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga today announced that the City’s Financial Empowerment Centers have helped reduce New Yorkers’ debt by more than \$100 million since they were established in 2008. NYC Financial Empowerment Centers provide free, one-on-one professional financial counseling to help New Yorkers manage their money, establish, or improve their credit, set up a spending plan, open a safe and affordable bank account, contact their lenders about debt, including student loans, develop a strategy to reduce debt or lower payments, access emergency government resources, and more. NYC Financial Empowerment Centers have served more than 73,000 clients and helped them save more than \$11 million.

November 28th, New York City Mayor Eric Adams today unveiled a plan to establish the first-ever regulated community vending area at Corona Plaza in Queens. Developed by a group of city agencies led by Deputy Mayor for Operations Meera Joshi, in partnership with local elected officials, community leaders, and other partners, the plan will ensure that Corona Plaza remains a welcoming community space that is safe, clean, and vibrant.

The community vending area, permitted and regulated by the city for the first time at Corona Plaza, will resolve longstanding public safety and quality-of-life concerns stemming from unregulated vending that previously occurred. As of October 31, 2023, the city’s 311 system had received 78 complaints related to illegal vending in this area in 2023 — a nearly five-fold increase from 17 complaints in the same period of 2022. With the formal community vending area in place, all active vendors will be required to have necessary city permits, and a third-party operator will work with city agencies to address any public safety risks and community concerns. The plan for Corona Plaza

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delivers on a unanimous recommendation from Mayor Adams' Street Vendor Advisory Board, which included representatives from city agencies, street vendors, retail food stores, property owners, small businesses, and community organizations.

November 30th, New York City Mayor Eric Adams today celebrated a win for working New Yorkers with two rulings from the Supreme Court of the State of New York Appellate Division, First Judicial Department that allow enforcement of the nation's first minimum pay rate for third-party app-based restaurant delivery workers. The rulings follow an earlier ruling in the city's favor from the New York State Supreme Court in September 2023. In line with the rulings, apps — including Uber, DoorDash, and Grubhub — must pay workers at least \$17.96 per hour, increasing to \$19.96 per hour when fully implemented in 2025 and adjusted annually for inflation.

December 5th, New York City Mayor Eric Adams today announced plans to launch a new, lithium-ion battery-charging pilot program early next year that will allow an initial group of delivery workers to safely charge their bikes in public. The pilot will test a variety of technologies to charge e-bike batteries at multiple locations across the city, developed as part of the administration's "Charge Safe, Ride Safe" plan to protect New Yorkers from fires caused by lithium-ion batteries and promote safe electric-micromobility usage. Those technologies will include battery-swapping networks, as well as secure bike parking docks that supply fast charging to delivery workers' e-bikes.

December 18th, NYC Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga reminds New Yorkers to protect themselves and their small businesses from predatory tax preparers as the tax season approaches. DCWP encourages New Yorkers who earned \$59,000 as single filers, or \$85,000 for families, to use NYC Free Tax Prep and save on tax preparer fees, which average \$250.

"Tax season can be a stressful and time-consuming part of the year, but if you qualify for NYC Free Tax Prep services, you don't need to pay a dime of your hard-earned money to file your taxes," said DCWP Commissioner Vilda Vera Mayuga. "The IRS has not yet announced when it will begin accepting tax returns, so we want all New Yorkers to be on the lookout for predatory tax preparers offering promises like 'advance refunds' or 'express refund advances.' We urge all eligible New Yorkers to take advantage of NYC Free Tax Prep this year to keep every penny of your refund without paying for tax preparation services."

Predatory tax preparer tactics include offering refund advances in the form of an anticipation check or a gift card - enticing filers who look forward to receiving their refunds sooner. Refund Anticipation Loans (RALs), or "express refund advances," are sometimes advertised as "interest free" and typically offer a portion of a filer's expected refund. Even when RALs do not include fees or interest, some preparers may charge borrowers higher fees.

Refund Anticipation Checks (RACs), or "refund transfers," require consumers to agree to have their tax preparation fees deducted directly

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from their refund for an additional fee. Depending on the product, paid preparers may help the filer open a temporary bank account, with potential transfer fees and other product costs.

