

NYC Consumer & Worker Protection FY 2023 Diversity, Equity, Inclusion and Equal Employment Quarterly Report

FY 2023 Agency Quarterly Diversity, Equity, Inclusion and EEO Report

Agency Name: NYC CONSUMER & WORKER PROTECTION

☐ 1st Quarter (July -September), due November 4, 2022

☒ 3rd Quarter (January -March), due May 1, 2023

☐ 2nd Quarter (October – December), due January 30, 2023

☐ 4th Quarter (April -June), due July 31, 2023

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Date Submitted: 5/04/2023

FOR DCAS USE ONLY:

Date Received:

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Instructions for Filling out Quarterly Reports FY 2023

[Note: These forms are cumulative and intended to retain information for the entire FY 2023.

For Q2, Q3 and Q4, use previous quarter's submission to update, retaining all information for the prior quarters]

1. Please save this file as **"XXXX Quarter X FY 2023 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 2023 DEI-EEO 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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Part I: Narrative Summary

I. Commitment and Accountability Statement by the Agency Head

Distributed to all agency employees? ☐ Yes, On (Date): _____ ☒ No
☐ By e-mail
☐ Posted on agency intranet
☐ 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 (9/30/2022): _____ Q2 (12/31/2022): _____ Q3 (3/31/2023): 449 Q4 (6/30/2023): _____

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

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

☒ NYCAPS Employee Self Service (by email; strongly recommended every year)

☒ Agency's intranet site

☐ Newsletters and internal Agency Publications

☒ On-boarding of new employees

III. The agency conducted a review of the dashboard sent 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: _____ Q2 Review Date: _____ Q3 Review date: _____ Q4 Review date: _____

The review was conducted with:

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☒ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☒ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☒ Not conducted

☐ Agency Head
☐ Human Resources
☐ General Counsel
☐ Other _____
☐ Not conducted

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IV. EEO, Diversity, Inclusion and Equity Initiatives for FY 2023

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 2023.

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 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., underutilization, workforce planning, succession planning and diverse applicant pool, among others).

1.[One of our primary goals is to use the data obtained through CEED's reporting to inform our strategies to further diversify our candidate pools. Through our collaboration with recruitment firms, programs like LinkedIn Talent Solutions, and growing partnerships with associations and colleges we aim to expand our outreach and grow our applicant pool.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

We collaborated with WB&B Executive Search recruitment firm for the hiring of high-level positions such as the Director of the Office of Diversity Equity and Inclusion. During the period of Q3 we interviewed 4 candidates submitted to us by WB&B and ultimately selected one of the candidates, Patty Baez, as our new Director of Diversity, Equity, and Inclusion. The Director of Diversity, Equity, and Inclusion started her position on April 3, 2023.

During this past fiscal year, the contract with LinkedIn talent solutions was finalized so that we can begin setting up our account and begin expanding our recruitment efforts. In Q3 we continued utilizing LinkedIn talent solution and have seen immediate results with an increase of 60% 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. In Q3, the agency continued to partner with

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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.

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
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Q3 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
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. [This fiscal year we will assess the Udemy and Cornerstone professional development platforms and consider acquiring them if we determine that they meet our professional staff development needs.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

In February 2023, Human Capital met with Udemy to go over a demo of the program to get an understanding of how the system worked. In order to be able to test the platform, Human Capital was given access to experience the system to key internal stakeholders to enhance crucial skills needed to diversify the workforce's knowledge and development. In Q3, Human Capital has continued to conduct research on various diverse knowledge platforms such as Udemy to provide a learning platform for all employees. Udemy offers an extensive catalog of courses in DEI.

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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. [The pilot for the Mentorship Program will also launch this year. This program will provide staff members with monthly sessions to receive interactive trainings, have group discussions, and receive aiding materials on how to foster different aspects of coaching and

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mentoring relationships within their teams. For the pilot, Human Capital will request division heads to recommend staff members to the participate in the monthly sessions and we will consistently request feedback so that we can make any necessary improvements to our sessions before the official implementation of the program.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

During this past fiscal year, Workforce Development has been reviewing the learning materials available on Mind Tools. The plan is to start developing training sessions and combining them with resources for participants to be able to use during the program.

