



**2015 - 2016**

# **Staff Affirmative Action Plan**

University of California  
**Berkeley**



**UNIVERSITY OF CALIFORNIA  
AT BERKELEY**  
**STAFF AFFIRMATIVE ACTION PLAN**  
**September 1, 2015 - August 31, 2016**

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## **Purpose of the Staff Affirmative Action Plan • 41 CFR 60-2.10**

The Berkeley Campus Staff Affirmative Action Plan serves as a working document for reporting on career staff personnel actions and informing the campus and local communities of programs and procedures undertaken by the campus to ensure equal employment opportunity and to implement the campus commitment to affirmative action in accordance with University policies and applicable Federal and State laws and regulations. For example, the Plan describes the following: the delegation of responsibilities to various campus employees for the implementation of affirmative action and equal employment opportunity, job groups, availability data, utilization analysis, annual placement goals, and action-oriented programs. The Staff Affirmative Action Program for Individuals with Disabilities and Protected Veterans is also included.

Federal affirmative action regulations and University policies stipulate that the Staff Affirmative Action Plan be evaluated, monitored, and updated annually. Progress is to be assessed, deficiencies to be identified, and corrective changes that will better accomplish the Plan's goals and objectives are to be outlined.

### **Internal Audit and Reporting Systems • 41 CFR 60-2.17(d)**

A major component of the Staff Affirmative Action Plan is an assessment of the effectiveness of efforts undertaken to achieve campus goals and objectives. This assessment requires complex record-keeping systems for collecting information about applicants and about the numerous personnel transactions affecting career staff employees. Maintenance of the information is in accordance with University retention schedules. The information provides the basis for analyzing personnel transactions for a one-year period and for an annual update of the Staff Affirmative Action Plan. The update includes the predetermination of annual placement goals as well as an assessment of the previous year's annual placement goals and progress made. Senior management is advised of the assessments of program effectiveness, and any recommendations deemed necessary to improve performance or correct identified problem areas.

Applicant Information. Information about the gender, ethnicity, veteran, and disabled status of each applicant is collected and maintained for affirmative action reporting purposes. This information is requested on a voluntary basis, and applicants self-identify these statuses. Information regarding the disposition of each application for each opening is also maintained.

Employee Information. Information is collected and maintained for the following personnel transactions: placements (new hires, promotions, and transfers); appointment step of new hires; merit increases; reclassifications; separations (resignation, death, retirement, and medical); involuntary separations (layoffs and dismissals); and training programs. The information is compiled by job group, by gender, by ethnicity, by veteran status, and by disability status.

### **The 2015-2016 Staff Affirmative Action Plan**

This Plan sets annual placement goals when the percentage of minorities or women employed in a particular job group is less than would be reasonably expected given their availability percentage in that particular job group. Placement goals are set for the period September 1, 2015 - August 31, 2016. The Plan also describes analyses of personnel transactions for the period September 1, 2014 – August 31, 2015.

## **The Career Staff Community**

### **The Work Force • 41 CFR 60-2.11(c)**

As of April 30, 2015, the Berkeley campus employs 7407 staff employees with career, partial-year career, and contract appointments. Female employee representation was 57.8 percent; total minority representation was 49.4 percent. The Staff Affirmative Action Plan addresses the following types of staff appointments: Career (appointments at 50% or more of full time for 1 year or longer); Partial-Year Career (contains regularly scheduled periods not to exceed 3 months per year when the employee remains an employee but is not at work); and Contract (appointment for a definite period, terms and conditions specified in a written employment contract). In addition to these staff, the campus employs staff with Limited appointments (employed less than 50 percent time or less than one year), Per Diem appointments (adds to or substitutes for permanent and limited employees on a day-to-day basis), and casual/restricted employees (student appointments). Career, Partial-Year Career, and Contract appointments are addressed in the Staff Affirmative Action Plan because attention to those positions is considered the most effective way to achieve lasting work force diversification.

Career, Partial-Year Career and Contract staff employees of the Berkeley campus serve in a variety of capacities supporting the research, instructional, and public service missions of the campus. Career staff positions occur, for example, in such occupations as: administrator, manager, clerical worker, nurse, architect, engineer, physician, writer, editor, laboratory technician, television technician, electronic technician, custodial worker, skilled and unskilled crafts worker, groundskeeper, bookbinder, and truck driver. The positions exist in the entire range of campus departments: academic, business and administrative services, student services, and organized research units. Some staff employees are supervised directly by academic employees, while the majority report to other staff employees.

In accordance with Federal affirmative action regulations, a work force analysis of staff employees by department is developed. The analysis consists of a count of employees in each job title in the unit; job titles are ranked from the lowest to highest salary range, including supervisors who are career staff employees. For each job title the following is provided: the salary range; the total number of incumbents; the total number of male and female incumbents; and the total number of male and female incumbents by the ethnicity and race categories of American Indian or Alaskan Native, Asian or Pacific Islander, Black, and Hispanic. Ethnicity and race category definitions are provided in Appendix A. The work force analysis is available for review upon request in Human Resources at the office of Staff Equal Employment Opportunity (EEO) Compliance.

### **Personnel Programs**

Non-represented Employees. There is one personnel program for non-represented career staff employees with two levels described below.

Management/Senior Professionals. This staff level is composed of managers and senior professionals who provide leadership and professional expertise at the highest levels to major University units, programs, or fields of work, and are accountable for their areas of responsibility. Positions at this level are responsible for identifying objectives, formulating strategy, directing programs, managing resources, and functioning effectively with a high degree of autonomy.

*Professional and Support Staff.* This staff level is composed of professional and support staff who provide administrative, professional, technical, and operational support through independent judgment, analytical skill, and professional or technical expertise, or are responsible for providing clerical, administrative, technical, service, and maintenance support for University departments, programs, and fields of study.

*Represented Employees.* Campus clerical, service, registered nurse, patient care technical, police officer, staff research, technical, printing trades, hospital residual professionals, and skilled crafts employees are exclusively represented by labor organizations. Their terms and conditions of employment are set forth in bilaterally negotiated labor agreements.

### **The University's Commitment to Equal Employment Opportunity and Affirmative Action**

The University's commitment to equal employment opportunity and affirmative action is reflected by the following statement:

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender,<sup>1</sup> gender expression,<sup>2</sup> gender identity,<sup>3</sup> pregnancy,<sup>4</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.<sup>5</sup> This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies.

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy. This policy also prohibits retaliation against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans.<sup>6</sup> The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist.

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<sup>1</sup> *Gender* refers to the sex of a person, including a person's gender identity, and gender expression.

<sup>2</sup> *Gender expression* refers to a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

<sup>3</sup> *Gender identity* refers to an individual's personal sense of himself/herself as being male and masculine or female and feminine, or ambivalent.

<sup>4</sup> *Pregnancy* includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>5</sup> *Service in the uniformed services* includes service as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service. It includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

<sup>6</sup> *Covered veterans* includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.

These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

In conformance with Federal regulations, written affirmative action plans shall be prepared and maintained by each campus of the University, by the Lawrence Berkeley National Laboratory, by the Office of the President, and by the Division of Agriculture and Natural Resources. Such plans shall be reviewed and approved by the Office of the President and the Office of the General Counsel before they are officially promulgated.

An abbreviated version of this statement appears in campus publications, including the last page of this affirmative action plan. The University's full Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment can be found at:

<<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>>.

The personnel program for non-represented employees contains written provisions that address nondiscrimination in employment and affirmative action (see PPSM-12, Non-discrimination in Employment; also on the web at:

<[http://atyourservice.ucop.edu/employees/policies\\_employee\\_labor\\_relations/personnel\\_policies/spp12.html](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp12.html)>).

All agreements for represented employees contain a nondiscrimination in employment article, which restates the concepts embodied in the law. Although currently none of the labor agreements contains an article on affirmative action, this Staff Affirmative Action Plan and the campus' commitment to equal employment opportunity and affirmative action apply equally to represented and non-represented career employees.



## **Dissemination of Equal Employment Opportunity and Affirmative Action Policies and Information**

The Berkeley campus' commitment to equal employment opportunity and affirmative action is communicated in the following ways:

### **Internal Dissemination**

1. Statements on nondiscrimination in employment and affirmative action are contained in the non-represented staff personnel policies. A nondiscrimination statement is contained in all labor agreements. Departments employing such career staff are sent notifications when changes are made to the labor agreements. Labor agreements are accessible on the Human Resources website <<http://hrweb.berkeley.edu/labor/general>>.
2. The Staff Affirmative Action Plan is available for review in the office of Staff EEO Compliance and other offices within Human Resources, the Moffitt Undergraduate Library, the Main Library, and on the Staff EEO Compliance website <<http://hrweb.berkeley.edu/diversity/plan-placement>>.
3. Campus managers receive information about the campus' commitment to equal employment opportunity and affirmative action, the status of the staff affirmative action program, and affirmative action progress.
4. Labor Relations provides departments with access to and ordering information for required labor and employment posters, including the "Equal Employment Opportunity is Law" poster.
5. Information regarding Berkeley campus job openings is posted on the Human Resources "UC Berkeley Jobs" website at <<http://jobs.berkeley.edu/>>. The "UC Berkeley Jobs" website includes a link to the nondiscrimination statement.
6. Nondiscrimination and affirmative action posters, along with required labor and employment posters, are posted in departmental locations throughout campus where employees congregate and the office of Human Resources.
7. The procedures for implementing the new personnel policies for non-represented career staff state that employees having the responsibility for meeting established commitments in equal employment opportunity and affirmative action shall be evaluated on their good faith efforts in these areas. Inclusiveness is one of the core competencies on which staff are evaluated as part of the annual the performance evaluation

### **External Dissemination**

1. Recruiting sources, which include community and governmental organizations, colleges, schools, and organizations representing minorities, women, veterans, and individuals with disabilities are informed via "UC Berkeley Jobs" website at <<http://jobs.berkeley.edu/>> that the campus is an affirmative action/equal employment opportunity employer. Recruiting sources are asked to seek and refer all potentially qualified applicants, including minorities, women, individuals with disabilities, and protected veterans, for all positions listed. A list of some recruiting sources is presented on beginning on page 20, under "Inclusive Recruitment."

2. Recruitment materials and employment advertising specify that the Berkeley campus is an equal opportunity/affirmative action employer.
3. Pictures of and articles about employees in campus publications include minorities, women, individuals with disabilities, and veterans.
4. Employment application forms notify applicants that the campus is in compliance with applicable equal employment opportunity and affirmative action statutes.

In addition to external dissemination by the campus of its commitment to equal employment opportunity and affirmative action, the University incorporates the equal opportunity clause required by the Federal affirmative action regulations in subcontracts and purchase orders covered by Executive Order 11246.

## **Designation of Responsibility for Implementation of Equal Employment Opportunity and Affirmative Action**

### **• 41 CFR 60-2.17(a)**

As part of the Berkeley campus' efforts to ensure equal employment opportunity and implement affirmative action for employees and applicants, specific responsibilities have been delegated. The Chancellor, the Vice Chancellor–Administration and Finance, the Vice Chancellor–Equity and Inclusion, the Assistant Vice Chancellor–Human Resources, the Director of Total Rewards, Analytics & Metrics, and EEO, the Director of Staff Diversity, and department managers and supervisors have the responsibilities described below.

#### **Chancellor**

The ultimate responsibility for equal employment opportunity and affirmative action rests with Chancellor Nicholas Dirks. His responsibilities include, but are not limited to, the following:

1. Delegating the responsibility for overseeing, administering, implementing, and monitoring the Staff Affirmative Action Plan to appropriate personnel.
2. Ensuring that those designated personnel responsible for components of the Staff Affirmative Action Plan are, to the greatest extent possible, given the staffing necessary to implement successfully their assigned responsibilities.
3. Imparting personal direction that assures total involvement and commitment to equal employment opportunity and affirmative action.

#### **Vice Chancellor–Equity and Inclusion**

Reporting directly to the Chancellor, the Vice Chancellor–Equity and Inclusion is responsible for developing programs, and working with the Chancellor, the other Vice Chancellors, and campus managers to develop programs that support the goal of strengthening the equity and inclusiveness of the Berkeley work and learning environment. The Vice Chancellor is responsible at the cabinet level for equity and inclusion and oversees the development of programs and practices aimed at improving the campus climate for staff, students, and faculty. Gibor Basri will continue to serve as Vice Chancellor for Equity and Inclusion until November 1, 2015, when Na'ilah Nasir will begin her term as Vice Chancellor.

#### **Vice Chancellor–Administration and Finance**

Reporting directly to the Chancellor, Vice Chancellor–Administration and Finance John Wilton has line responsibility for equal employment opportunity and affirmative action in the Administration and Finance division, which includes Human Resources. In addition, he is responsible for monitoring the impact of the implementation of campus programs on our staff affirmative action goals and objectives.

### **Assistant Vice Chancellor–Human Resources**

Assistant Vice Chancellor–Human Resources Jeannine Raymond reports to the Vice Chancellor–Administration and Finance, and is responsible for planning, organizing, and directing the activities of Human Resources to ensure equal employment opportunity for all staff human resource processes and to ensure affirmative action implementation for women, minorities, individuals with disabilities, and protected veterans. Such responsibilities include the implementation of University staff personnel policies and negotiated labor agreements, the development of campus personnel policies and procedures, and the final review of personnel actions to identify possible problem areas. AVC of HR works in collaboration with the Director of Staff Diversity in the office of the Vice Chancellor for Equity and Inclusion.

### **Director of Staff Diversity**

The Director of Staff Diversity, Sidalia Reel, reports to the Vice Chancellor of Equity and Inclusion and is responsible for developing multicultural training and programs that increase awareness and develop employee skills specific to working in a diverse, multicultural work environment. She assists incorporating equity and inclusion considerations in staff hiring, development, and advancement programs, procedures, and practices. She develops and conducts campus-sponsored programs and training for staff to strengthen the equality, fairness and inclusiveness of the work and learning environment. She works with campus managers who are developing educational programs to provide a work environment free of illegal discrimination and harassment, and achieve further diversity in the workplace.