Consumers should wait until they receive their final tax statements from their employer, such as a W-2 or 1099, in January to prepare their return, and not use a paystub or past year's information. This ensures they are filing with the same data the IRS and the New York State Department of Taxation and Finance have on file.

By law, tax preparers must give every filer a copy of the Consumer Bill of Rights Regarding Tax Preparers, which is available in multiple languages, before beginning any discussions about tax preparation services. New Yorkers should be on alert for preparers that overcharge, charge hidden fees, or file a return without permission. Consumers can file a complaint about tax preparers with DCWP by calling 311 or visiting nyc.gov/dcwp.

This coming tax season, when the IRS begins accepting returns in January, New Yorkers who earned \$85,000 or less for families, or \$59,000 or less as single filers in 2023 will be eligible to file for free with an IRS certified VITA/TCE volunteer preparer using NYC Free Tax Prep.

And this year, NYC Free Tax Prep for Self-Employed Filers offers specialized tax preparation services for gig workers, freelancers and small business owners who often face barriers to filing taxes and managing financial recordkeeping. All self-employed New Yorkers are eligible for our workshops and one-on-one consultations, but only those who make up to \$59,000 as single filers, or \$85,000 for families, and have business expenses under \$250,000 are eligible for free annual and quarterly estimated tax preparation services.

December 21st, – Department of Consumer and Worker Protection (DCWP) Commissioner Vilda Vera Mayuga today celebrated the end of the year by looking back at DCWP's work to protect and enhance the daily economic lives of New Yorkers to create thriving communities in 2023. Since the beginning of the Adams Administration, DCWP has put more than \$315 million into the pockets of New Yorkers through consumer and worker restitution, debt relief, and financial empowerment programs.

"From protecting consumers from the dangers of uncertified lithium-ion batteries, to providing a dignified pay rate for our city's restaurant delivery workers, I am proud of the work that DCWP and our sister agencies have done this year to support working New Yorkers," said DCWP Commissioner Vilda Vera Mayuga. "Thank you to Mayor Adams for pushing us to work creatively and collaboratively to get stuff done for our fellow New Yorkers. Let's make next year even better!"

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DCWP Highlights from 2023 include:

Empowering and Educating Consumers in the Marketplace: From filing more than 84,000 tax returns through NYC Free Tax Prep to filing lawsuits against businesses seeking to prey on consumers, DCWP strives to enhance the daily economic lives of all New Yorkers. In addition to expanding access to NYC Financial Empowerment Centers, which have helped New Yorkers reduce their debt by more than \$100 million since 2008, DCWP also provides consumers with tips and educational resources to help them make the most of their hard-earned money.

Supporting our City's Growing Self-Employed Population: In July, Mayor Adams, DCWP, and the Law Department announced a settlement with L'Officiel USA securing more than \$275,000 in worker relief over the company's widespread failure to pay freelancers on time or fully, in violation of the city's "Freelance Isn't Free Act." DCWP also recently launched the expansion of NYC Free Tax Prep services for Self-Employed Filers, which provides free tax preparation services for gig workers, freelancers and small business owners who often face barriers to filing taxes and managing financial recordkeeping.

Protecting Consumers from Uncertified Lithium-Ion Batteries: In September, DCWP began enforcing a new law requiring that all lithium-ion batteries and the micromobility devices that use them that are sold, leased, or rented in NYC must be certified by an accredited testing laboratory. Since the start of enforcement, DCWP has issued nearly 100 summonses to brick-and-mortar and online retailers for violating the law.

Building a Culture of Compliance with the City's Laws: DCWP kicked off its annual series of Business Education Days this year in the Bronx with Council Member Velázquez. In 2023, DCWP conducted 20 Business Education Day events around the five boroughs, visiting more than 1,000 local businesses to answer questions and inform business owners about what they need to know to comply with the city's business laws, which cover consumer and workplace protection, licensing, weights and measures, and more. DCWP also conducted more than 1,200 educational inspections for new businesses opening in NYC to help them understand the laws DCWP enforces through the Visiting Inspectors Program.