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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.[Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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

In addition to the posting of vacancies on external websites that target these demographics and the promotion of our positions at virtual college job fairs, DCWP has been using LinkedIn talent solutions to expand our searched to all LinkedIn members. We plan on connecting directly with diverse candidates who meet the qualifications of our vacant positions.

There was underutilization reported in Clerical, Clerical Supervisors, Management Specialists, and Managers job groups.

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B. Workplace:

Please list the **Workplace Goal(s)** included in *Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., job satisfaction/engagement surveys, exit interviews/surveys, and onboarding surveys).

1. [The agency will continue collaborating with NYC Work Well to bring programs for staff members to participate in such as fitness and wellness workshops, and vaccine clinics.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

We hosted Winter Yoga classes every Wednesday during the month of February 2023.

We hosted a Sleep Soundly Workshop on February 8, 2023.

We hosted Pilates classes every Friday during the month of March 2023.

During this quarter Human Capital coordinated with DCAS to promote a Blood Drive for staff members to be held from March 7th through March 10th.

Each month we sent out a wellness email highlighting available resources and reminding staff about the programs we had going on in our agency as well as the programs Work Well hosted for the city.

While planning for future wellness events we also decided to begin drafting an employee survey for staff to let us know what they were interested in participating in.

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Q3 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
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. [With the creation of our Diversity, Inclusion and Compliance Office, we also aim to collaborate with external partners to provide additional trainings and workshops.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

We selected a candidate for the Director of the Office of Diversity, Inclusion, and Compliance position. The candidate was approved by the Deputy Mayor and vetted by the Mayor's Office of Appointments. After the approval from OMB the candidate was able to start on April 3, 2023. Now that the Director of DEI is onboarded, we will prepare a roadmap to develop a DEI training curriculum using internal and external resources.

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3. [The agency Deputy Chief of Staff and Employee Engagement Committee are working to improve engagement and morale across the agency. They will create a calendar of events and activities to help foster workplace inclusion and engagement throughout the year. They are also planning an Employee Recognition Event in October to recognize staff contributions.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

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During this fiscal year division leaders were informed of the plans for Customer Service Week and there were award categories that each team had to designate a winner for. The categories were: Mentoring Champion, Calmer of Storms, Rookie Rockstar, League of Superheroes, The Motivator, The Ray of Sunshine, and the 2023 Excellence in Customer Service awards. The agency is planning an agency anniversary event for April 28th. This event will award years of service awards to all staff who have contributed to the DCWP's and the City's success.

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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. [Insert goal]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

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

In October we sent our 7th Quarterly EEO Newsletter on the topic of Microaggressions and Microaffirmations. In this newsletter we also announced the onboarding of our Director of the Office of Diversity, Inclusion and Compliance/EEO Officer. The Newsletter will be updated by the Director of DEI/EEO Officer and distributed once completed with the most recent updates.

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C. Community:

Please list the **Community Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan (e.g., community outreach and engagement, M/WBE participation and customer satisfaction surveys).

1. [The agency mission, “to protect and enhance the economic lives of New Yorkers”, requires that we continue to expand outreach efforts. To effectively reach the populations we serve we train our workforce on how to effectively 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. What steps were taken to evaluate effectiveness of these actions?

During this quarter the agency continued to inform the public about the Fair Work Week law and Just Cause protections.

On January 19th, Mayor Eric Adams, Commissioner of Small Business Services, Kevin D. Kim, and Commissioner Vilda Vera Mayuga announced a joint initiative to bring one on one financial counseling to jobseekers across New York City. This service will provide a one-stop-shop for New Yorkers to access free, professional, and confidential financial counseling, along with job readiness services and connections to workforce development training. DCWP’s Financial Empowerment Centers have served more than 68,000 clients, helping them collectively save more than \$10.5 million and reduce their debt by more than \$90 million since the inception of the program in 2008.

On January 28th, Mayor Eric Adams and Commissioner Vilda Vera Mayuga encouraged single-filing New Yorkers who earned \$56,000 or less in 2022, or families who earned \$80,000 or less, to file their taxes for free using [NYC Free Tax Prep](#). NYC Free Tax Prep provides free, professional, tax preparation that can help New Yorkers keep their full refund, including valuable tax credits, like the newly enhanced New York City Earned Income Tax Credit (NYC EITC). The new NYC Free Tax Prep for self-employed New Yorkers will also provide income tax services to freelance workers and small businesses.