### **Director of Total Rewards, Analytics & Metrics, and EEO**

Director of Total Rewards, Analytics & Metrics, and EEO Rich Lau reports to the Assistant Vice Chancellor–Human Resources, and is responsible for evaluating and reporting progress on campus affirmative action efforts. He responds on affirmative action/equal employment opportunity matters and oversees the development of the staff affirmative action program. His duties include, but are not limited to, the following:

1. Recommending policies, guidelines, and programs relating to equal employment opportunity.
2. Facilitating internal and external communications to ensure the Staff Affirmative Action Plan and affirmative action policies are made known to the campus and surrounding communities.
3. Engaging in periodic discussions with managers, supervisors, and other personnel to ensure that they are aware of the impact of their programs on equal employment opportunity and affirmative action goals.
4. Advising management on changes that enhance equal employment opportunity for all employees and applicants within existing equal employment opportunity guidelines.
5. Ensuring that managers and supervisors are aware that their work performance is being evaluated on the basis of their good faith efforts in meeting established commitments in equal employment opportunity and affirmative action.
6. Reviewing and updating the Staff Affirmative Action Plan on an annual basis, and working with campus managers to ensure its implementation.

7. Assessing the effectiveness of the Staff Affirmative Action Plan, including identification of areas for improvement, if any, and assessing attainment of goals and objectives.
8. Assessing the impact of (1) training programs, hiring, and promotion patterns to confirm that they are supportive of the attainment of staff affirmative action goals and objectives and (2) campus-sponsored educational and training activities to ensure that all employees are encouraged to participate in accordance with policies on nondiscrimination.
9. Assisting in the review and revision of applicable campus policies and procedures to ensure they are in compliance with University policies and Federal and State laws and regulations governing equal employment opportunity and affirmative action.
10. Assisting in the identification of problem areas and establishing procedures, goals, and objectives, and assisting managers in arriving at solutions to problems.

### **Managers and Supervisors**

Managers, in day-to-day contact with other managers, supervisors, and staff, are assigned certain responsibilities to ensure compliance with equal employment opportunity policies and to implement affirmative action. Such responsibilities are recognized by the administration and efforts are evaluated as part of the annual performance evaluation process.

The responsibilities include adhering to the campus nondiscrimination policy and assisting in the implementation of the Staff Affirmative Action Plan by exercising good faith efforts for meeting established commitments to equal employment opportunity and affirmative action goals. In addition, the responsibilities of managers and supervisors include, but are not limited to, the following:

1. Evaluating the performance of subordinate supervisors, taking into consideration their good faith efforts for meeting established commitments in equal employment opportunity and affirmative action.
2. Addressing professional development for employees as part of the annual performance evaluation process.
3. Implementing the decentralized career staff hiring process which consists, in part, of:
  - Completing a job posting in the web-based application and applicant tracking system. Job postings describe the duties and responsibilities assigned to an open position and outline required competencies consistent with the newly developed campus job standards.
  - Advertising in publications or websites whose readership includes the underutilized groups identified with affirmative action recruitment goals for open positions.
  - Reviewing applications, conducting interviews, and selecting the individual to be hired in accordance with campus policy.
  - Completing the Interview Data Form, requiring job-related reasons for both selection and non-selection of all applicants interviewed.

## **Work Force**

### **Job Groups • 41 CFR 60-2.12**

Job groups are the basic units for developing availability proportions, conducting the utilization analysis, and analyzing personnel transactions. In accordance with Federal affirmative action regulations, the more than 1300 different job titles held by career staff employees have been combined to form 43 job groups. A list of job titles by job group is presented in Appendix B.

### **Methodology**

Federal affirmative action regulations specify that job groups have similar content, wage rates, and opportunities. Accordingly, in developing the job groups, the following guidelines were taken into consideration:

- The content of the jobs included in a job group should be similar in job responsibilities, requisite skills, and wage rates.
- The opportunities for advancement should be similar for all jobs in a job group.
- A given job group should not include job classifications with clearly different utilization patterns. For example, job classifications predominantly filled with males should not be combined in the same job group with job classifications predominantly filled with women.
- Job groups, in general, should be composed of a minimum of fifty employees to allow meaningful utilization analysis and the establishment of goals. In some cases, job groups of less than fifty employees may be necessary because of unique job content, requirements, and skills.
- Job groups should illuminate, rather than mask, problem areas.
- Feeder jobs for jobs included in a job group should be similar.
- Jobs in a job group should have the same labor market.
- For the purposes of determining underutilization, the Chancellor is not counted in the UC Berkeley work force Senior Management Group. The Chancellor is included in the UC Office of the President/Principal Officers of the Regents affirmative action plan.

### **Career Staff Work Force: April 30, 2015 • 41 CFR 60-2.13**

The “Comparison of Incumbency to Availability” chart on page 15 contains a summary of the percentages of minorities and women employed within each job group.

## **Availability Proportions • 41 CFR 60-2.14**

In accordance with Federal affirmative action regulations, a utilization analysis of the employment of women and ethnic minorities by job group is conducted. The utilization analysis requires estimating the number of qualified minorities and women available for employment in each job group, expressed as the percentage of all qualified persons available for employment in the job group.

### **Methodology**

As specified in Federal affirmative action regulations, the two factors that must be considered in determining the availability of women and ethnic minorities for each job group are set forth below. The data must be based on current and discrete statistical data. A detailed description of the process used to determine the availability percentages of women and ethnic minorities is presented in Appendix C.

1. The percent of minorities or women with requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question. The rationale for the area must be provided and may not have the effect of excluding women and minorities.
2. The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees with the contractor's organization who could, with appropriate training that the contractor is reasonably able to provide, become promotable or transferable during the affirmative action plan year. The pool of internal employees may not have the effect of excluding women and minorities.

### **Availability Proportions**

Availability proportions for women and ethnic minority categories by job group are based upon 2006-2010 data from the American Community Survey (United States Census Bureau) and third-party analysis software employing statistical methods to identify those in the general population qualified to fill positions. The availability proportions are reported in the Comparison of Incumbency to Availability with Placement Goals: Women and Ethnic Minority Categories chart on page 15.

## **Comparing Incumbency to Availability • 41 CFR 60-2.15**

### **Methodology**

Utilization of women and minorities is determined, for each job group, by comparing the number of women and minorities employed in the job group to the number of women and minorities expected to be present in the work force based on current availability proportions (availability percentage multiplied by the total number incumbents in each job group) and the current incumbent work force for each protected group. “Underutilization” exists when the number of women and minorities expected is greater than the number of women and minorities employed.<sup>7</sup> Placement goals are established for job groups where underutilization is identified and is equal to or exceeds one-half person.

### **Underutilization: April 30, 2015**

The declaration of underutilization, and the resultant establishment of a placement goal, does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good faith affirmative action efforts. Rather, “underutilization” is a technical term used by affirmative action planners who seek to assess good faith efforts in order to ensure equal opportunity for qualified women and minorities in the work force. The comparison of incumbency to availability is presented on the “Comparison of Incumbency to Availability with Placement Goals: Women and Ethnic Minority Categories” chart on page 15.

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<sup>7</sup> The University declares underutilization when the percentage of minorities and women employed is less than the percentage calculated as available, by at least one-half person.



## **Annual Placement Goals • 41 CFR 60-2.16**

### **Methodology, Definition and Scope**

At the beginning of a reporting period, annual goals are established for women and ethnic minority categories in job groups where underutilization is identified and is equal to or exceeds one-half person or more. For the 2015-2016 Staff Affirmative Action Plan, these goals are expressed as annual placement rates equal to availability proportions based upon data from the 2006-2010 American Community Survey (United States Census Bureau). For example, in a job group where women are underutilized and the availability rate for women in that job group is 25%, the goal would be for 25% of the hires for that year in that job group to be women. The goal is met if the actual placement rate is equal to or exceeds the availability rate.

Placement goals are targets that employers may use to measure the overall effectiveness of their affirmative action programs. Placement goals are not rigid, inflexible quotas which must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups. Quotas are expressly forbidden.

Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results. Placement goals may not be used to supersede merit selection principles. Affirmative action programs prescribed by federal regulations do not require a contractor to hire a person who lacks qualifications to perform the job successfully, or hire a less qualified person in preference to a more qualified one.

In all employment decisions, selections are made in a nondiscriminatory manner. Placement goals do not provide justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that person's race, color, religion, sex or national origin.

Annual placement goals for the period September 1, 2015 - August 31, 2016 are presented on the following page.

## Annual Placement Goals

### September 1, 2015 - August 31, 2016

The following table presents annual goals for those job groups identified as underutilized (based upon data from the 2006-2010 American Community Survey) for the current Staff Affirmative Action Plan period.

Job Group	Women	Total Minority	American Indian or Alaska Native	Asian or Pacific Islander	Black	Hispanic
1A1 - SMG-Executives	39.1%					7.0%
2A1 - MSP-Managers-Upper		26.0%			7.7%	6.3%
2A2 - MSP-Managers-Lower					8.2%	
2B1 - MSP-Professionals	57.2%	26.1%			7.1%	7.4%
2H1 - MSP-Health Care		30.5%				5.0%
2I1 - MSP-Info Tech-Upper	28.9%				5.5%	
2I2 - MSP-Info Tech-Lower		33.8%			6.6%	6.1%
2S1 - MSP-Sports and Recreation	42.3%	23.3%		3.4%		
3E1 - PS-Engineering	22.2%	38.3%		15.2%	9.5%	12.5%
3E2 - PS-Facilities Development/EH&S						9.8%
3F1 - PS-Finance-Upper			0.7%	28.1%		
3F2 - PS-Finance-Lower						
3G1 - PS-General Administration		47.6%	0.7%		10.5%	17.3%
3G2 - PS-Human Resources			0.5%			20.5%
3H1 - PS-Health Care						15.9%
3I1 - PS-Info Tech-Applications	33.3%	50.7%		36.2%	4.6%	
3I2 - PS-Info Tech-Infrastructure						12.0%
3I3 - PS-Info Tech-Info Systems		45.0%		29.8%	6.0%	7.7%
3J1 - PS-External Affairs		39.2%			7.9%	13.8%
3K1 - PS-Communications		28.1%			3.8%	8.3%
3R1 - PS-Research Administration			0.7%			13.8%
3R2 - PS-Research and Lab		45.3%	0.4%		3.8%	10.0%
3S1 - PS-Sports and Recreation	40.2%	35.4%				16.3%
3T1 - PS-Student Services-Upper		55.8%	0.8%		14.9%	21.6%
3T2 - PS-Student Services-Advising		53.9%			15.6%	20.4%
3T3 - PS-Student Services-Other						
3T6 - PS-Educational Services		44.5%	0.4%		8.0%	17.8%
3T7 - PS-Education Svcs-Early Child						
3U1 - PS-Police		49.9%	0.9%			25.0%
3V1 - PS-Library Services		39.9%		18.3%	5.5%	14.4%
3X1 - PS-General Services	41.0%	60.4%				36.3%
4E1 - T-Skilled Crafts and Trades	9.4%					19.7%
4I1 - T-Info Tech	26.4%					8.7%
4R1 - T-Research and Lab-Upper	40.7%	45.0%		22.2%	6.3%	15.0%
4R2 - T-Research and Lab-Lower	67.2%			28.4%		
4S1 - T-Sports and Recreation	57.3%				4.8%	
5U1 - O-Security and Public Safety	26.8%			17.5%		
5V1 - O-Various Clerical-Upper	87.0%					
5V2 - O-Various Clerical-Lower	85.4%					
5V3 - O-Library Services-Assistants	65.7%	41.6%			8.5%	10.7%
5X1 - O-General Services-Custodial						48.7%
5X2 - O-General Services-Other	11.9%					38.0%
5X3 - O-General Services-Food	48.7%					35.7%