Defending New Yorkers' Rights in the Workplace: From getting wrongfully terminated workers reinstated to their positions to securing millions of dollars in worker relief, DCWP held businesses accountable for violating the city's workplace laws. In 2023, DCWP received more than 570 complaints about potential workplace violations, closed more than 240 investigations, and secured almost \$10 million in restitution and civil penalties for nearly 6,000 workers across all workplace cases. DCWP also empowered workers to understand their rights in their workplaces by conducting education and outreach, like the inaugural Paid Care Open House launched this year.

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Providing a Dignified Pay Rate for Restaurant Delivery Workers: In November, the Appellate Division of the State Supreme Court rejected the delivery apps’ challenge, allowing enforcement of the nation’s first Minimum Pay Rate for app-based restaurant delivery workers to begin. Delivery apps, like Uber, DoorDash, and Grubhub, must now pay delivery workers a dignified rate of at least \$17.96 per hour, not including tips.

Safeguarding NYC’s Youth from the Dangers of Illegal Tobacco and E-Cigarettes: Since the beginning of the year, DCWP shut down over 50 unlicensed smoke shops and other businesses illegally selling tobacco and electronic cigarettes, collecting more than \$1.2 million in penalties owed to the city. DCWP has prioritized closing dedicated smoke shops that have a history of violating NYC laws prohibiting the sale of tobacco and electronic cigarettes to minors and the sale of illegal flavored products, as well as those that have been suspected of selling cannabis without a state license. Additionally, DCWP conducts routine enforcement of all tobacco and electronic cigarette retailers. In total, DCWP has collected more than \$4 million in penalties from these businesses in 2023.

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Community goal from FY 2024 DEI-EEO plan]

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Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #2 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

3. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #3 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

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Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Community goal from FY 2024 DEI-EEO plan]

Please describe the steps that your agency has taken to meet this goal. Include actions taken to establish your agency as a leading service provider to the citizens of New York City focused on diversity, equity, and inclusion, while reflecting the variety of communities that are served. How do you evaluate the effectiveness of these actions?

Community Goal #4 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed

Q2 Update: Planned Not started Ongoing Delayed Deferred Completed

Q3 Update: Planned Not started Ongoing Delayed Deferred Completed

Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

5. Other Community programs and activities:

Please describe any other Community-directed programs and activities (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe them, including the dates when the activities occurred.

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D. Equity, Inclusion and Race Relations Initiatives:

Please list the Equity, Inclusion and Race Relations initiatives included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2024, which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan.

Please describe the steps that your agency has taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. Please specify Equity and Race Relations initiatives embarked on, or continued from previous year(s), e.g., meetings, educational and cultural programs, presentations, discussions, books/articles, other suggested readings, etc., and describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

1. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

DCWP created a workforce development plan that includes trainings in DEI. The agency is requiring employees and managers to take unconscious bias, structured interviewing, and disability etiquette training. This training will help employees understand unconscious bias, promote cultural competency, and encourage respectful communication amongst staff members. To promote age inclusivity and increase diversity, Mentorship Programs will be established which will serve as a platform for employees to connect, share experiences, and advocate for inclusion. The Mentorship program will pair experienced employees with newer ones where both groups will have the opportunity to share their experiences and transfer knowledge while enjoying the benefits of career development opportunities.

To ensure that DCWP is an age-friendly workplace, the agency will regularly make DEI assessments within our hiring practices to establish clear diversity and inclusion goals and measure its progress. Policies will be reviewed and updated regularly to reflect inclusive practices and to address systemic issues.