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NYC Free Tax Prep Services include: In-Person Tax Prep: sit down with a volunteer preparer, Drop-off Service: drop off documents and pick up completed returns later, Virtual Tax Prep — like in-person free filing but online, and Assisted Self-Preparation: free online tax prep on one's own or with help.

On February 27, 2023, Mayor Eric Adams and Commissioner Vilda Vera Mayuga announced a settlement with Starbucks over the wrongful termination of Austin Locke from one of its Astoria locations. This in violation of the “just cause” protections of New York City’s [New York City’s Fair Workweek Law](#). Starbucks agreed to reinstate Locke to his former position at the Astoria Starbucks where he worked, pay him over \$21,000 in backpay and penalties, and comply with the city’s Fair Workweek Law going forward.

In July 2022, DCWP received a complaint from Locke alleging that Starbucks had unlawfully fired him from his job. DCWP quickly launched an investigation and found that Starbucks did in fact terminate Locke unlawfully. DCWP gave Starbucks an opportunity to reinstate Locke at the conclusion of the investigation. When Starbucks failed to do so, DCWP filed a petition on September 1, 2022, with the New York City Office of Administrative Trials and Hearings. The petition requested an order of reinstatement and backpay for Locke, which he will now receive under this settlement.

On March 3, 2023, Mayor Eric Adams announced the launch of a \$1.5 million multimedia marketing campaign to promote the expanded New York City Earned Income Tax Credit (NYC EITC), which is available to eligible New Yorkers during this year’s tax season. Starting March 4th, the city will run a new marketing campaign on television, radio, social media, in print, and out-of-home advertising such as billboards and posters to promote the enhanced benefit and provide information on how eligible New Yorkers can access it.

The campaign complements DCWP’s annual NYC Free Tax Prep campaign. NYC Free Tax Prep provides free, professional tax preparation that can help New Yorkers keep their full refund, including valuable tax credits, like the NYC EITC. The new NYC Free Tax Prep for self-employed New Yorkers will also provide income tax preparation services to freelance workers and small businesses.

On March 6, 2023, Commissioner Vilda Vera Mayuga announced that DCWP filed a lawsuit in the New York County Supreme Court against Dorm2Dorm LLC. for exploiting college students. Dorm2Dorm LLC is a moving storage company known for targeting New York City area college students and their parents/guardians by failing to provide the services that consumers paid for and that Dorm2Dorm advertised, including consistently late pickups and deliveries, misplacing possessions, returning them damaged or broken, and deceiving consumers with false promises of a 25% “instant rebate.” DCWP’s lawsuit seeks civil penalties, restitution for consumers, and a court order instructing the company to cease its false and deceptive advertisements.

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On March 8, 2023, Commissioner Vilda vera Mayuga released a tipsheet to help New Yorkers make the best financial decision possible when considering the use of Buy Now, Pay Later loans. Buy Now, Pay Later loans are short-term loans that allow consumers to pay for something in small installments and avoid fees or interest, but only if consumers pay in full and on time.

What You Need to Know About Buy Now, Pay Later Loans: Think before you sign, read the fine print, check the return policy, budget before you buy, understand how Buy Now, pay Later loans may impact your credit score, limit the number of Buy Now, pay Later loans you owe, turn off autopay if you don't want to be charged automatically, and get free financial counseling if you need help.

DCWP's NYC Financial Empowerment Centers provide free, one-on-one professional financial counseling to help New Yorkers create a budget, 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. Anyone 18 and older who lives or works in New York City can book a free and confidential appointment with a professional financial counselor by visiting nyc.gov/TalkMoney or calling 311 and saying "Financial Counseling." Services are available in person or by phone and in multiple languages.

Throughout the fiscal year the agency continued their efforts to inform the public of the worker protections such as the NYC Freelance Isn't Free law, the Paid Safe and Sick Leave laws, and the special leave available for the COVID-19 vaccine under state law as well as leave to get kids vaccinated under city law.