# Comparison of Incumbency to Availability: Women and Ethnic Minority Categories

April 30, 2015

Job Group	Total Campus #	Women			American Indian or Alaskan Native			Asian or Pacific Islander			Black			Hispanic			Total Minority		
		rep%	avail%	goal	rep%	avail%	goal	rep%	avail%	goal	rep%	avail%	goal	rep%	avail%	goal	rep%	avail%	goal
1A1 - SMG-Executives	9	22.2%	39.1%	*	0.0%	0.4%		11.1%	3.9%		33.3%	6.7%		0.0%	7.0%		44.4%	19.3%	
2A1 - MSP-Managers-Upper	70	54.3%	51.9%		1.4%	0.7%		14.3%	10.8%		5.7%	7.7%	*	2.9%	6.3%	*	24.3%	26.0%	*
2A2 - MSP-Managers-Lower	345	60.9%	53.3%		0.6%	0.5%		17.7%	10.8%		7.8%	8.2%	*	7.0%	6.9%		33.0%	27.0%	
2B1 - MSP-Professionals	371	54.4%	57.2%	*	0.5%	0.5%		13.5%	10.2%		5.9%	7.1%	*	5.7%	7.4%	*	25.6%	26.1%	*
2H1 - MSP-Health Care	59	55.9%	53.8%		0.0%	0.2%		22.0%	17.1%		6.8%	7.4%		0.0%	5.0%	*	28.8%	30.5%	*
2I1 - MSP-Info Tech-Upper	89	27.0%	28.9%	*	0.0%	0.2%		14.6%	12.6%		3.4%	5.5%	*	6.7%	5.3%		24.7%	24.5%	*
2I2 - MSP-Info Tech-Lower	261	28.7%	28.3%		0.4%	0.3%		22.6%	19.6%		3.8%	6.6%	*	4.2%	6.1%	*	31.4%	33.8%	*
2S1 - MSP-Sports and Recreation	32	31.3%	42.3%	*	0.0%	0.4%		0.0%	3.4%	*	9.4%	10.0%		6.3%	7.5%		15.6%	23.3%	*
3E1 - PS-Engineering	76	14.5%	22.2%	*	1.3%	0.7%		13.2%	15.2%	*	7.9%	9.5%	*	7.9%	12.5%	*	30.3%	38.3%	*
3E2 - PS-Facilities Development/EH&S	47	42.6%	36.8%		0.0%	0.2%		17.0%	15.6%		6.4%	4.5%		8.5%	9.8%	*	31.9%	30.9%	
3F1 - PS-Finance-Upper	112	67.0%	55.7%		0.0%	0.7%	*	26.8%	28.1%	*	12.5%	11.0%		13.4%	12.1%		52.7%	52.9%	
3F2 - PS-Finance-Lower	311	70.7%	62.5%		1.9%	1.2%		32.8%	28.0%		19.3%	14.2%		13.5%	13.6%		67.5%	57.7%	
3G1 - PS-General Administration	493	81.3%	71.5%		0.4%	0.7%		19.1%	18.0%	*	8.3%	10.5%	*	10.8%	17.3%	*	38.5%	47.6%	*
3G2 - PS-Human Resources	208	87.0%	79.4%		0.0%	0.5%	*	20.2%	17.6%	*	20.2%	15.4%		19.2%	20.5%	*	59.6%	55.3%	
3H1 - PS-Health Care	101	78.2%	68.8%		0.0%	0.4%		30.7%	18.6%		6.9%	6.9%		9.9%	15.9%	*	47.5%	43.7%	
3I1 - PS-Info Tech-Applications	161	31.7%	33.3%	*	0.6%	0.4%		29.8%	36.2%	*	3.1%	4.6%	*	8.7%	8.2%		42.2%	50.7%	*
3I2 - PS-Info Tech-Infrastructure	203	27.6%	24.2%		1.0%	0.5%		30.5%	26.0%		11.8%	8.5%		9.9%	12.0%	*	53.2%	48.5%	
3I3 - PS-Info Tech-Info Systems	142	48.6%	30.1%		0.0%	0.3%		26.1%	29.8%	*	5.6%	6.0%	*	7.0%	7.7%	*	38.7%	45.0%	*
3J1 - PS-External Affairs	291	77.7%	72.1%		0.7%	0.6%		19.2%	14.9%		5.5%	7.9%	*	11.0%	13.8%	*	37.5%	39.2%	*
3K1 - PS-Communications	256	61.3%	54.3%		1.6%	0.7%		16.4%	13.3%		2.3%	3.8%	*	3.1%	8.3%	*	23.8%	28.1%	*
3R1 - PS-Research Administration	215	78.1%	64.0%		0.5%	0.7%	*	37.7%	29.0%	*	11.2%	9.2%		10.7%	13.8%	*	60.0%	53.8%	
3R2 - PS-Research and Lab	163	62.6%	48.1%		0.0%	0.4%	*	31.9%	28.8%	*	2.5%	3.8%	*	5.5%	10.0%	*	39.9%	45.3%	*
3S1 - PS-Sports and Recreation	120	33.3%	40.2%	*	0.0%	0.3%		10.8%	8.1%		13.3%	7.7%		6.7%	16.3%	*	30.8%	35.4%	*
3T1 - PS-Student Services-Upper	189	72.5%	70.6%		0.0%	0.8%	*	21.2%	17.4%		12.7%	14.9%	*	18.5%	21.6%	*	52.9%	55.8%	*
3T2 - PS-Student Services-Advising	243	78.6%	72.0%		1.6%	1.0%		23.0%	15.5%		14.0%	15.6%	*	13.6%	20.4%	*	52.3%	53.9%	*
3T3 - PS-Student Services-Other	218	68.8%	69.0%		0.9%	0.8%		24.3%	15.2%		17.4%	16.5%		24.3%	23.8%		67.0%	57.9%	
3T6 - PS-Educational Services	153	75.8%	66.8%		0.0%	0.4%	*	19.0%	16.4%		4.6%	8.0%	*	13.1%	17.8%	*	36.6%	44.5%	*
3T7 - PS-Education Svcs-Early Child	57	94.7%	79.8%		0.0%	0.3%		22.8%	16.2%		7.0%	6.9%		35.1%	29.6%		64.9%	54.5%	*
3U1 - PS-Police	64	28.1%	20.4%		0.0%	0.9%	*	14.1%	9.8%		12.5%	12.6%		20.3%	25.0%	*	46.9%	49.9%	*
3V1 - PS-Library Services	122	63.1%	54.3%		0.0%	0.2%		14.8%	18.3%	*	2.5%	5.5%	*	9.8%	14.4%	*	27.0%	39.9%	*
3X1 - PS-General Services	160	36.3%	41.0%	*	1.9%	0.8%		11.3%	11.4%		21.3%	10.6%		20.6%	36.3%	*	55.0%	60.4%	*
4E1 - T-Skilled Crafts and Trades	189	7.9%	9.4%	*	1.1%	0.7%		15.3%	12.0%		9.5%	6.1%		15.9%	19.7%	*	41.8%	40.8%	
4I1 - T-Info Tech	55	14.5%	26.4%	*	0.0%	0.5%		27.3%	24.6%		9.1%	8.1%		7.3%	8.7%	*	43.6%	43.5%	*
4R1 - T-Research and Lab-Upper	145	35.9%	40.7%	*	0.7%	0.4%		21.4%	22.2%	*	3.4%	6.3%	*	11.0%	15.0%	*	36.6%	45.0%	*
4R2 - T-Research and Lab-Lower	115	60.9%	67.2%	*	1.7%	0.8%		27.8%	28.4%	*	17.4%	11.6%		24.3%	17.5%		71.3%	60.9%	
4S1 - T-Sports and Recreation	19	42.1%	57.3%	*	0.0%	0.1%		15.8%	13.2%		0.0%	4.8%	*	26.3%	19.1%		42.1%	38.2%	
5U1 - O-Security and Public Safety	67	20.9%	26.8%	*	3.0%	1.2%		14.9%	17.5%	*	34.3%	21.9%		26.9%	23.6%		80.6%	67.2%	
5V1 - O-Various Clerical-Upper	487	79.3%	87.0%	*	1.4%	0.7%		25.5%	18.5%		20.1%	12.8%		17.0%	17.0%		64.3%	50.5%	
5V2 - O-Various Clerical-Lower	251	75.3%	85.4%	*	1.2%	0.7%		25.1%	18.8%		24.3%	13.3%		20.3%	17.7%		70.9%	52.0%	
5V3 - O-Library Services-Assistants	92	60.9%	65.7%	*	0.0%	0.2%		21.7%	21.5%		3.3%	8.5%	*	7.6%	10.7%	*	32.6%	41.6%	*
5X1 - O-General Services-Custodial	341	43.4%	35.1%		0.6%	0.7%		32.0%	23.0%		19.4%	13.2%		44.0%	48.7%	*	95.9%	86.0%	
5X2 - O-General Services-Other	154	7.8%	11.9%	*	0.6%	0.4%		13.0%	11.8%		23.4%	11.3%		29.9%	38.0%	*	66.9%	63.3%	
5X3 - O-General Services-Food	151	48.3%	48.7%	*	0.0%	0.1%		37.7%	27.7%		22.5%	13.0%		29.1%	35.7%	*	89.4%	77.5%	
TOTAL	7407	57.8%			0.7%			22.5%			11.8%			14.3%			49.4%		

\* Asterisks indicate job groups in which the incumbent work force is less than the available work force, by at least one half person or more, and to which UC Berkeley will direct its efforts by setting placement goals equal to the availability percentages specified in the table.

**Key**  
rep% = representation as a percentage  
avail% = availability as a percentage

## **Personnel Transactions and Identification of Problem Areas**

### **• 41 CFR 60-2.17 (b)**

#### **Methodology**

Data for various personnel transactions occurring during a reporting period are analyzed by job group. In each of the analyses, in job groups with five or more transactions, the rate of the group (men, women, non-minorities, and individual ethnic minority categories) with the highest rate in the activity being analyzed is compared to the rates of the remaining groups to determine if the rates of the remaining groups are at least 80 percent of the highest rate. The analyses are also run comparing the rates of the protected groups to the rates of men or non-minorities. In addition, statistical tests are utilized in all of the analyses to determine if the differences in the rates are statistically and practically significant.

#### **Analyses of Personnel Transactions**

Applied v. Selected. This analysis, conducted by job group, reviews (1) the number of selections to the number of applicants for each sex, and (2) the number of selections to the number of applicants, by ethnicity and race category. The analysis is limited to the extent that applicants are not required to, and do not always, provide data about gender and ethnicity. Accordingly, conclusions drawn from this analysis are based on gender and ethnicity data actually provided by the applicants. The University advises all applicants that it is a federal contractor and makes continuing good faith efforts to obtain gender, race, and ethnicity information from each applicant.

Interviewed v. Selected. This analysis, conducted by job group, reviews (1) the number of selections to the number of interviewed for each sex, and (2) the number of selections to the number of interviewed, by ethnicity and race category. The analysis is limited to the extent that applicants are not required to, and do not always, provide data about gender and ethnicity. Accordingly, conclusions drawn from this analysis are based on gender and ethnicity data actually provided by the applicants. The University advises all applicants that it is a federal contractor and makes continuing good faith efforts to obtain gender, race, and ethnicity information from each applicant.

Promotions. This analysis, conducted by job group, reviews promotion rates by gender and by ethnicity. The number of employees in a job group at the beginning of the reporting period plus the number of employees moved into the job group during the period is compared to the number of employees promoted from that job group.

Reclassifications. This analysis, conducted by job group, reviews reclassification rates by gender and by ethnicity. The number of employees in a job group at the beginning of the reporting period plus the number of employees moved into the job group during the period is compared to the number of employees reclassified from that job group.

Transfers. This analysis, conducted by job group, reviews transfer rates by gender and by ethnicity. The number of employees in a job group at the beginning of the reporting period plus the number of employees moved into the job group during the period is compared to the number of employees transferred from that job group.

Involuntary Separations. This analysis, conducted by job group, reviews involuntary separations rates by gender and by ethnicity.

### **Identification of Problem Areas**

When the analyses of personnel transactions identify potential problem areas, further review and analysis will be conducted to determine if problems actually exist. To the extent that the results of this review and analysis suggest that corrective action is warranted, the Berkeley campus is committed to taking such action.

In addition to the transaction review and analysis described above, the campus is continually developing and evaluating internal systems to determine whether there are gender-, race-, or ethnicity-based disparities in our compensation system. If disparities are identified, they are brought to the attention of the manager of the program so that appropriate steps can be taken to address and remedy potential problem areas. Similarly, there is ongoing review of processes and procedures for recruitment, selection, and other personnel procedures to determine whether and where impediments to equal employment opportunity exist, and what corrective action may be necessary.

### **Record Retention (41-CFR 60-1.12)**

Personnel and employment records are preserved for a period of not less than two years from the date of the making of the record or personnel action involved, whichever occurs later.

## **Action-Oriented Programs • 41 CFR 60-2.17 (c)**

Over the years, a number of action-oriented programs or specific actions have been undertaken to accomplish the campus' commitment to equal employment opportunity and affirmative action. Some of those activities are ongoing; others addressed a particular concern and have been completed. The descriptions that follow include both ongoing and completed activities.

### **Job Specifications and the Application Process**

#### **Ongoing measures**

1. Job titles do not include references to gender.
2. Job postings for new or substantially changed positions are reviewed to ensure that the appropriate level of education, experience, competencies, skills, knowledge, and abilities required for each position are directly related to the satisfactory performance of the duties and responsibilities of the position.
3. The application process does not solicit information regarding birth date, marital status, dates of elementary education, or number of children.
4. The total selection process is evaluated to ensure freedom from bias by:
  - a. Reviewing applications for consideration and focusing on those things that are job related to ensure ability to meet business need
  - b. Evaluating selection methods to ensure they are job related and consistent with business necessity
  - c. Training staff and management on proper interview techniques; and
  - d. Providing access to tools that inform all management, supervisory, and general staff on diversity, Affirmative Action and EEO.
5. The University advises all applicants that it is a federal contractor and makes continuing good faith efforts to obtain information on gender, race/ethnicity, veteran and disabled statuses from each applicant. The forms for self-identifying these statuses state that this information is given voluntarily and will be used only for affirmative action purposes consistent with applicable regulations. These forms and guidelines for their use are presented to every applicant via Talent Acquisition Manager, a web-based applicant management system. The information gathered from these forms is stored electronically and is not accessible without a valid business reason. No one participating in the recruitment process is eligible to request or receive this data.
6. The Talent Acquisition Manager web-based application process is updated as necessary to ensure compliance with University policy that is consonant with applicable Federal and State equal employment opportunity regulations. When system modifications are not possible, alternate approaches to addressing needs are established.

#### Newly implemented measures

1. In accordance with new regulations (effective March 24, 2014) regarding Section 503 of the Rehabilitation Act of 1973, OFCCP's mandated Disability Self-Identification form has been incorporated into Talent Acquisition Manager (TAM), the web-based application process, and new hire onboarding. This form and guidelines for its use are presented to every applicant and new hire. It is also provided to employees on a periodic basis.
2. In accordance with new regulations (effective March 24, 2014) regarding the Vietnam Era Veterans' Readjustment Assistance Act of 1974, the self-identification form for applicants has been modified to include Veteran status. This form, which is part of the TAM process, is presented to every external applicant, along with guidelines for its use.
3. Baseline for annual sourcing activities - Plans and specific goals have been established and documented with regard to outreach and events. Such targeted efforts support the creation of a diverse talent pool for vacancies on campus.
4. Project teams have been established to support the development, monitoring, and improvement of the following areas:
  - a. Affirmative Action / EEO
  - b. Metrics/Reporting
  - c. Training
  - d. Sourcing

## **Inclusive Recruitment**

1. All staff job openings are posted at America's Job Exchange (<<http://www.americasjobexchange.com/>>). America's Job Exchange also posts UC Berkeley staff job openings to partner sites that specialize in diversity centered recruitment. The AJE Partner websites include niche career websites that specialize in attracting diversity centric job seeker groups as well as veterans and applicants with disabilities. Among these partner websites and network affiliates are:

### **AJE Partner Network – 5000+ Site Network, including:**

- VeteranJobs <<http://veteranjobs.net>>
- Disabled American Vets <<https://www.jofdav.com>>
- DiversityJobs.com <<http://diversityjobs.com>>
- DisabilityJobs <<http://disabilityjobs.net>>
- DisabledPerson <<http://disabledperson.com>>
- Diversityworking.com <<http://diversityworking.com>>
- Asian Hires <<http://asianhires.com>>
- AfricanAmericanHires.com <<http://africanamericanhires.com>>
- AllHispanicJobs <<http://allhispanicjobs.com>>

### **AJE Community Outreach Network - 50 State Network, including**

- Association For Habilitation and Employment of the Developmentally disabled (AHEDD)
- Goodwill
- Easter Seals

### **Job Posting Exposure**

- Unrestricted exposure in all 50 states - Jobs listed in search results at AJE national job site <[www.americasjobexchange.com](http://www.americasjobexchange.com)>
  - Exposure in AJE Diversity network - listed in search results in AJE demographic specific exchanges, including:
    - Veterans Job Exchange <<http://www.americasjobexchange.com/veterans-jobs>>
    - Disability Job Exchange <<http://www.americasjobexchange.com/disability-jobs>>
    - Diversity Job Exchange <<http://www.americasjobexchange.com/diversity-jobs/diversityjobs>>
    - Women <<http://www.americasjobexchange.com/womens-jobs>>
    - Seniors <<http://www.americasjobexchange.com/seniors-jobs>>
2. Recruitment advertisements are placed in major publications, web-based job boards, and social networking sites in an attempt to reach all qualified applicants, including minority and female populations. A list of recommended advertising options for use by campus hiring managers and the Campus Shared Services HR Team can be found at <<http://hrweb.berkeley.edu/guides/managing-hr/recruiting-staff/employment/recruitment/advertising>>. Additional publications, job boards, and social networking sites used are:
    - AbilityJobs.com
    - Association of Fundraising Professionals
    - BAJobs.com
    - Black Careers Now



- Craigslist.org
- Dice.com
- East Bay Innovations
- EDD
- Facebook (UCBerkeleyJobs)
- Goodwill Industries
- Hire A Hero
- Idealist.org
- Indeed.com
- International Rescue Committee Oakland
- Job Corps
- Latinos in Higher Education
- LinkedIn
- Military Times
- Monster.com
- National Society of Hispanic MBAs
- National Black MBA Association
- Northern CA Veterans Administration
- OpportunityKnocks.org
- San Francisco Chronicle
- Simply Hired
- Society for Human Resource Management
- Twitter (UCBerkeley\_Jobs)
- Upwardly Global

3. New advertising sources, including outreach partners recently added include:

- Alameda County Behavioral Health Care Services (BHCS)
- Alameda Workforce Investment Board
- Arriba Juntos
- City and County of San Francisco Employment Services
- County of Santa Clara
- East Bay Job Developers
- Habitat for Humanity
- Le Cordon Bleu
- Rubicon One Stop Career Center – Eden Area
- Richmond Workforce Investment Board / City Employment & Training
- Rising Sun Energy Center
- San Mateo County (SMC) Works Program
- SF/Bay Area Black Fraternity - Alumni
- West Oakland Job Resource Center

4. The University of California, Berkeley works with Higher Education Recruitment Consortium (HERC) to address recruitment and retention issues, particularly to assist spouses and partners with employment searches. All campus job postings appear on the HERC web site.