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Managers and supervisors are expected to complete the Structured Interviewing and Unconscious Bias training by March 2024 and

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the Disability Awareness and Etiquette by December 2024. DCWP’s Mentorship program aims to provide high-impact mentoring relationships in a safe space. We will work among colleagues to achieve growth in the following four core functions for life and career success. The information will be shared via sessions which will include interactive trainings, and group discussions, and receive aiding materials on how to foster different aspects of coaching and mentoring relationships within their teams. The progress will be monitored by gathering the staff members' feedback and exercise outcomes based on the core component of the program

Equity, Inclusion and Race Relations Initiative #1 Updates:

Q1 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input checked="" type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

2. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

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Equity, Inclusion and Race Relations Initiative #2 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

3. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #3 Updates:

Q1 Update: Planned Not started Ongoing Delayed Deferred Completed
Q2 Update: Planned Not started Ongoing Delayed Deferred Completed
Q3 Update: Planned Not started Ongoing Delayed Deferred Completed
Q4 Update: Planned Not started Ongoing Delayed Deferred Completed

4. [Copy Equity, Inclusion and Race Relations initiative from FY 2024 DEI-EEO plan]

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Please describe the activities, including the dates when the activities occurred. How do you evaluate the impact of these initiatives?

Equity, Inclusion and Race Relations Initiative #4 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

I. Recruitment

A. Recruitment Efforts

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Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (e.g., targeted outreach and outreach, diversity recruitment, social media presence, where jobs are posted, EEO and APO collaboration, evaluation of best recruitment sources, structured interview training and unconscious bias training).

1. [Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]

1. Continue to expand our partnerships with:

- External organizations
- Colleges
- Programs such as Ladders for Leaders
- Recruitment events

Utilize LinkedIn Talent Solutions to expand and target qualified diverse candidate.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During FY 2023, DCWP has continued to utilize the hiring platform, LinkedIn Recruiter, to recruit for discretionary positions from a larger more diverse talent pool. The recruiter tool allows us to identify, hire, and onboard staff quicker than just using ESS. According to our data, during FY 2023, the number of candidates applying to our positions has increased by 9% because of LinkedIn recruiter. The list below shows the standard list of sites agency attorney positions are posted to:

1. LinkedIn
2. Indeed
3. Peggy Browning Guild
4. Public Service Legal Careers (PSJD)
5. Post Job Free
6. Cafecito Network
7. National Lawyers Guild
8. National Employment Lawyers Association (NELA)
9. Law Crossing

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10. Cornell Law School
11. Boston College Law
12. University of Chicago Law
13. Washington University Law School
14. Fordham School of Law
15. Hofstra School of Law
16. Albany Law School
17. New York Law School
18. PACE School of Law
19. Rutgers School of Law
20. Brooklyn Law
21. Touro College School of Law
22. Columbia School of Law
23. NYU School of Law
24. Cardoza School of Law
25. CUNY School of Law
26. Harvard Law School
27. Northwestern University Law School
28. University of Texas Law School
29. Vanderbilt Law School
30. UCLA Law
31. Yale Law School
32. University of Virginia Law
33. Seton Hall Law
34. Duke University School of Law
35. University of Pennsylvania Law School
36. University of Buffalo Law School
37. UConn School of Law
38. George Washington University Law School
39. Brehon Law Society
40. Haitian American Lawyers Association

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- 41. Iranian American Bar Association
- 42. Muslim Bar Association
- 43. Long Island Hispanic Bar Association
- 44. Asian American Bar Association
- 45. New York County Bar Association
- 46. New Jersey Bar Association
- 47. AFK-CIO Union Lawyers Alliance
- 48. Amistad Long Island Black Bar Association
- 49. Arab American Bar Association
- 50. Association of Black Women Attorney
- 51. Brooklyn Women’s Bar Association
- 52. Catholic Lawyers Guild
- 53. LGBT Bar Association

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

DCWP will continue to expand our partnerships with colleges, universities, government agencies, and professional associations to promote our job postings and to participate in job fairs. We will train hiring managers in Disability Etiquette and the 55-a program. DCWP also began hosting Civil Service information sessions for members of the public. During these sessions members of the public can learn what are civil service exams, how to apply, and what happens after they take an exam.

Recruitment Initiatives/Strategies #1 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

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2. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

Recruitment will participate in career fair events once a month and host information sessions periodically for employees agencywide and a monthly Civil Service Newsletter will be distributed.