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
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2. [Our Enforcement, Office of Labor Policy and Standards, and External Affairs divisions will continue to collaborate with other agencies, non-profit organizations, and government officials to foster relationships with the public and maintain everyone informed on the expanding services and protections enforced by the agency.]

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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. What steps were taken to evaluate effectiveness of these actions?

During Q3 DCWP completed 200 events serving a total of 11,523 New Yorkers.

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
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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. [Coordinating additional MWBE events for our agency divisions to interface with potential MWBE vendors/ partners.]

- ❖ 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. What steps were taken to evaluate effectiveness of these actions?

Total amount DCWP spent on M/WBE Vendors is \$97,299.00

Total number of M/WBE vendor used is 23

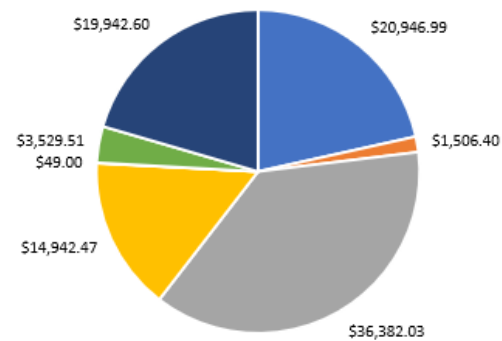
Total number of purchase requisitions received is 32

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M/WBE Report for FY23 Q3

Total Quote Amount Percentage Of Total

Utilization by Ethnicity and Gender



ETHNICITY

GENDER

- BLACK FEMALE
- BLACK MALE
- HISPANIC MALE
- NON-MINORITY FEMALE
- NON-MINORITY MALE
- ASIAN FEMALE
- ASIAN MALE

Values

+ -

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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 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
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. [Continuing to identify procurement opportunities where we can do business with MWBE vendors/partners. Work with SBS to identify new MWBE's that the agency can work with.]

❖ 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. What steps were taken to evaluate effectiveness of these actions?

Procurement did not attend any fairs during Q3.

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 checked="" 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

❖ Please specify any other Community-directed activities during the quarter (e.g., meetings, educational and cultural programs, promotion of agency services, community fairs, etc.) and describe the activities, 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 Goal(s)** included in Section IV: Diversity, Equity, Inclusion and EEO Initiatives for FY 2023, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. [Incorporating diversity, equity, and inclusion as a pillar in all agency goals and decisions requires collaboration between division leaders, Human Capital, and senior management. Providing training and support to supervisors on how to be more inclusive, how to increase employee engagement, and how to foster positive teams will be one of the main priorities for the Director of the Office of Diversity, Inclusion and Compliance. The Office of Diversity, Inclusion and Compliance will also work to foster DEI initiatives such as employee resource groups.]

❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

We selected a candidate for the Director of the Office of Diversity, Inclusion and Compliance and she is currently going through the PAR approval and vetting process.

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 checked="" type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input type="checkbox"/> Completed
Q3 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
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. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

3. [Insert goal]

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- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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. [Insert goal]

- ❖ Please describe the steps that your agency has taken to meet this goal. Include steps taken to establish your agency as a leader in creating equitable and inclusive workplace environment and enhancing cultural competency. What steps were taken to evaluate effectiveness of these actions?

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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- ❖ 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.

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V. Recruitment

A. Recruitment Efforts

Please list **Recruitment Initiatives and Strategies** which you set/declared in your FY 2023 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. [Continue to expand our partnerships with:

- External organizations
- Colleges
- Programs
- Recruitment events]

2. Utilize LinkedIn Talent Solutions to expand and target qualified diverse candidates

❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

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 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 checked="" 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. In FY 2023 we will work with WB&B to recruit for the Deputy Commissioner of the Office of Policy and Standards and the new position of Director of the Office of Diversity, Inclusion & Compliance/EEO Officer.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We worked with WB&B to review candidates for the Director of the Office of Diversity, Inclusion & Compliance/EEO Officer.

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 type="checkbox"/> Ongoing	<input type="checkbox"/> Delayed	<input type="checkbox"/> Deferred	<input checked="" 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 checked="" 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. [Require unconscious bias and structured interview trainings of all hiring managers.]