5. Meetings are held periodically with community-based organizations and campus recruitment sources to discuss and share job openings, the Berkeley campus selection process, and campus nondiscrimination. Additionally, e-mail communications are on-going throughout the year to ensure campus job opportunities are shared locally, among diverse audiences. Collectively, these activities are facilitated by representatives from Talent Acquisition and Employment Services (TAES) and Campus Shared Services at on-site or off-site locations, including:

**Community Recruitment Sources**

- ARC Program
- EDD Local Veterans Employment Program
- East Bay Innovations
- EAST Bay Works, Tri-Valley One-Stop Career Center
- NAACPJobFinder.com
- Oakland Private Industry Council
- The Bread Project
- Vallejo, Workforce Investment Board

### **Campus Recruitment Sources**

- Alianza
  - APASA
  - Black Staff and Faculty Organization
  - Cal Veterans Group
  - Gender Equity Resource Center
  - Disabled Staff Organization
  - LavenderCal
  - Native American Staff Council
6. A public access computer in the TAES reception area is available to facilitate access and assist campus staff in identifying and applying for job transfers and promotions. The computer is also available to community job-seekers to view and apply for job openings. Staff members are available during regular business hours, Monday through Friday, to assist users.
7. TAES offers in-person, TTY and online support to all job seekers with disabilities.
8. When requests are made by candidates, TAES and CSS staff will partner with appropriate campus departments, to support accommodations for interviews.
9. TAES Staff recently participated in the following local job fairs and recruiting opportunities:
- Bay Area Career Fair and Workshop
  - Cal Athletics Job Fair
  - City Career Fair: Diversity Employment Day (Oakland/Bay Area)
  - City of Oakland Manzanita Head Start Enrollment and Job Fair
  - Honor a Hero, Hire a Vet
  - Hiring Our Heroes, SF Hiring Fair
  - NBMBA Annual Conference
  - NSHMBA Annual Conference
  - Workforce Investment Board, Regional Career Fair
10. Campus Shared Services recruiters develop a strategic outreach and recruitment program to increase the number of qualified underrepresented minorities to apply for jobs on campus. Other responsibilities include: developing and maintaining partnerships with professional networks, conducting group presentations to attract applicants and promote diversity at all levels, facilitating onsite and offsite job readiness events, developing evaluation and feedback mechanisms, and serving as liaison to campus managers and supervisors as well as campus staff organizations such as Alianza, APASA, Black Faculty and Staff Organization, and Berkeley Staff Assembly affiliate groups.
11. TAES, Campus Shared Services, and the UC Berkeley Retirement Center <<http://thecenter.berkeley.edu>> offer an additional flexible work option to help departmental managers fill project-based positions with the diverse pool of retirees and help retain/utilize talent and knowledge among an increasingly retirement-eligible staff. TAES: (1) receives requests from hiring managers for temporary employment opportunities; (2) advises managers and retirees regarding the policies and options related to rehiring retirees; (3) provides a workshop to retirees to teach them how to apply for jobs with resume guidance; (4) sends messages about opportunities to retirees ("staff alumni") group via LinkedIn. The UC Berkeley Retirement Center provides career-life planning resources.
12. TAES advises CSS recruiters, campus hiring managers, and HR professionals on the latest developments in all areas of EEO/AA laws and regulations associated with recruitment.
13. The approval process for recruitment waivers takes into account any affirmative action goals in place for the position in question.

### **Recruitment Monitoring and Improvement Initiatives**

Both Talent Acquisition and Employment Services (TAES) in central Human Resources and Campus Shared Services (CSS) recruiting have responsibilities related to hiring. TAES evaluates metrics that indicate our success in reaching campus affirmative action goals, and works with CSS leadership to ensure that CSS recruiters have access to training on related job responsibilities. TAES is responsible for establishing campus recruiting policies. CSS is responsible for the developing business processes that support campus policies and goals, and for ensuring that hiring managers comply with policy requirements such as completion of the IDF.

TAES and CSS recruiting share other responsibilities as follows:

TAES:

- a. Coordinate EEO/AA training for CSS and hiring managers as needed.
- b. In collaboration with CSS, provide training for HR professionals and campus managers on proper interview techniques;
- c. Negotiate contracts for external vendor services, ensuring that they understand and comply with our applicant flow reporting requirements

CSS:

- a. Establish business processes that support compliance with EEO/AA goals.
- b. Evaluate selection methods used by campus hiring managers to ensure that they are job-related and consistent with business necessity, and avoid having a disparate impact;
- c. Review and approve job posting language to ensure skills and qualifications are job related;
- d. Establish a process to ensure all new hire files include a Physical, Environmental, and Mental Demands (PEM) form, which can be a guide for assisting new employees to identify potential needs for accommodations within their new role.

The campus uses a number of techniques to improve recruitment and increase the flow of female, minority, veteran, and disabled applicants to achieve specific affirmative action goals. These include:

- a. Using the University's EEO statement in all printed and online employment advertisements;
- b. Placing job vacancy advertisements, when appropriate, in local online job boards and print media aimed at minorities, women, veterans, and individuals with disabilities;
- c. Disseminating information on job opportunities to organizations representing minorities, women, veterans, and individuals with disabilities, and employment development agencies when job opportunities occur;
- d. Encouraging all employees to refer qualified applicants.

### **Community Relations Activities**

The Berkeley campus supports a wide variety of local and national community service programs, including those designed to improve the employment opportunities of minorities, individuals with disabilities, veterans, and women. Management and employee participation in community service programs is encouraged and supported by the campus. Management and employees are also encouraged to participate in collaborative workgroups, to build consensus and consistency in efforts. In addition to the activities described under “Inclusive Recruitment”, activities and programs supported by the campus include:

1. Engages the community in many ways, including providing financial support for community-based projects through the Chancellor’s Community Partnership Fund. Other examples of UC Berkeley’s public service are available at this website <<http://berkeley.edu/pubserv/>>.
2. Managers and staff serving as speakers and resources for community groups.
3. Staff EEO Compliance and TAES participating in activities sponsored by affirmative action organizations including the Northern California Industry Liaison Group (NCILG), the Office of Federal Contract Compliance Programs, Disability Awareness Solutions and Biddle Consulting Group.
4. TAES and Campus Shared Services/HR acting as liaisons between campus hiring managers, their support staff and community based partners as well as recruitment related vendors, sharing information and services as necessary.
5. Tracking activities and effectiveness of relationships with community based organizations, by documenting engagements/activities in a binder that is maintained by TAES and housed in Central Human Resources reception.
6. Staff Diversity Initiatives participates on the Bay Area Inclusion Roundtable, and attended the Digital Diversity Group events in Oakland and the Silicon Valley.
7. The Equity & Inclusion Division hosted best practices visits from two global universities: Ritsumeikan Asia Pacific University in Beppu, Japan and Stellenbosch University in Stellenbosch, South Africa. Best practice topics included multicultural education and training to prepare students as global citizens, and graduate and undergraduate student services.
8. NCORE Presentations. At the May 2015 National Conference on Race and Ethnicity (NCORE) in Washington, DC, Equity & Inclusion Division Staff presented three workshops:

Transforming Campus Climate: Analysis, Action and Impact - This interactive session will focus on key issues of campus climate-- including respect for differences, inclusion and exclusion, attitudes toward diversity, and satisfaction with classroom, workplace, and campuswide environments. UC Berkeley recently conducted a campuswide climate survey with the goal of understanding these issues among students, faculty, and staff--and of identifying pressing concerns and challenges. The survey results revealed that one in four members of the UC Berkeley community have experienced exclusionary behavior. In response, the campus has launched several new climate initiatives. In this session, initiative leaders will facilitate a broad-ranging discussion, drawing from their own experiences and incorporating participants’ concerns from their home campuses. The session will look at both the power of survey data and the impact of new projects. It should benefit those interested in creating inclusive environments for marginalized populations.

Championing Campus Staff: The Neglected Social Justice Agenda in the Academy - Where do campus staff, particularly those who are from under-represented and/or marginalized groups, fit into the success stories and narratives of their institutions? After an overview of staff diversity initiatives and an interactive exploration of UC Berkeley's five major staff diversity initiatives, attendees will develop preliminary staff diversity initiative plans for their campuses. This session should benefit new and seasoned professionals interested in starting or enhancing diversity, equity, and inclusion programs for campus staff. By the end of the session, participants will be able to describe the role of campus staff as a social justice issue, use collaborative strategies to enroll volunteers, identify ways to assess staff needs, and leave with a preliminary staff diversity initiatives action plan for their campuses.

Unafraid Educators: Institutionalizing Ally Training Programs with and for Undocumented Students - Presenters during this session will discuss the development and implementation of five model programs across the country with a focus on staff/faculty ally training modules, institutional commitment, and financial support. These presenters represent several educational institutions and organizations across the country and will offer insight into the unique strategies and realities congruent with their state, local, and institution-specific climates for undocumented communities. This session should benefit new and seasoned professionals interested in developing comprehensive support programs with and for undocumented students and their families.

### **Campus Community Activities**

2015 Innovation Grants. Funded and implemented by the Equity & Inclusion Division, the Innovation Grants project makes funding available to students, faculty, and staff, to encourage new and sustainable projects to promote equity, inclusion, and diversity at UC Berkeley. The following six Innovation Grants projects received funding for staff-related activities:

Building Equitable and Inclusive Food Programming at UC Berkeley - A collaborative project of UC Berkeley food-related organization to create safe spaces for open dialogue and critical thinking that will cultivate a climate of inclusivity and diversity in food and agricultural research, teaching, and activism. The collaborative will develop and pilot a two day-long workshops for its members and leadership, including faculty, staff, executive leadership, and graduate and undergraduate students. The collaborative currently includes: Berkeley Food Institute, Haas Institute for a Fair and Inclusive Society, Centers for Educational Equity and Excellence, Multicultural Community Center, Food Pantry, Cal Dining, Student Environmental Resource Center, Student Organic Garden Association, Berkeley Student Food Collective, GradFood, CityFood, University Health Services, Institute for the Study of Societal Issues, Environmental Science, Policy and management, Geology Department, Sociology Department. Project Leader: Rosalie Fanshel, Program Manager, Berkeley Food Institute

Cal Social Workers Undoing Racism Project - A coalition of graduate and undergraduate students, faculty, and staff in the School of Social Work will design and coordinate a series of 'skill and theory labs' focused on supplying students with the tools needed for interrupting racism and other aspects of anti-racism work such as macroaggressions, allyship, self-care, and intersectionality. Additionally, new orientations and welcomes for students of color in the school will be launched over the next academic year to create a more welcoming and inclusive environment for students. Project Leaders: Arianna Allensworth, graduate student.

Cal True Story - Cal True Story is a series of true stories told by LGBTQ and other underrepresented Cal students in their own words for Cal students. These stories are about how these students navigate health and wellness in their day-to-day lives. These stories are portrayed in a comic series form with ads placed monthly in the Daily Cal. The comic series will be viewable in its entirety online and will expand to cover topics such as sexual assault, stress, mental health, alcohol use, and more. Project Leader: Sarah Gamble, Project Director, Health Promotion/University Health Services

Career 360: Career Readiness for Transfer Students - A joint project between the Career Center and SAGE (Student Achievement Guided by Experience) Scholars Programs, as well as other campus units such as the Tang Center and the Transfer Center, will provide a cohort, guided experience of career readiness activities to transfer students. These activities include workshops on building career confidence, career planning for the future, résumé and cover letter preparation, networking for career opportunities, and the job search. It will also offer presentations and direct discussions with employers and recruiters, as well as field trips to visit some of the leading Bay Area employers. Project Leaders: Sharron O'Connor, Counseling & Programs, Career Center; Grace Kim, Counseling & Programs, Career Center; Lilly Omid, Executive Director, SAGE Scholars Program.

Cultural Sensitivity and Social Justice Training for Journalists - A team of students, staff, and faculty in the Graduate School of Journalism will work with a skilled social justice trainer and facilitator to design a series of workshops focused on critical self-awareness, especially for the needs and environment of journalists, and engaging media on issues of diversity. These workshops will be open to students, faculty, and staff, however, leadership groups will be enrolled initially, beginning with the Leadership Committee, a committee of approximately ten student leaders. These groups will form cohorts that will then train subsequent leaders through orientations and other activities. After the workshops are implemented, the student-led Diversity Committee will broaden the conversation within the school through guest critical media experts on various topics of diversity, inclusion, and the media. Project Leaders: Zainab Kahn, graduate student; Gabriela Arvizu, graduate student; Joanne Straley, Director, Student Advising and Financial Aid, Graduate School of Journalism.