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

During the second quarter of FY 2024, DCWP continued sending monthly civil service emails agencywide providing the staff with information on upcoming civil service exams and information sessions. These sessions explain the civil service process and afford the opportunity for employees to ask their questions concerning civil service directly from DCAS. Recruitment did not participate in any career fair events during this time.

Recruitment Initiatives/Strategies #2 Updates:

Q1 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q2 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input checked="" type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q4 Update:	<input type="checkbox"/> Planned	<input type="checkbox"/> Not started	<input type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed

3. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

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Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #3 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

4. **[Copy Recruitment Initiatives/Strategies from FY 2024 DEI-EEO plan]**

Please describe the steps that your agency has taken to implement and achieve these initiatives/strategies. How do you evaluate the effectiveness of these actions?

Recruitment Initiatives/Strategies #4 Updates:

- | | | | | | | |
|------------|----------------------------------|--------------------------------------|----------------------------------|----------------------------------|-----------------------------------|------------------------------------|
| Q1 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q2 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q3 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |
| Q4 Update: | <input type="checkbox"/> Planned | <input type="checkbox"/> Not started | <input type="checkbox"/> Ongoing | <input type="checkbox"/> Delayed | <input type="checkbox"/> Deferred | <input type="checkbox"/> Completed |

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5. Please describe any recruitment efforts designed to increase the effectiveness and improve the hiring and selection reach of your agency during the quarter and describe the activities, including the dates when the activities occurred.

B. Recruitment Efforts for Civil Service Exams

List all recruitment events that were held by the agency to promote open-competitive civil service examinations.

Quarter #	Event Date	Event Name	Borough
2	11/4	NYC DCWP Civil Service Information Session	VIRTUAL
2	11/15	NYC DCWP Civil Service Information Session	VIRTUAL
2	11/21	NYC DCWP Civil Service Information Session	VIRTUAL
2	11/22	NYC DCWP Civil Service Information Session	VIRTUAL

List actual expenditures related to recruiting candidates for open-competitive and promotion civil service exams.

Borough	Approximate Dollar Amount (\$) in Q1	Approximate Dollar Amount (\$) in Q2	Approximate Dollar Amount (\$) in Q3	Approximate Dollar Amount (\$) in Q4
Bronx	\$0	\$0		
Brooklyn	\$0	\$0		

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Manhattan	\$0	\$0		
Queens	\$0	\$0		
Staten Island	\$0	\$0		

C. Recruitment Sources

List recruitment sources used for filling vacancies in the current Quarter (include Q1)

1. PII Program - The program is a great way to create a pipeline of candidates for 55A- all of the intern candidates are already connected to ACCES-VR or the NYSCB (the two State agencies that certify candidates for 55A), so hosting an intern through the PII program allows you to work with a 55A candidate prior to hiring if interested, and speeds up the certification process.
2. Tri-state Area Law schools – target graduating students for internship/fellowship/and entry level positions so that we can diversify our workforce in attorney civil service titles. Currently, we have ran successful summer externship programs we hope to expand to spring.
3. Collaborate with DYCD youth employment programs such as Ladders for Leaders to hire interns into full time positions. From our 2023 Ladders for Leaders Program our Enforcement division was able to successfully hire 2 interns from the program as a part-time employee.
4. Career Readiness and Modern Youth Apprenticeship (CRMYA) program - The program serves has a key investment to ensure each student reaches long-term economic security. Applicants have invested in extensive career-connected learning in the classroom and understand the commitment that an apprenticeship requires.
5. Reservists Program – expanding the representation of older age groups in our workforce. We currently have two staff members from this program, and we are working to recruit at least 5 more during this fiscal year.
6. DFTA Silver Stars Program - expanding the representation of older age groups in our workforce. We recently engaged with this program and hope to onboard staff from this program soon.
7. LinkedIn
8. Indeed
9. Peggy Browning Guild
10. Public Service Legal Careers (PSJD)
11. Post Job Free