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We will include these trainings in our training calendar for the remainder of FY 2023 and for FY 2024.

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 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
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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4. [Train hiring managers on Disability Etiquette and the 55-a program to expand our regular utilization of this recruitment opportunity.]

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

We are planning on the best way to incorporate trainings as a part of onboarding of new supervisors/hiring managers.

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 checked="" 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

- ❖ Please specify 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. Internships/Fellowships

The agency is providing the following internship opportunities in FY 2023. [Note: Please update this information every quarter.]

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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

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 (Ladders for Leaders) Total: N/A

Race/Ethnicity* [#s]: Black_0_ Hispanic_0_ Asian/Pacific Islander_0_ Native American___ White_0_ Two or more Races___

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

4. Summer Graduate Interns Total: 2

Race/Ethnicity* [#s]: Black___ Hispanic_1_ Asian/Pacific Islander___ Native American___ White_1_ Two or more Races___

Gender* [#s]: M ___ F__2_ N-B ___ O ___ U ___

5. Other (Interns) Total: 9

Race/Ethnicity* [#s]: Black_1_ Hispanic_2_ Asian/Pacific Islander_4_ Native American___ White_1_ Two or more Races___

Race/Ethnicity Not Disclosed _2_

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Gender* [#s]: M 3 F 6 N-B O U

Additional comments:

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C. 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 (9/30/2022): 1 Q2 (12/31/2022): 2 Q3 (3/31/2023): 1 Q4 (6/30/2023):

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 0 [number] new applications for the program were received.

During the 2nd Quarter _____ participants left the program due to [state reasons] _____.

During the 3rd Quarter, a total of 0 [number] new applications for the program were received.

During the 3rd Quarter 1 participant left the program due to transferring to another agency.

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. Provided information to candidates and submitted (3) 55-a application to DCAS to have their applications reviewed.**

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3. _____

V. Selection (Hiring and Promotion)

Please review Section VI of your FY 2023 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 2023 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*).

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

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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.

❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

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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 of candidates 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>46</u>	# <u>36</u>	# <u>13</u>
Q2	# <u>80</u>	# <u>22</u>	# <u>16</u>
Q3	# <u>25</u>	# <u>21</u>	# <u>15</u>
Q4	# _____	# _____	# _____

Commented [PB1]: Email sent to Recruitment

VI. Training

Please provide your training information in Part II of the report "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

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VII. 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>

VIII. 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 "Diversity, Equity, Inclusion and 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

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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://mispwva-dcslnx01.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 "Diversity, Equity, Inclusion and EEO Training Summary" (in MS Excel).

D. Local Law 101: Climate Survey

Please describe your progress this quarter in implementing the primary goals in Appendix B of your Agency Diversity, Equity, Inclusion and EEO Plan for FY 2023.

Please list the actions, initiatives, programs, or policies included in *Appendix B: 2020 Climate Survey Action Plan*, which you set/declared in your FY 2023 Diversity, Equity, Inclusion and EEO Plan.

1. Increase employees' familiarity with the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet these goals. What steps were taken to evaluate effectiveness of these actions?

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Continue the distribution of quarterly EEO Newsletters to regularly provide EEO contact information along with details on the EEO policy. The EEO Officer also continues to provide an hour-long training on EEO during new hire orientation. The training covers who is protected by the EEO policy, the protected categories, sexual harassment, reasonable accommodations, and where to go to access information on EEO (agency intranet and DCAS website). We can launch an employee survey to evaluate the effectiveness of these actions and make any changes based on the responses we receive.

2. Improve the EEO Office's visibility to the workforce.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Have EEO posters and contact information posted throughout our agency work locations. We also have an EEO icon on our intranet homepage where staff can go to access forms, policies, and contact information for EEO.

3. Improve employees' knowledge of the EEO complaint process, including where and how to file a formal complaint, and what happens after a complaint is filed.

- ❖ Please describe the steps that your agency has taken to meet these initiatives/strategies. What steps were taken to evaluate effectiveness of these actions?

The EEO complaint process is outlined during new hire orientation. We have also provided this information via our EEO Newsletter as a reminder to all staff members. Including questions regarding the complaint process in an employee survey would be helpful in us determining the effectiveness of these actions.