Rising Together - Funded by an Equity & Inclusion Division Innovation Grant, the "Rising Together" project <<http://diversity.berkeley.edu/staff/2015risingtogether>>, led by Staff Diversity Initiatives, included a competitively-selected Rising Together Intern and a planning and implementation committee (representatives from the four ethnic staff organizations) to jointly conduct a half-day professional development event. The opening keynote session featured an interview by psychology professor, Dr. Rudy Mendoza-Denton of Executive Vice Chancellor and Provost Claude Steele about his seminal research on stereotype threat and other topics of interest to staff of color. The second half of the morning featured a panel of five staff of color campus leaders who described experiences and offered strategies for success. An outcome of this event is the formation of a career advancement study group for staff of color.

The Multicultural Education Program (MEP) is in its sixth year of training delivery for the campus community. Initially funded by the Evelyn and Walter Haas, Jr. Fund to work towards institutional change and to create a positive campus climate for diversity, MEP is now firmly established in the campus infrastructure. The program provides educational consultation and diversity workshops for the campus that address specific topics and to cater to customized multicultural training needs across the campus. Since 2010, MEP has delivered 150 workshops to 2250 staff.

#### Workshop Descriptions:

##### Creating Inclusive Classrooms/Spaces – for Faculty and Staff

This two-hour workshop engages faculty, GSIs, Course Instructors, Section Leaders and/or academic departments in a discussion regarding how we can take steps to make classroom instruction more active and inclusive - particularly when engaging with issues of human diversity.

##### Looking In & Looking Out: Exploring Workplace Diversity – for Staff and Students

This two-hour workshop engages participants in exploring human diversity by reflecting on what makes individuals unique and how it affects one's worldview. Through telling stories, participants learn more about themselves and others in their organization. This interactive workshop also provides opportunities to practice communication skills for understanding across difference.

##### First Take, Second Look: Exploring Unconscious Bias - for Students, Staff and Faculty

This two-hour workshop engages participants in discussions regarding how we may not always be aware of our behaviors that are problematic for others, as well as what to do as a recipient of biased behavior. The workshop features interactive learning, through small and large group discussions.

##### Let's Talk: Engaging in Cross-Cultural Communication – for Staff, Students and Faculty

This two and a half hour workshop engages participants in conversations regarding "what gets in the way" when communicating across difference. This workshop reviews interactive communication theory and U.S. domestic dynamics of Human Diversity. Participants will work with each other in discussing and applying this information in varied situations.

##### Creating Inclusive Work Environments – for Supervisors and Managers

This eight-hour workshop explores the importance of creating inclusive work environments and effective teams. We will examine the principles of community, emotional intelligence, micro-inequities and multi-generational workforce issues. The workshop concludes with an Interactive Theater presentation and participatory discussion. By applying these principles and treating people with fairness and respect, individuals and teams will be motivated to contribute all their talents and ideas, and perform at their best.

Next Opportunity at Work (NOW) Staff Career Development Conference. In its third year, this all-day conference addresses staff member concerns about their careers in light of organizational restructuring, layoffs and a lack of clear career paths. This year, the Chancellor's office is sponsoring the conference under the direction of Staff Diversity Initiatives, Equity & Inclusion Division. The Planning Committee is composed of staff from HR – Talent Acquisition and Employment Services, the Talent and Organizational Performance (TOP) and Campus Shared Services HR, and Counseling and Psychological Services. This one-day career development program features inspirational keynote speakers, concurrent workshops and career development clinics that enable staff to receive individual or small group coaching on resume development, job searches, informational interviewing, identifying transferrable skills, job interview techniques, emotional intelligence and millennials in the workplace. This year's conference, whose theme was "Many Ways to Shine", included a keynote on the Invisibles, and offered a Career EXPLORation Fair where staff members had an opportunity to meet with experienced professionals in the top/growing career fields on campus. The NOW Conference goals included:

1. Prepare staff members to apply for jobs across campus.
2. Increase the visibility of potential career paths for staff and enable staff to identify transferable skills that will grow (expand and enhance) their careers through new job assignments and promotional opportunities.
3. Expose staff members to valuable career development tools and practices, including networking, informational interviewing, personal knowledge management, interviewing, and resume writing.
4. Provide tangible evidence to staff members that the campus is taking actions to support their individual career development and professional growth.
5. Enable staff members to take personal ownership for their careers.
6. Record sessions to post on our website for future viewing.

Participation at this year's conference reached 500, including 80 volunteers, nine Career Coaches, 25+ presenters and the 8-person Planning Committee <<http://diversity.berkeley.edu/2015NOW>>.

UndocuAlly Training Project: Since the spring of 2012, a team of UC Berkeley staff and students have collaborated to support undocumented students on campus. "UndocuAlly" is a term the team adopted to refer to campus allies for undocumented students at Berkeley. The goals for the project include:

1. Increase awareness and educate UC Berkeley staff and faculty about the experiences and realities of undocumented immigrant students so that they can better meet the needs of these students.
2. Create a sticker/logo that will help the students identify safe spaces and allies across the campus.
3. Collaborate in an integrative approach to broaden the range of skills, knowledge and ideas for training.

The training consists of two 4-hour days of training. In 2014-15, 3 UndocuAlly sessions were conducted with 101 staff completing the training. Information about UndocuAlly training is available at:

<http://diversity.berkeley.edu/staff/undocu-ally-training>



### **Recruitment and Selection**

All vacant career and contract positions are posted by TAES and/or Campus Shared Services in the Talent Acquisition Manager (TAM) web-based system. Applications are released to hiring departments on the first review date.

### **Promotions and Transfers**

1. Information about open positions is available to internal and external applicants via the “UC Berkeley Jobs” website at <<http://jobs.berkeley.edu/>>.
2. Some vacant positions are limited to internal campus applicants when specific campus-related experience and/or skills are required.
3. Some department heads inform their departmental employees via special messages of department job vacancies.
4. TAES provides publicly accessible computers with access to the “UC Berkeley Jobs” website, general web access, and support materials for internal candidates seeking promotions and transfers.

### **Staff Employee Training and Career Development**

1. All employees are provided equal access to development and training classes sponsored by Human Resources and other campus departments.
2. The campus continues its Career Compass job standards. It is a multi-part initiative that clarifies job duties, career paths, and performance management for employees interested in advancing on a chosen career path.
3. Talent and Organizational Performance (TOP) is a unit that supports and enhances the ability and skills of managers in the context of the University’s ongoing Operational Excellence program. Services available to managers include management coaching, peer coaching, tools and facilitation to assess effectiveness and develop action plans.
4. Senior Leadership Program for Managers is a program designed to provoke thinking about the role of the senior leader in leading transformational change and provide a forum for exploration of the strategic and practical issues involved with delivering Operational Excellence. Goals of the program include sharing best practices, strengthening networks and collaboration among campus leaders, and developing techniques and approaches for leading change and building a high performance culture.
5. Keys to Enhance Your Supervisory Success (KEYS) is a program to improve quality of supervision and organizational effectiveness at UC Berkeley. It is designed for new supervisors as well as existing supervisors who want to hone their supervisory skills. The KEYS program is a multi-track set of workshops for all supervisors. It covers foundational topics including creating an inclusive work environment, conducting inclusive recruitments that account for affirmative action goals, making personnel decisions that are consistent with AA/EEO and University policy, performance management, employee and labor relations, and risk management.

6. The Emerging Leader Program is a 12-month program for professional level staff to strengthen competencies and practices that support a high performing culture. Participants gain the practical insight, knowledge, skills, and confidence needed for leadership effectiveness, through classroom and individual sessions, assessment of leadership competencies, and participation in analytical projects that address major campus issues.
7. Career Workshops are offered to all eligible staff. Topics include personal interest assessments and strategies for job searches and interviewing. These services are offered to help staff in building a career on campus by developing a plan to connect personal interests and abilities with career opportunities available at the University.
8. Career Development Web Resources: The central HR website provides "Career Development" materials including resources and strategies for employees to use for planning their career development. Sections include "Self-Assessment", "Career Awareness", "Goal-Setting", "Skill Development", and "Career Management".
9. Career Counseling Program for Staff: This program provides assistance to staff and faculty who wish to clarify career questions and to plan sound and attainable career goals. The program involves a process of assessment and self-exploration that will lead to a better understanding of interests, skills and goals and, ultimately, increased ability to make meaningful career decisions at UC Berkeley.
10. CAL PACT, coordinated by the Center for Organizational and Workforce Effectiveness, teaches campus employees basic, hands-on computer skills needed to function effectively at their workstations and enhance their career development at the Berkeley campus.
11. E-Learn: This set of online learning options available to staff includes e-learning courses on business and IT topics, reference books, job aids, preparation for some certification programs, and career development resources.
12. UC Berkeley Extension Sponsored Tuition Program: In support of Operational Excellence Initiatives, over 150 University Extension classes have been made available to eligible staff free of charge. Subject areas include Business and Management, Computer Technology & Information Management, Environmental Engineering and Management, English as a Second Language, Graphic and Interactive Design, and Writing, Editing and Technical Communication.

### **Benefits**

All employee benefits are administered in accordance with University policies that are consonant with applicable Federal and State equal employment opportunity laws and regulations.

1. Men and Women contribute to the retirement system at the same rate.
2. No distinction is made on the basis of race or gender in the administration of benefits.
3. Benefits available to wives and families of male employees are also available to husbands and families of female employees. Health (medical, dental, and vision) insurance coverage is available to eligible same sex partners.
4. There is no mandatory retirement for staff and faculty employees at a particular age.

5. Reinstatement after leave for childbearing is provided without loss of prior service credit or reduction in salary.
6. Accrued leave time can be used for disabilities related to pregnancy.

#### **Employee Relations**

1. Managers, supervisors, and Employee Relations Specialists in central HR, and human resources partners in Campus Shared Services and some departments are available to provide counseling to employees experiencing problems that affect job performance.
2. Except for bona-fide gender considerations, all facilities, sponsored recreation, social events, and special programs of the Berkeley campus are available to all eligible campus employees without regard to non-related factors such as race or gender.
3. Staff associations are available to employees in accordance with individual choice and interest.

#### **Complaint Resolution**

1. Central Human Resources offers Discrimination Complaint Resolution (DCR) processes, which provide an opportunity to resolve discrimination-related complaints at the lowest possible level, offering access to consultation, impartial investigations, and alternative dispute resolution options within the same process. DCR is available to applicants and staff who need assistance in resolving issues of discrimination in the workplace. Processes vary according to the applicable collective bargaining agreement of university policy.
2. Employees who allege that they have been discriminated against because of their protected class status have access to redress through campus complaint and grievance procedures established in accordance with the applicable provision of the personnel program or labor agreement. This process is also available through central Human Resources.

## **Compliance with Guidelines on Sex Discrimination and Discrimination Because of Religion or National Origin**

### **• 41 CFR 60-20 and 60-50**

#### **Guidelines on Sex Discrimination**

Career staff employee policies and procedures comply with the sex discrimination guidelines as set forth in the Federal regulations. The Berkeley campus does not discriminate on the basis of sex in recruitment, advertising, job policies and practices, compensation, or employment of women in non-traditional employment areas.

1. Except for bona-fide gender considerations, the Berkeley campus recruits persons of both sexes for all jobs. Except for bona-fide gender considerations, newspaper and other advertisements do not indicate any limitation or preference of sex.
2. Staff titles are not segregated by sex. The campus seeks qualified women for all staff positions, including positions for which women may not have traditionally applied.
3. All personnel policies and practices apply equally to employees of both sexes except those personnel policies or practices relating to childbearing.
4. Men and women have equal opportunity to apply for all available jobs.
5. Wages, hours, and other conditions of employment are not determined on the basis of sex. Fringe benefits are available to employees equally, based upon terms of employment, and are provided without regard to consideration of sex.
6. Wages in the University system do not take sex into consideration as a salary variable.
7. The campus provides appropriate physical facilities for both sexes.
8. There are no occupations that women are prohibited from performing.
9. The retirement systems in effect are those approved by the University of California. No distinctions based on sex are made with respect to participation in the retirement programs.
10. Equal access is provided to all campus-sponsored training and development programs.
11. Marital status and family status of applicants and employees do not affect participation in benefits or other aspects of employment.
12. Female career staff employees are not penalized in their employment conditions if they require time away from work for childbearing.
13. It is campus policy that sexual harassment is not tolerated and that discipline, which may include termination, may result if employees are found to have violated the policy.

### **University of California Policy on Sexual Harassment**

The following policy statement reflects the University's commitment to creating and maintaining a harassment-free work place.

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

This policy is widely disseminated to the campus community through publications and websites. The policy on sexual harassment, along with definitions, options for complaint resolution, online sexual harassment prevention education, and other enforcement information, is located on the web at <<http://ophd.berkeley.edu/policies-procedures/sexual-harassment>>.

### **Discrimination Because of Religion or National Origin**

Personnel policies and procedures for career staff employees comply with Federal regulations prohibiting discrimination because of religion or national origin.

1. In implementation of the campus commitment to equal employment opportunity, the campus does not discriminate on the basis of religion or national origin.
2. The campus communicates its obligation to provide equal employment opportunity without regard to religion or national origin to all employees, including executives, managers, and supervisors.
3. The campus strives to accommodate employees' and prospective employees' religious observances and practices. Such accommodation is made unless it could be demonstrated that doing so would cause undue hardship on the conduct of unit business.
4. The campus notifies recruitment sources to refer all potential qualified candidates, regardless of religion or national origin.

## **Staff Affirmative Action Program for Individuals with Disabilities and Protected Veterans**

### **• 41 CFR 60-741, and 60-300**

#### **Purpose of the Staff Affirmative Action Program for Individuals with Disabilities and Protected Veterans**

The Staff Affirmative Action Program for Individuals with Disabilities and Protected Veterans serves as a working document for taking affirmative action to employ and advance in employment qualified individuals with disabilities and protected veterans.<sup>8</sup> For the most part, provisions that are unique for ensuring equal employment opportunity for individuals with disabilities and protected veterans are set forth in this Program. In some instances when general provisions governing equal employment opportunity and affirmative action encompass women, minorities, individuals with disabilities, and protected veterans, the provisions appear in earlier sections of this Staff Affirmative Action Plan. In particular, policies on nondiscrimination and affirmative action applicable to women, minorities, individuals with disabilities, and protected veterans are set forth in the earlier section captioned “The Career Staff Community” on page 2 and the processes for disseminating, internally and externally, equal employment opportunity and affirmative action policies and information applicable to women, minorities, individuals with disabilities, and protected veterans are set forth in the earlier section captioned “Dissemination of Equal Employment Opportunity and Affirmative Action Policies and Information.”