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12. Cafecito Network
13. National Lawyers Guild
14. National Employment Lawyers Association (NELA)
15. Law Crossing
16. Cornell Law School
17. Boston College Law
18. University of Chicago Law
19. Washington University Law School
20. Fordham School of Law
21. Hofstra School of Law
22. Albany Law School
23. New York Law School
24. PACE School of Law
25. Rutgers School of Law
26. Brooklyn Law
27. Touro College School of Law
28. Columbia School of Law
29. NYU School of Law
30. Cardoza School of Law
31. CUNY School of Law
32. Harvard Law School
33. Northwestern University Law School
34. University of Texas Law School
35. Vanderbilt Law School
36. UCLA Law
37. Yale Law School
38. University of Virginia Law
39. Seton Hall Law
40. Duke University School of Law
41. University of Pennsylvania Law School
42. University of Buffalo Law School
43. UConn School of Law
44. George Washington University Law School

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- 45. Brehon Law Society
- 46. Haitian American Lawyers Association
- 47. Iranian American Bar Association
- 48. Muslim Bar Association
- 49. Long Island Hispanic Bar Association
- 50. Asian American Bar Association
- 51. New York County Bar Association
- 52. New Jersey Bar Association
- 53. AFK-CIO Union Lawyers Alliance
- 54. Amistad Long Island Black Bar Association
- 55. Arab American Bar Association
- 56. Association of Black Women Attorney
- 57. Brooklyn Women’s Bar Association
- 58. Catholic Lawyers Guild
- 59. LGBT Bar Association

D. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2024. [**Note:** Please update this information every quarter.]

Race/Ethnicity* [#s] * Use self-ID data obtained from NYCAPS; **Gender* [#s]** [N-B=Non-Binary; O=Other; U=Unknown] * Use self-ID data

1. Urban Fellows Total: 0

Race/Ethnicity* [#s]: Black___ Hispanic___ Asian/Pacific Islander___ Native American___ White___ Two or more Races___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

2. Public Service Corps Total: 0

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Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

3. Summer College Interns Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander _16_ Native American ___ White _1_ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

4. Summer Graduate Interns Total: 0

Race/Ethnicity* [#s]: Black ___ Hispanic ___ Asian/Pacific Islander ___ Native American ___ White ___ Two or more Races ___

Gender* [#s]: M ___ F ___ N-B ___ O ___ U ___

5. Other (specify) Total: 13

Race/Ethnicity* [#s]: Black _2_ Hispanic _5_ Asian/Pacific Islander _3_ Native American _1_ White _2_ Two or more Races ___

Gender* [#s]: M _7_ F _6_ N-B ___ O ___ U ___

Additional comments:

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E. 55-A Program

The agency uses the 55-a Program to hire and retain qualified individuals with disabilities. Yes No

Currently, the agency employs the following number of 55-a participants:

Q1 (9/30/2023): 3 Q2 (12/31/2023): 4 Q3 (3/31/2024): _____ Q4 (6/30/2024): _____

During the 1st Quarter, a total of 3 [number] new applications for the program were received.
During the 1st Quarter participants left the program due to [state reasons] _____.

During the 2nd Quarter, a total of 9 [number] new applications for the program were received.
During the 2nd Quarter 0 participants left the program due to [state reasons] n/a .

During the 3rd Quarter, a total of [number] new applications for the program were received.
During the 3rd Quarter participants left the program due to [state reasons] _____.

During the 4th Quarter, a total of [number] new applications for the program were received.
During the 4th Quarter participants left the program due to [state reasons] _____.

The 55-a Coordinator has achieved the following goals:

1. Disseminated 55-a information –
 - by e-mail: Yes No
 - in training sessions: Yes No
 - on the agency website: Yes No
 - through an agency newsletter: Yes No
 - Other: _____
2. _____
3. _____

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VI. Selection (Hiring and Promotion)

Please review Section VI of your FY 2024 Diversity, Equity, Inclusion and EEO Plan and describe your activities for this quarter below:

Please list additional **Selection Strategies and Initiatives** which you set/declared in your FY 2024 Diversity, Equity, Inclusion and EEO Plan (*e.g., use of structured interview, EEO or APO representatives observing interviews, review of placements, review of e-hire applicant data*). Please describe the steps that your agency has taken to meet these objectives.