4. Increase employees' understanding of protected rights and prohibition of discrimination, including sexual harassment, in the

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workplace.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

This information is provided during new hire orientation and other mandated training courses.

5. Improve managers' and supervisors' awareness of measures that an employee may take to report any violations under the EEO Policy, including discrimination and sexual harassment.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

We will include a section on supervisor/manager EEO responsibilities in our supervisory bootcamp training. We can also launch a survey for this staff to understand the effectiveness of the information being relayed and see what additional support they would like.

6. Improve managers' and supervisors' knowledge of whom and where to direct employees who may want to discuss a complaint (s) under the EEO Policy.

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

Aside from sending general emails to staff we can send quarterly emails to managers/supervisors to remind them of their

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responsibilities. Sending communications directly to them may be more impactful compared to sending general communications to all staff members. The effectiveness of this approach can also be measured in the survey we launch.

7. Other:

- ❖ Please describe the steps that your agency has taken to meet this goal. What steps were taken to evaluate effectiveness of these actions?

IX. 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 (EEPC) or another governmental agency specific to our EEO practices.

☒ The agency is involved in an audit; please specify who is conducting the audit: _____ EEPC _____.

☐ Attach the audit recommendations by EEPC 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 2022.

☐ The agency received a Certificate of Compliance from the auditing agency.

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 3 Quarter, FY 2023

Personnel Changes

Personnel Changes this Quarter:		<input type="checkbox"/> No Changes	Number of Additions: 1	Number of Deletions: 2
Employee's Name & Title	1. Diana Morales	2. Dina Ghanbarzadeh	3. Patty Baez	
Nature of change	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input type="checkbox"/> Addition <input checked="" type="checkbox"/> Deletion	<input checked="" type="checkbox"/> Addition <input type="checkbox"/> Deletion	
Date of Change in EEO Role	Start Date or Termination Date: 2/17/2023	Start Date or Termination Date: 10/15/2022	Start Date or Termination Date: 4/03/2023	
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 checked="" 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 checked="" 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)	

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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 type="checkbox"/> Yes <input checked="" 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 checked="" 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 checked="" 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

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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, <u>and all new EEO Professionals</u>):						
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. IgbTq: 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:

Diversity and EEO Staffing as of 1 Quarter FY 2023*

<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	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	(212)436-0269
Deputy EEO Officer OR Co-EEO Officer	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	(212)436-0269
Chief Diversity & Inclusion Officer	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	(212)436-0269
Diversity & Inclusion Officer	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	(212)436-0269
Chief Diversity Officer/Chief MWBE Officer per E.O. 59	<u>Sherie Wallace</u>		<u>25%</u>	swallace@dcwp.nyc.gov	(212)436-0250
ADA Coordinator	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	(212)436-0269

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Disability Rights Coordinator	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	<u>(212)436-0269</u>
Disability Services Facilitator	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	<u>(212)436-0269</u>
55-a Coordinator	<u>Cynthia Medina</u>	<u>Principal Administrative Associate</u>	<u>25%</u>	cmedina@dcwp.nyc.gov	<u>(212)436-0338</u>
Career Counselor	<u>Margaret Mateo</u>	<u>Administrative Business Promotion Coordinator (NM)</u>	<u>25%</u>	mmateo@dcwp.nyc.gov	<u>(212)436-0338</u>
EEO Counselor	<u>Juana Abreu</u>	<u>Associate Inspector</u>	<u>5%</u>	jabreu@dcwp.nyc.gov	<u>(212)436-0165</u>
	<u>Kayla Flores</u>	<u>Principal Administrative Associate</u>	<u>5%</u>	kaflores@dcwp.nyc.gov	<u>(212)436-0172</u>
	<u>Rodger Hayes</u>	<u>Community Associate</u>	<u>5%</u>	rhayes@dcwp.nyc.gov	<u>(212)436-0241</u>
EEO Investigator					
EEO Counselor\ Investigator					
Investigator/Trainer					
EEO Training Liaison	Patty Baez	<u>Associate Inspector</u>	<u>100%</u>	PBaez@dcwp.nyc.gov	<u>(212)436-0269</u>
Other (specify)					

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Other (specify)					
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* 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.