#### **Internal Audit and Reporting Systems • 41 CFR 60-741.44(h) and 41 CFR 60-300.44(h)**

The employee and applicant information systems discussed on page 1 of this plan, under the heading Internal Audit and Reporting Systems, include mechanisms to collect, maintain and report information required by Sections 60-741.44(h) and 60-300.44(h) of the regulations about protected veterans and individuals with disabilities.

Annual analyses are conducted to measure the effectiveness of the Affirmative Action Program for Individuals with Disabilities and Protected Veterans. These analyses are meant to determine the degree to which the Program’s objectives have been attained and its obligations fulfilled. In addition to the analysis of personnel transactions, analysis is conducted to determine whether protected veterans have had the opportunity to participate in all UC Berkeley sponsored educational, training, recreational and social activities. On the basis of the foregoing analyses, any necessary remedial actions are determined and implemented to increase the program’s effectiveness and to bring it into compliance where deficiencies are found.

#### **Policy Statement • 41 CFR 60-300.44(a) and 41 CFR 60-741.44(a)**

It is University policy not to discriminate against or harass persons with disabilities or protected veterans in its employment practices including, hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, layoff, termination, rates of pay or forms of compensation, and selection for training. The University will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled veteran or individual with disability, unless it can be demonstrated that the accommodation would impose an undue hardship on the operation of business. The University invites all employees with disabilities who wish to benefit under this affirmative action program to voluntarily identify themselves. The University appropriately protects the confidentiality of those employees who choose to voluntarily identify their disabilities.

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<sup>8</sup> This affirmative action program may be complemented by the University’s actions, policy, and procedures that address provisions of the California Fair Employment and Housing Act.

## Definitions

The following definitions are applicable to this Program. The references for these definitions are the Department of Labor regulations implementing Section 503 of the Rehabilitation Act of 1973, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, and the University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment.

"Individual with a disability" means any person who (1) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (2) has a record of such an impairment, or (3) is regarded as having such an impairment.<sup>9</sup>

"Qualified individual with a disability" means a disabled individual as defined above who is capable of performing the essential functions of a particular job, with or without reasonable accommodation.

"Protected Veteran" comprises the following categories:

- "Disabled Veteran": (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability."
- "Recently Separated Veteran": any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval, or air service.
- "Active Wartime or Campaign Badge Veteran": a veteran who served on active duty in the U.S. military, ground, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under laws administered by the Department of Defense.
- "Armed Forces Service Medal Veteran": any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- "Veteran of the Vietnam era": a person who (1) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, if any part of the active duty occurred (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) between August 5, 1964 and May 7, 1975 in all other cases, or (2) was discharged or released from active duty because of a service-connected disability, if any part of the active duty occurred (a) in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) between August 5, 1964 and May 7, 1975 in all other cases.<sup>10</sup>

"Qualified veteran with a disability" means a disabled veteran who has the ability to perform the essential functions of the employment position with or without reasonable accommodation.

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<sup>9</sup> In making reasonable accommodation, the University complies with the more stringent definition provided under California law.

<sup>10</sup> For this plan, "Veteran of the Vietnam Era" is included among the Protected Veteran categories. According to 41 CFR 60-300.2, this group is protected by non-discrimination aspects of VEVRAA under the category "pre-JVA Veteran."

### **Responsibility for Implementation • 41 CFR 60-300.44(i) and 41 CFR 60-741.44(i)**

Chancellor Nicholas Dirks is ultimately responsible for the implementation of the Staff Affirmative Action Program for the employment of individuals with disabilities and protected veterans. Vice Chancellor–Administration and Finance John Wilton is responsible for implementation within his units and for monitoring all other units. Reporting to the Vice Chancellor–Administration and Finance, Assistant Vice Chancellor–Human Resources Jeannine Raymond is responsible for ensuring effective campus implementation of equal employment opportunity and staff affirmative action goals and objectives and for planning, organizing, and directing the activities of Human Resources to ensure equal employment opportunity for all human resource processes and to ensure affirmative action implementation for women, minorities, individuals with disabilities, and protected veterans. Such responsibilities include the implementation of University staff personnel policies and negotiated labor agreements, the development of campus procedures, and occasionally the final review of personnel actions to identify possible problem areas. Director of Total Rewards, Analytics & Metrics, and EEO Rich Lau reports directly to the Assistant Vice Chancellor–Human Resources. He is responsible for liaison with affirmative action organizations, and assisting campus managers with the development of appropriate actions that are necessary to correct identified problem areas.

Unit Managers and Supervisors: Unit managers have the responsibility for implementation of equal employment opportunity and affirmative action within their departments by assuring that all personnel actions are administered in accordance with applicable personnel policies or labor agreements. The career staff hiring process on the Berkeley campus is decentralized. The hiring department submits job openings via the Talent Acquisition Manager system, which automatically identifies and displays affirmative action goals, and completes Physical/Environmental/Mental (PEM) Demands Forms. The job opening and PEM forms are submitted to Human Resources, which is responsible for approving classifications, assuring that requirements are job-related, and publicizing the openings. Applications are routed by TAES or CSS to the hiring department where decisions are made regarding individuals to be interviewed and hired. The responsibility for making a good-faith effort in ensuring equal employment opportunity, therefore, lies with approximately 1,100 managers and supervisors on the campus. Unit managers and hiring supervisors, in consultation with Human Resources partners, also have the responsibility to provide reasonable accommodations to disabled veteran applicants and employees, and applicants and employees with disabilities. All applicants who have been offered employment are invited to self-identify their status as an individual with a disability or protected veteran after a job offer is made and prior to the beginning of employment. After a hiring decision is made, supervisors are required to complete and maintain the Interview Data Form, which requires that job-related reasons be provided for both selection and non-selection of all applicants interviewed.

Human Resources: CSS HR Partners are responsible for on-going verification that physical/environmental/mental requirements for vacant positions are directly related to the performance of essential job duties and are consistent with business necessity and safe performance of the job; for ensuring that benefits are available to all employees on a nondiscriminatory basis; for providing resource information and consultation to departments, supervisors, and other employees about disability-related issues. Central HR is responsible for establishing campus policies, monitoring compliance, and designing job-related courses and programs for campus employees. The resource information, consultation, and training are aimed at staff at all levels involved in recruitment, screening, selection, promotion, disciplinary, and related processes.

A teletext device (TTY/TDD) is available in the Central Human Resources lobby to enable deaf, hard-of-hearing, and speech-impaired individuals to communicate with staff regarding position openings and



enrollment in training programs. Funds are available and procedures are in place to provide (1) interpreters for deaf employees and applicants, and (2) adaptive devices for disabled or disabled veteran employees and applicants.

University Health Services: Vocational rehabilitation counselors assist departments by attaining medical clarification to assess disability-related accommodation needs. They also assist current employees with disabilities with services focused on (1) helping employees remain on the job with reasonable accommodation or (2) helping employees find other employment within the University. Other services include counseling, advising, and tracking transitional return to work, reviewing medical separation requests, providing workshops and training in disability management for staff involved in the full range of HR processes (recruitment, screening, selection, promotion, disciplinary, and related processes).

**Internal Dissemination of the Program • 41 CFR 60-300.44(g) and 41 CFR 60-741.44(g)**

This Program for Individuals with Disabilities and Protected Veterans is disseminated with the Staff Affirmative Action Program. Internal dissemination of equal employment opportunity and affirmative action policies and information is described in detail on page 5. This dissemination includes the posting of nondiscrimination and affirmative action posters in accessible departmental locations throughout campus where employees congregate and the office of Human Resources.

**External Dissemination of the Program • 41 CFR 60-300.44(f) and 41 CFR 60-741.44(f)**

This Program has been announced to the California Employment Development Department; the California Department of Rehabilitation; organizations of and for individuals with disabilities; veteran service organizations; the Department of Veterans' Affairs Regional Offices; educational institutions which participate in training of the disabled; college placement offices; and other local, state, and national organizations.

This Program for Individuals with Disabilities and Protected Veterans is also disseminated externally with the Staff Affirmative Action Program. External dissemination of equal employment opportunity and affirmative action policies and information is described in detail on pages 5-6.

## **Recruitment**

TAES and Campus Shared Services staff meet with agencies serving women, minorities, and the disability and veteran communities to review campus application procedures, discuss the clients they serve, and encourage the agencies to refer clients for campus openings. Pages 20-22 above list publications, recruitment sources and job fairs through which TAES and CSS reach out to these communities.

## **Selection, Promotion, and Compensation**

In accordance with University policies, no qualified candidate may be denied employment or promotion on the basis of disability or protected veteran status. Those who participate in recruitment, screening, selection, promotion, disciplinary, and related processes may take the training listed on pages 29-30 to ensure that the commitments to the affirmative action program are implemented. With regard to physical and mental job qualifications and standards, job postings for new or substantially changed positions are reviewed to ensure that the appropriate level of education, experience, competencies, skills, knowledge, and abilities required for each position are directly related to the satisfactory performance of the duties and responsibilities of the position and that the qualifications standards are consistent with business necessity. University compensation practices are nondiscriminatory, and compensation policies are administered fairly. In offering employment or promotion to individuals with disabilities or protected veterans, the amount of compensation offered is not reduced because of any income based on a disability-related and/or military-service related pension or other disability-related and/or military-service-related benefit the applicant or employee receives from another source. Only relevant portions of an applicant's military service record are considered when reviewing the applicant's qualifications against the specific job qualifications of a vacant position.

## **Facility Accessibility and Reasonable Accommodation • 41 CFR 60-300.44(d) and 41 CFR 60-741.44(d)**

Since the 1960's, the University has extensively modified campus grounds, buildings and other facilities to improve access for people with disabilities as part of an ongoing process that continues to the present. The Campus Access Guide, containing information about the access features of most campus buildings, can be found on the web at <http://access-guide.berkeley.edu/>.

Efforts are made to provide reasonable accommodations for qualified applicants and employees with disabilities and qualified disabled veteran applicants and employees. The Vocational Rehabilitation Counselors in University Health Services are trained in methods of job modification, knowledgeable about resources and adaptive devices available for individuals with disabilities, and provide consultation to departments when needed to determine if accommodation is reasonable.

Departments must provide accommodations in accordance with the Berkeley Campus Policy/Procedure: Reasonable Accommodation, which can be found on the web at <http://hrweb.berkeley.edu//er/policies/ppsm/implementing/accomodation>. The campus offers training for managers and supervisors to ensure they are knowledgeable about campus policies and practices for providing reasonable accommodations to employees with disabilities.

Departments can use the Berkeley Campus Plan for Funding Reasonable Accommodations for Individuals with Disabilities <http://apo.chance.berkeley.edu/accommodations.pdf> for assistance in determining whether reasonable accommodations may be needed, acquiring technical assistance and centralized review to facilitate prompt and effective response to requests for accommodations, and acquiring funds to offset departmental costs for providing reasonable accommodations.

### **Employee Development**

Known protected veterans and individuals with disabilities have had the opportunity to participate in all University sponsored educational, training, recreational and social activities. Class enrollment forms specify that participants can indicate a need for accommodations. Employees signing up for training and development programs should follow their department training guidelines.

### **Complaint and Grievance Resolution**

**Complaint and Grievance Procedures:** Employees who allege harassment or discrimination on the basis of their status as an individual with a disability or protected veteran have access to redress through campus complaint and grievance procedures established in accordance with the applicable provision of the personnel program or labor agreement. Complaint resolution meetings are held in accessible locations and, if necessary, interpreters or adaptive devices are provided. Complaints and grievances are coordinated by central Human Resources.

Eligible employees and applicants with complaints of harassment or discrimination relating to disability or protected veteran status can also use the **Discrimination Complaint Resolution (DCR)** process or appropriate process in the collective bargaining agreement. There, provide an opportunity to resolve discrimination-related complaints at the lowest possible level, offering access to consultation, impartial investigations and alternative dispute resolution options within the same process. DCR meetings are held in accessible locations and, if necessary, interpreters or adaptive devices are provided.

### **Review of Personnel Processes 41 CFR 60-300.44(b) and 41 60-741.44(b)**

Individual departments have the responsibility for assuring the careful, thorough, and systematic consideration of the job-related qualifications of protected veteran applicants and employees, and for applicants and employees with disabilities, for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. Personnel processes are periodically reviewed to ensure that they do not stereotype individuals with disabilities or protected veterans in a manner that limits their access to all jobs for which they are qualified. It is the University's expectation that unit managers and supervisors with this delegated authority have the responsibility to assure that all personnel actions are administered in accordance with applicable personnel policies or labor agreements.

### **Physical and Mental Qualifications 41 CFR 60-300.44(c) and 41 60-741.44(c)**

Physical and mental job requirements are reviewed by CSS HR Partners and recruiters to ensure they are job-related and consistent with business necessity and safe performance on the job. As described on page 36 above, such reviews are conducted whenever a job opening is submitted by a unit manager for posting.

### **Invitation to Self-Identify**

All applicants who are offered employment and who believe themselves protected by the definitions of individual with disability or disabled veteran are given the opportunity to self-identify voluntarily when submitting an application, after a job offer is made, and prior to when employment begins. Employees may also voluntarily self-identify at any time they choose. The information is confidential and is used and released only in accordance with applicable Federal and State laws and University policies. There is no adverse treatment if an applicant or employee chooses not to identify.

If an applicant or employee is seeking reasonable accommodation, the department of the employee, the hiring department, or Human Resources may (1) require the applicant or employee to provide proper documentation covering the claim of individual with disability or disabled veteran status and/or (2) require the applicant or employee to undergo an evaluation at the expense of the unit making the request under certain narrowly prescribed circumstances. Such medical information is confidential and is released only in accordance with applicable Federal and State laws and regulations and University policy.

**Record Retention • 41 CFR 60-741.80 (b) and 41 CFR 60-741.80 (b)**

Records pertaining to applicants and hiring are retained for a period of at least 3 years from the date of making the record.