1. Career Counseling: Advising employees of opportunities for promotion and career development; Notification of promotion/transfer opportunities.

The Director and Deputy Director of Human Capital email monthly Civil Service Newsletters agencywide that promote the civil service exams that are currently open and other DCAS updates on civil service information sessions and Job Vacancies at DCWP.

Information sessions regarding the NYC Bridge exam have been provided to qualifying employees. The sessions covered the process of taking the exam and the benefits of being a permanent City employee. DCWP also promotes available positions in the citywide newsletter sent by DCAS.

The agency's Career Counselor plans to host Civil Service information sessions for the agency. Sessions will cover specific civil service titles, roles and responsibilities, salary ranges, union benefits, and promotions. Additionally, the agency's Career Counselor will offer one-on-one sessions to employees to meet and discuss their career development questions.

2. Reviewing the methods by which candidates are selected for appointment, promotion, or to fill vacancies (new hires), especially for mid- and high-level discretionary positions.

The Director of Human Capital and the EEO Officer will review the data within the NYCAPS Applicant Interview Log Report to identify areas for improvement and work with hiring managers to ensure the data is being collected for all vacancies.

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3. Describe the role of agency EEO Officer and other EEO staff in the selection of candidates for appointment or promotion (pre- and post-appointment).

The EEO Officer is not involved in the selection for appointment or promotion.

4. Analyzing the impact of layoffs or terminations on racial, gender and age groups.

5. Other:

During this Quarter the Agency activities included:	# of Vacancies	# of New Hires	# of New Promotions
Q1	# <u>34</u>	# <u>17</u>	# <u>25</u>
Q2	# <u>17</u>	# <u>17</u>	# <u>4</u>
Q3	# _____	# _____	# _____
Q4	# _____	# _____	# _____

I. Training

Please provide your training information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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II. Reasonable Accommodation

Please report all reasonable accommodation requests and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mspwwa-dcslnx01.csc.nycnet/Login.aspx>

The agency did input full Reasonable Accommodation activity on the DCAS Citywide Complaint and Reasonable Accommodation (CAD) Database:

Q1: Yes No

Q2: Yes No

Q3: Yes No

Q4: Yes No

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III. Compliance and Implementation of Requirements Under Executive Orders and Local Laws

A. Local Law 92: Annual Sexual Harassment Prevention training

Please provide Sexual Harassment Prevention Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

B. Local Law 97: Annual Sexual Harassment Reporting

The agency has entered the sexual harassment Complaint Data in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

Q1

Q2

Q3

Q4

The agency has entered **all types of complaints** in the DCAS Citywide Complaint Tracking System and updates the information as they occur.

The agency ensures that complaints are closed within 90 days.

Report all complaints and their disposition in the DCAS Citywide Complaint/Reasonable Accommodation Tracking System by logging into your CICS Account at: <https://mstpwwa-ctwapx02.csc.nycnet/Login.aspx>

C. Executive Order 16: Training on Transgender Diversity and Inclusion

Please provide E.O. 16 Training Information in Part II of the report “DEI-EEO Training Summary” (in MS Excel).

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I. Audits and Corrective Measures

Please choose the statement that applies to your agency.

- The agency is NOT involved in an audit conducted by NYC Equal Employment Practice Commission (EEOC) or another governmental agency specific to our EEO practices.
 - The agency is involved in an audit; please specify who is conducting the audit: _____.
 - Attach the audit recommendations by EEOC or the other auditing agency.
 - The agency has submitted or will submit to DCAS Citywide Equity and Inclusion an amendment letter, which shall amend the agency plan for FY 2023.
- The agency received a Certificate of Compliance from the auditing agency in 2022 or 2023.

Please attach a copy of the Certificate of Compliance from the auditing agency.