**Data Collection Analysis and Utilization Goals Analysis**  
**41 CFR 60-300.44 (k), 41 CFR 60-741.44 (k), and 41 CFR §60-741.45 (d)**

The University has adopted the current national percentage of veterans in the civilian labor force of 7.0% as its hiring benchmark for protected veterans. The University will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 7.0% hiring benchmark applies to the workforce as a whole.

The University has also adopted the current national utilization goal of 7.0% for qualified individuals with disabilities. The University will update its utilization goal as new data becomes available, updated and published. The 7.0% utilization goal is applied to each job group.

The University has collected the required data and conducted analyses to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. The University will continue to monitor and update these analyses periodically during each AAP year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned above on pp. 20-22 ("Inclusive Recruitment") and the measures described above on p. 34 ("Internal Audit and Reporting Systems").

Goals and/or benchmarks do not require that the University hire, promote, train, and/or retain a specified number of individuals with disabilities and/or protected veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets held to be reasonably attainable by means of applying good faith efforts.

**Hiring Benchmark and Utilization Goal**  
*September 1, 2015 - August 31, 2016*  
*For Protected Veterans and Individuals with Disabilities*

<b>Protected Veterans</b>	<b>Hiring Benchmark</b>	<b>7.0%</b>	Campuswide
<b>Individuals with Disabilities</b>	<b>Utilization Goal</b>	<b>7.0%</b>	For each Job Group

**Comparison of Incumbency to Utilization Goal:**  
**Individuals with Disabilities**  
*April 30, 2015*

Job Group	Total Campus	Individuals with Disabilities		7% Goal Met?
	#	#	%	
1A1 - SMG-Executives	9	0	0.0%	N
2A1 - MSP-Managers-Upper	70	0	0.0%	N
2A2 - MSP-Managers-Lower	345	6	1.7%	N
2B1 - MSP-Professionals	371	10	2.7%	N
2H1 - MSP-Health Care	59	2	3.4%	N
2I1 - MSP-Info Tech-Upper	89	2	2.2%	N
2I2 - MSP-Info Tech-Lower	261	9	3.4%	N
2S1 - MSP-Sports and Recreation	32	0	0.0%	N
3E1 - PS-Engineering	76	0	0.0%	N
3E2 - PS-Facilities Development/EH&S	47	5	10.6%	Y
3F1 - PS-Finance-Upper	112	4	3.6%	N
3F2 - PS-Finance-Lower	311	11	3.5%	N
3G1 - PS-General Administration	493	12	2.4%	N
3G2 - PS-Human Resources	208	11	5.3%	N
3H1 - PS-Health Care	101	0	0.0%	N
3I1 - PS-Info Tech-Applications	161	4	2.5%	N
3I2 - PS-Info Tech-Infrastructure	203	4	2.0%	N
3I3 - PS-Info Tech-Info Systems	142	7	4.9%	N
3J1 - PS-External Affairs	291	4	1.4%	N
3K1 - PS-Communications	256	3	1.2%	N
3R1 - PS-Research Administration	215	5	2.3%	N
3R2 - PS-Research and Lab	163	2	1.2%	N
3S1 - PS-Sports and Recreation	120	0	0.0%	N
3T1 - PS-Student Services-Upper	189	13	6.9%	N
3T2 - PS-Student Services-Advising	243	5	2.1%	N
3T3 - PS-Student Services-Other	218	3	1.4%	N
3T6 - PS-Educational Services	153	3	2.0%	N
3T7 - PS-Education Svcs-Early Child	57	1	1.8%	N
3U1 - PS-Police	64	0	0.0%	N
3V1 - PS-Library Services	122	2	1.6%	N
3X1 - PS-General Services	160	5	3.1%	N
4E1 - T-Skilled Crafts and Trades	189	5	2.6%	N
4I1 - T-Info Tech	55	2	3.6%	N
4R1 - T-Research and Lab-Upper	145	2	1.4%	N
4R2 - T-Research and Lab-Lower	115	5	4.3%	N
4S1 - T-Sports and Recreation	19	0	0.0%	N
5U1 - O-Security and Public Safety	67	0	0.0%	N
5V1 - O-Various Clerical-Upper	487	11	2.3%	N
5V2 - O-Various Clerical-Lower	251	2	0.8%	N
5V3 - O-Library Services-Assistants	92	4	4.3%	N
5X1 - O-General Services-Custodial	341	2	0.6%	N
5X2 - O-General Services-Other	154	5	3.2%	N
5X3 - O-General Services-Food	151	1	0.7%	N
<b>TOTAL</b>	<b>7407</b>	<b>172</b>	<b>2.3%</b>	



UNIVERSITY OF CALIFORNIA, BERKELEY  
STAFF AFFIRMATIVE ACTION PLAN

September 1, 2015- August 31, 2016

## **LIST OF APPENDICES**

- A. Ethnicity and Race Category Definitions
- B. Career Staff Job Titles within Job Groups
- C. Availability Analysis Methodology





## **APPENDIX A**

### **UNIVERSITY OF CALIFORNIA, BERKELEY STAFF AFFIRMATIVE ACTION PLAN**

#### **ETHNICITY AND RACE CATEGORY DEFINITIONS**



**ETHNICITY AND RACE CATEGORY DEFINITIONS****American Indian or Alaskan Native**

A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.

**Asian or Pacific Islander**

Chinese/Chinese-American. Persons having origins in any of the original peoples of China.

Filipino/Pilipino. Persons having origins in any of the original peoples of the Philippine Islands.

Japanese/Japanese-American. Persons having origins in any of the original peoples of Japan.

Korean/Korean-American. Persons having origins in any of the original peoples of Korea.

Pakistani/East Indian. A person having origins in any of the original peoples of the Indian subcontinent (e.g., India and Pakistan).

Vietnamese/Vietnamese-American. A person having origins in any of the original peoples of Vietnam.

Other Asian. A person having origins in any of the original peoples of the Far East or South East Asia (including Cambodia, Korea, Malaysia and Thailand).

**Black/African American (not of Hispanic origin)**

Persons having origins in any of the Black racial groups of Africa.

**Hispanic/Latino**

Mexican/Mexican-American/Chicano. Persons of Mexican culture or origin, regardless of race.

Latin-American/Latino. A person of Latin American (e.g. Central American, South American, Cuban, Puerto Rican) culture or origin regardless of race.

Other Spanish/Spanish-American. Persons of Spanish culture or origin not included in any of the Hispanic categories listed above.

**Native Hawaiian or Other Pacific Islander**

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Island.

**White (not of Hispanic origin)**

European. A person having origins in any of the original peoples of Europe.

Middle Eastern. A person having origins in any of the original peoples of the Middle East.

North African. A person having origins in any of the original peoples of North Africa.

White (not specified). A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (region not specified).

**Two or More Races (not of Hispanic origin)**

Persons who identify with more than one of the above six categories (not including Hispanic/Latino)



## **APPENDIX B**

### **UNIVERSITY OF CALIFORNIA, BERKELEY STAFF AFFIRMATIVE ACTION PLAN**

#### **CAREER STAFF JOB TITLES WITHIN JOB GROUPS**

**41 CFR 60-2.12**



## JOB TITLES BY JOB GROUP

41 CFR 60-2.12

*Note: For the purposes of determining underutilization, the Chancellor (Job Group 1A1, Title Code 0030U) is not counted in the UC Berkeley work force Senior Management Group. The Chancellor is included in the UC Office of the President/Principal Officers of the Regents affirmative action plan.*

### ***Job Group: 1A1 - SMG-Executives***

0030U Chancellor  
0032U Vice Chan (Restricted Use)  
0033U Vice Chan (Functional Area)  
0034U Sr Vice Chan (Restricted Use)  
0035U Sr Vice Chan (Functional Area)  
0040U University Provost  
0042U Provost (Functional Area)  
0047U DEAN UNIV EXT  
0066U EXEX VC AND PROVOST  
0082U Chief Campus Counsel  
0088U Executive Director-Executive  
0090U Asso V Chan (Functl Area)-Exec  
0091U Asst V Chan (Functl Area)-Exec  
0093U Director (Functl Area)-Exec  
0094U Deputy Dir (Functl Area)-Exec  
0095U Assoc Dir (Functl Area)-Exec  
0096U Asst Dir (Functl Area)-Exec  
0100U Management Program(Untitled)  
0105U (Ftl Area) Administrator-Exec  
0108U Dean (Functl Area)-Exec  
0110U Asst Dean (Functl Area)-Exec  
0111U Assoc Dean (Functl Area)-Exec  
0115U Campus Counsel-Exec  
0116U University Auditor-Exec  
0117U Chief Auditor-Exec  
0118U University Librarian-Exec  
0119U Assoc Univ Librarian-Exec  
0121U Chief Of Police-Exec  
0122U Vice Provost (Funct Area)-Exec  
0123U Assoc Vice Provost (Ftl Area)  
0126U VC BUS ADMST  
0127U VC DEV AND UNIV REL  
0128U VC EQUITY AND INCLUSION  
0129U VC FACILITIES  
0132U VC RESEARCH  
0133U VC STDT AFFAIRS  
0139U Associate Chancellor (Fct Ar)  
0140U Asst Chan (Functional Area)  
0160U Dean (School/College)-Exec  
0163U Acting Dean (School/Col)-Exec  
0167U Provost (School/College)-Exec  
0168U Actg Provost (School/Col)-Exec  
0195U Sum Diff With Exec Title  
0197U Spec Lv Sal With Exec Cont  
0198U Temp Salary Supp With Exec Ttl  
0199U Spec Lv Sal W Exec &  
0209U Assoc. Vice Chan.(Ftl. Area)

### ***Job Group: 1A1 - SMG-Executives***

### ***Job Group: 2A1 - MSP-Managers-Upper***

0214U Financial Analysis Manager 3  
0215U Financial Analysis Manager 4  
0220U Financial Services Manager 3  
0221U Financial Services Manager 4  
0278U Customer Service Manager 3  
0299U Career Services Manager 3  
0304U Admissions/Recruitment Mgr 3  
0309U Financial Aid Manager 3  
0312U K-14 Academic Prep Manager 3  
0321U Student Life & Devt Mgr 3  
0324U Student Srvs Manager 3  
0325U Student Srvs Manager 4  
0350U Aerospace Manager 3  
0373U Intellectual Property Mgr 3  
0377U Research Compliance Manager 3  
0383U Contracts and Grants Manager 3  
0392U Facilities Manager 3  
0395U Food Services Manager 3  
0410U Communications Manager 3  
0411U Communications Manager 4  
0415U Media Communications Mgr 3  
0423U Curatorial Manager 3  
0429U Performing Arts Manager 3  
0459U External Relations Mgr 3  
0466U Fundraising Manager 3  
0467U Fundraising Manager 4  
0475U EH&S Manager 3  
0482U Facilities Project Manager 3  
0483U Facilities Project Manager 4  
0485U Inspection Manager 3  
0487U Planning Manager 3  
0543U Library Manager 3  
0549U Administrative Manager 3  
0550U Administrative Manager 4  
0553U Contract Administration Mgr 3  
0559U Executive Advisor Manager 3  
0591U Student Life & Devt Mgr 4  
0596U Academic HR Manager 3  
0609U Procurement Manager 3  
0610U Procurement Manager 4  
0626U HR Manager 3  
0627U HR Manager 4  
0631U Institutional Research Mgr 3  
0681U Audit Manager 3  
0687U Accounting Manager 3

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## ***Job Group: 2A1 - MSP-Managers-Upper***

0688U Accounting Manager 4  
5933U Intellectual Property Mgr 4  
5978U Police CHF Mgr 3

## ***Job Group: 2A2 - MSP-Managers-Lower***

0212U Financial Analysis Manager 1  
0213U Financial Analysis Manager 2  
0218U Financial Services Manager 1  
0219U Financial Services Manager 2  
0276U Customer Service Manager 1  
0277U Customer Service Manager 2  
0297U Career Services Manager 1  
0298U Career Services Manager 2  
0300U Academic Achievement Manager 1  
0301U Academic Achievement Manager 2  
0302U Admissions/Recruitment Mgr 1  
0303U Admissions/Recruitment Mgr 2  
0305U Public Education Manager 1  
0307U Financial Aid Manager 1  
0308U Financial Aid Manager 2  
0310U K-14 Academic Prep Manager 1  
0311U K-14 Academic Prep Manager 2  
0313U Student Advisor Manager 1  
0314U Student Advisor Manager 2  
0315U Student Academic Manager 1  
0316U Student Academic Manager 2  
0317U Student Disability Manager 1  
0318U Student Disability Manager 2  
0319U Student Life & Devt Mgr 1  
0320U Student Life & Devt Mgr 2  
0322U Student Srvs Manager 1  
0323U Student Srvs Manager 2  
0327U Enterprise Risk Manager 1  
0328U Enterprise Risk Manager 2  
0344U Survey Research Manager 2  
0349U Aerospace Manager 2  
0351U Parking Ops & Enforcemt Mgr 1  
0352U Data Analysis Manager 1  
0359U Lab Animal Care Manager 1  
0360U Field Research Manager 1  
0361U Registrar/Collection Manager 1  
0371U Intellectual Property Mgr 1  
0372U Intellectual Property Mgr 2  
0375U Research Compliance Manager 1  
0376U Research Compliance Manager 2  
0381U Contracts and Grants Manager 1  
0382U Contracts and Grants Manager 2  
0389U Academic Program Manager 2  
0390U Facilities Manager 1  
0391U Facilities Manager 2  
0393U Food Services Manager 1  
0394U Food Services Manager 2  
0396U Mail Services Manager 1