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Appendix A: EEO Personnel Details

EEO Personnel For __2_ Quarter, FY 2024

Personnel Changes

Personnel Changes this Quarter:	<input checked="" type="checkbox"/> No Changes	Number of Additions:	Number of Deletions:
Employee's Name & Title	1. Patty Baez	2.	3.
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date: 4/03/2023	Start Date or Termination Date:	Start Date or Termination Date:
Employee's Name & Title			
Nature of change	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input type="checkbox"/> Deletion
Date of Change in EEO Role	Start Date or Termination Date:	Start Date or Termination Date:	Start Date or Termination Date:
For New EEO Professionals:			
Name & Title	4.	5.	6.
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):
Name & Title			
EEO Function	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)	<input type="checkbox"/> EEO Officer <input type="checkbox"/> EEO Counselor <input type="checkbox"/> EEO Trainer <input type="checkbox"/> EEO Investigator <input type="checkbox"/> 55-a Coordinator <input type="checkbox"/> Other: (specify)
Percent of Time Devoted to EEO	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):	<input type="checkbox"/> 100% <input type="checkbox"/> Other: (specify %):

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EEO Training Completed within the Last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):			
Name & EEO Role	1. Patty Baez	2.	3.
Completed EEO Trainings:			
1. Everybody Matters-EEO and D&I	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Sexual Harassment Prevention	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. IgbTq: The Power of Inclusion	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Unconscious Bias	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Microaggressions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No		

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EEO Personnel Training Continued:

EEO Training completed within the last <u>two</u> years, including the current quarter (EEO and D&I Officers, Deputies, and all new EEO Professionals):						
Name & EEO Role	4.		5.		6.	
Completed EEO Trainings:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1. Everybody Matters-EEO and D&I	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Sexual Harassment Prevention	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. lgbTq: The Power of Inclusion	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Disability Awareness & Etiquette	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Unconscious Bias	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Microaggressions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. EEO Officer Essentials: Complaint/Investigative Processes	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. EEO Officer Essentials: Reasonable Accommodation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Essential Overview Training for New EEO Officers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Understanding CEEDS Reports	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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EEO Personnel Contact Information (Please list all current EEO professionals)

Please provide full mailing address of the principal Agency EEO Office:

MAILING ADDRESS: 42 Broadway 5th Floor, New York, NY 10004

Diversity and EEO Staffing as of 2 Quarter FY 2024*

<u>EEO\ Diversity Role</u>	<u>Name</u>	<u>Civil Service Title</u>	<u>% of Time Devoted to EEO & Diversity Functions</u>	<u>Office E-mail Address</u>	<u>Telephone #</u>
EEO Officer/Director	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Deputy EEO Officer OR Co-EEO Officer					
Chief Diversity & Inclusion Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Diversity & Inclusion Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Chief Diversity Officer	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	<u>2124360269</u>
Chief MWBE Officer per E.O. 59	Sherie Wallace	Procurement Analyst	<u>50%</u>	Swallace@dcwp.nyc.gov	<u>2124360250</u>

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ADA Coordinator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	2124360269
Disability Rights Coordinator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	2124360269
Disability Services Facilitator	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	2124360269
55-a Coordinator	Cynthia Medina	Principal Admin Assoc L2	<u>25%</u>	Cmedina@dcwp.nyc.gov	2124360439
Career Counselor	Margaret Mateo	Admin Business Prom Coordinator NM	<u>100%</u>	Mmateo@dcwp.nyc.gov	2124360338
EEO Counselor	Juana Abreu	Associate Inspector	<u>5%</u>	Jabreu@dcwp.nyc.gov	2124360165
EEO Counselor	Rodger Hayes	Community Associate	<u>5%</u>	Rhayes@dcwp.nyc.gov	2124360241
EEO Counselor	Kayla Flores	Principal Administrative Assoc.	<u>5%</u>	KaFlores@dcwp.nyc.gov	2124360172
EEO Investigator					
Investigator/Trainer					
EEO Training Liaison	Patty Baez	Associate Inspector L2	<u>100%</u>	Pbaez@dcwp.nyc.gov	2124360269

* Please note changes (new personnel filling the specified role). You may insert additional entries as needed. Title refers to the civil service title. If there is an EEO\ Diversity role that your staff performs that is not on the list above, you may indicate it on the chart. You may provide full contact information once if several roles are performed by the same person.