## ***Job Group: 2A2 - MSP-Managers-Lower***

0398U Recycling & Refuse Svcs Mgr 1  
0403U Broadcast Comm Mgr 1  
0404U Electronic Comm Mgr 1  
0408U Communications Manager 1  
0409U Communications Manager 2  
0412U Publications & Productn Mgr 2  
0413U Media Communications Mgr 1  
0414U Media Communications Mgr 2  
0417U Publications & Productn Mgr 1  
0418U Visual Communications Mgr 1  
0419U Written Communications Mgr 1  
0421U Curatorial Manager 1  
0422U Curatorial Manager 2  
0424U Exhibitions Manager 1  
0427U Performing Arts Manager 2  
0436U Early Childhood Educatn Mgr 2  
0437U Museum Education Manager 1  
0439U Training & Development Mgr 1  
0440U Training & Development Mgr 2  
0441U Custodial Manager 1  
0444U R&D Engineering Mgr 1  
0445U R&D Engineering Mgr 2  
0457U External Relations Mgr 1  
0458U External Relations Mgr 2  
0460U Performing Arts Manager 1  
0464U Fundraising Manager 1  
0465U Fundraising Manager 2  
0468U Events Manager 1  
0471U Marketing Manager 1  
0472U Marketing Manager 2  
0473U EH&S Manager 1  
0474U EH&S Manager 2  
0479U Manager 2 - Police Captain  
0481U Facilities Project Manager 2  
0493U Labor Relations Manager 1  
0494U Labor Relations Manager 2  
0515U Employee Relations Manager 2  
0538U Skilled Crafts & Trades Mgr 1  
0541U Library Manager 1  
0542U Library Manager 2  
0547U Administrative Manager 1  
0548U Administrative Manager 2  
0552U Contract Administration Mgr 1  
0556U Executive Advisor Manager 2  
0561U Ombuds Manager 1  
0564U Organizational Dev Mgr 1  
0565U Organizational Dev Mgr 2  
0568U Project/Policy Analysis Mgr 1  
0594U Academic HR Manager 1  
0595U Academic HR Manager 2  
0605U Payroll Manager 1  
0606U Payroll Manager 2  
0607U Procurement Manager 1



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## ***Job Group: 2A2 - MSP-Managers-Lower***

0608U Procurement Manager 2  
 0614U Benefits Manager 1  
 0616U Compensation Manager 1  
 0617U Compensation Manager 2  
 0618U Equal Empl Opportunity Mgr 1  
 0621U Employment Manager 1  
 0622U Employment Manager 2  
 0624U HR Manager 1  
 0625U HR Manager 2  
 0629U Institutional Research Mgr 1  
 0630U Institutional Research Mgr 2  
 0679U Audit Manager 1  
 0680U Audit Manager 2  
 0685U Accounting Manager 1  
 0686U Accounting Manager 2  
 5977U Police Lieutenant Mgr 1  
 5979U Police Captain Mgr 2

## ***Job Group: 2B1 - MSP-Professionals***

0201U Counsel 4  
 0202U Counsel 3  
 0216U Financial Analyst 5  
 0222U Financial Analysis Supr 2  
 0223U Government Relations Spec 4  
 0224U Government Relations Spec 5  
 0293U Academic Achievemnt Counselor 5  
 0294U Enterprise Risk Supervisor 2  
 0295U Career Services Specialist 5  
 0296U EH&S Supervisor 2  
 0306U K-14 Academic Prep Spec 5  
 0326U Enterprise Risk Mgmt Analyst 5  
 0338U Intellectual Property Officer 3  
 0339U Intellectual Property Officer 4  
 0340U Intellectual Property Officer 5  
 0345U Contract Administrator 4  
 0346U Aerospace Engineer 4  
 0347U Aerospace Engineer 5  
 0353U Veterinarian 3  
 0354U Veterinarian 4  
 0356U Technology Transfer Officer I  
 0358U EH&S Specialist 4  
 0364U Facilities Project Mgt Spec 4  
 0367U Technology Transfer Officer II  
 0368U Technology Trnsfer Officer III  
 0369U Technology Transfer Officer IV  
 0374U Research Compliance Analyst 5  
 0378U Academic Program Mgt Officer 4  
 0379U Academic Program Mgt Officer 5  
 0387U Research Administrator 5  
 0406U Electronic Comm Spec 5  
 0407U Electronic Comm Supr 2  
 0416U Media Communications Spec 5  
 0426U Campus Counsel

## ***Job Group: 2B1 - MSP-Professionals***

0434U Counsel  
 0442U R&D Engineer 4  
 0443U R&D Engineer 5  
 0446U R&D Engineering Supr 2  
 0447U Structural Engineer 4  
 0453U Events Specialist 5  
 0456U External Relations Spec 5  
 0462U Fundraiser 4  
 0463U Fundraiser 5  
 0469U Marketing Specialist 5  
 0480U Facilities Project Mgt Spec 5  
 0484U Construction Inspector 5  
 0488U Planning Specialist 4  
 0489U Planning Specialist 5  
 0491U EH&S Specialist 5  
 0495U Labor Relations Rep 4  
 0497U Employee Relations Rep 4  
 0498U Temp Salary Suppl With Mgt Tit  
 0502U Executive Chef 5  
 0506U Campus Ombudsperson  
 0508U Employment Representative 4  
 0516U Employee Relations Rep 5  
 0546U Aerospace Engineer 3  
 0551U Contract Administrator 5  
 0554U Executive Advisor 4  
 0555U Executive Advisor 5  
 0557U Executive Assistant 5  
 0558U Student Legal Svcs Counsel 3  
 0560U Ombudsperson 5  
 0562U Organizational Consultant 4  
 0563U Organizational Consultant 5  
 0566U Project/Policy Analyst 5  
 0593U Academic HR Analyst 5  
 0604U Payroll Analyst 5  
 0613U Compensation Analyst 4  
 0615U Compensation Analyst 5  
 0623U Employment Representative 5  
 0628U HR Generalist 5  
 0633U Inst'l Research Analyst 5  
 0700U Mgt And Prof Prog (Untitled)  
 0707U Buyer 5  
 0717U Principal Architect  
 0719U Pr Educational Facility Plan  
 0728U Senior Development Engineer  
 0733U Principal Budget Analyst II  
 0747U Principal Accountant  
 0751U Principal Personnel Analyst II  
 0753U Principal Buyer  
 0755U Asst Physical Plant Admin  
 0798U Assoc Of The Pres/Chanc  
 5970U GEN Accountant 5  
 5972U Audit Profl 5  
 5973U Audit Profl 4

## APPENDIX B

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### ***Job Group: 2B1 - MSP-Professionals***

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5974U Procurement Anl 5

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### ***Job Group: 2H1 - MSP-Health Care***

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0402U Clinical Nursing Supervisor 2  
 0567U Athletic Training Manager 1  
 0569U Clinical Lab Manager 1  
 0570U Clinical Nursing Manager 1  
 0572U Counseling Psychology Mgr 1  
 0573U Counseling Psychology Mgr 2  
 0574U Health Care Admin Mgr 2  
 0575U Health Care Admin Mgr 3  
 0576U Health Education Manager 1  
 0577U Health Educator 5  
 0578U Nurse Practitioner Mgr 1  
 0579U Counseling Psychologist 4  
 0580U Optometry Manager 1  
 0581U Pharmacy Manager 1  
 0582U Physical Therapy Manager 1  
 0583U Physician 3  
 0584U Physician 4  
 0585U Physician 5  
 0586U Physician Manager 1  
 0587U Physician Manager 2  
 0588U Physician Manager 3  
 0590U Social Work Manager 1  
 0764U Administrative Nurse 4  
 0769U Senior Physician  
 0770U Asso Physician Diplomate  
 0772U Assistant Physician  
 0784U Pharmacist Specialist  
 0793U Psychologist III  
 5906U Clinical Nursing Manager 2  
 5907U Nurse Practitioner Supv 2  
 5971U Admin Nurse Prof'l 4

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### ***Job Group: 2I1 - MSP-Info Tech-Upper***

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0405U Technical Project Manager 3  
 0517U Systems Administration Mgr 1  
 0518U Systems Administration Mgr 2  
 0519U Systems Administration Mgr 3  
 0524U Technical Project Manager 1  
 0525U Technical Project Manager 2  
 0535U Production Control Manager 1  
 0592U IT Security Manager 2  
 0649U Applications Programming Mgr 1  
 0650U Applications Programming Mgr 2  
 0651U Applications Programming Mgr 3  
 0656U Business Sys Analysis Mgr 1  
 0666U QA/Release Management Mgr 2  
 0667U Information Systems Manager 1  
 0668U Information Systems Manager 2  
 0669U Information Systems Manager 3  
 0670U Information Systems Manager 4

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### ***Job Group: 2I1 - MSP-Info Tech-Upper***

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0671U Business/Tech Support Mgr 1  
 0672U Comm & Network Tech Manager 1  
 0673U Comm & Network Tech Manager 2  
 0674U Comm & Network Tech Manager 3  
 0675U Data Systems Manager 1  
 0676U Data Systems Manager 2  
 0677U AV-IT Manager 1  
 0678U AV-IT Manager 2  
 0682U AV IT Engineering Manager 1

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### ***Job Group: 2I2 - MSP-Info Tech-Lower***

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0499U Information Systems Analyst 4  
 0500U Information Systems Analyst 5  
 0510U Technical Project Supr 2  
 0520U Systems Administrator 4  
 0521U Systems Administrator 5  
 0522U Technical Project Mgt Prof'l 4  
 0523U Technical Project Mgt Prof'l 5  
 0526U Systems Administration Supr 2  
 0527U Comm & Network Tech Supr 2  
 0528U Data Systems Supervisor 2  
 0530U Information Systems Supr 2  
 0531U IT Architect 4  
 0532U IT Architect 5  
 0534U Production Control Supr 2  
 0536U User Experience Designer 4  
 0537U User Experience Designer 5  
 0540U Business Sys Analysis Supr 2  
 0545U Comm & Network Tech Analyst 4  
 0597U Database Administrator 4  
 0598U Database Administrator 5  
 0599U Data Systems Analyst 4  
 0600U Data Systems Analyst 5  
 0652U Applications Programmer 4  
 0653U Applications Programmer 5  
 0657U Business Systems Analyst 4  
 0658U Business Systems Analyst 5  
 0660U Comm & Network Tech Analyst 5  
 0661U IT Security Analyst 4  
 0662U IT Security Analyst 5  
 0663U QA/Release Mgmt Analyst 4  
 0664U Applications Program Supr 2  
 0739U Prog./Analyst IV-Supvr

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### ***Job Group: 2S1 - MSP-Sports and Recreation***

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0329U Recreation Manager 1  
 0330U Recreation Coach Mgr 1  
 0331U Assoc Head Coach/Coord 4  
 0332U Head Coach 5  
 0334U Athletics Manager 1  
 0335U Athletics Manager 2  
 0336U Athletics Manager 3  
 0337U Athletics Manager 4

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### ***Job Group: 3E1 - PS-Engineering***

4761U Reprographics Supv, Sr  
4768U Reprographics Supvr  
7115U Aerospace Engineer 2  
7118U R&D Engineer 1  
7119U R&D Engineer 2  
7120U R&D Engineer 3  
7122U Engineering Tech Supr 2  
7124U Structural Engineer 3  
7154U Engineer, Asst

### ***Job Group: 3E2 - PS-Facilities Development/EH&S***

6965U Analyst, Facility Requirements  
7077U Facilities Project Mgt Spec 2  
7078U Facilities Project Mgt Spec 3  
7082U Planning Specialist 2  
7083U Planning Specialist 3  
7144U EH&S Specialist 1  
7145U EH&S Specialist 2  
7146U EH&S Specialist 3  
7148U EH&S Supervisor 1  
9802U Fire Chief, Asst

### ***Job Group: 3F1 - PS-Finance-Upper***

4629U Financial Services Analyst 4  
4631U Financial Services Supr 2  
6912U Procurement Supervisor 2  
6941U Payroll Supervisor 2  
6945U Payroll Analyst 4  
6949U Inst'l Research Analyst 4  
7123U Financial Analysis Supr 2  
7205U Enterprise Risk Mgmt Analyst 4  
7598U Accounting Supervisor 2  
7616U Accountant 4  
7621U Auditor 4  
7710U Financial Analyst 4  
7734U GEN Accountant 4  
7738U Procurement Anl 4  
7773U Buyer 4

### ***Job Group: 3F2 - PS-Finance-Lower***

4620U Collections Manager  
4624U Collections Rep, Sr-Supvr  
4626U Financial Services Analyst 1  
4627U Financial Services Analyst 2  
4628U Financial Services Analyst 3  
4630U Financial Services Supr 1  
6911U Procurement Supervisor 1  
6940U Payroll Supervisor 1  
6942U Payroll Analyst 1  
6943U Payroll Analyst 2  
6944U Payroll Analyst 3  
6946U Inst'l Research Analyst 1  
6947U Inst'l Research Analyst 2  
6948U Inst'l Research Analyst 3

### ***Job Group: 3F2 - PS-Finance-Lower***

7202U Enterprise Risk Mgmt Analyst 1  
7203U Enterprise Risk Mgmt Analyst 2  
7204U Enterprise Risk Mgmt Analyst 3  
7453U Auditor 2 NEX  
7575U Audit Profl 3  
7576U Audit Profl 2  
7577U Audit Profl 1  
7617U Accountant 3  
7622U Auditor 3  
7624U Auditor 2  
7628U Auditor III - Ucb  
7707U Financial Analyst 1  
7708U Financial Analyst 2  
7709U Financial Analyst 3  
7735U GEN Accountant 3  
7736U GEN Accountant 2  
7737U GEN Accountant 1  
7739U Procurement Anl 3  
7740U Procurement Anl 2  
7741U Procurement Anl 1  
7774U Buyer 2  
7775U Buyer 1  
7776U Buyer 3  
7861U Accountant 2

### ***Job Group: 3G1 - PS-General Administration***

4105U Child Develop Centr Teacher II  
4727U \_\_\_\_\_Assistant II-Supvr  
4728U \_\_\_\_\_Assistant I-Supvr  
4770U Key Entry Supvr II  
5068U Storekeeper, Sr-Supvr  
5069U Storekeeper-Supvr  
5070U Stores Supvr, Sr  
7374U Administrative Supervisor 1  
7375U Administrative Supervisor 2  
7376U Administrative Officer 2  
7377U Administrative Officer 3  
7378U Administrative Officer 4  
7379U Contract Administrator 2  
7380U Contract Administrator 3  
7383U Paralegal 4  
7384U Executive Assistant 3  
7385U Executive Assistant 4  
7386U Paralegal 2  
7387U Paralegal 3  
7389U Ombudsperson 2  
7390U Ombudsperson 3  
7391U Ombudsperson 4  
7393U Organizational Consultant 2  
7394U Organizational Consultant 3  
7396U Project/Policy Analyst 1  
7397U Project/Policy Analyst 2  
7398U Project/Policy Analyst 3

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### ***Job Group: 3G1 - PS-General Administration***

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7399U Project/Policy Analyst 4  
7646U Admin. Specialist

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### ***Job Group: 3G2 - PS-Human Resources***

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4632U Equal Empl Opportunity Rep 1  
4633U Equal Empl Opportunity Rep 2  
4634U Equal Empl Opportunity Rep 3  
4635U Equal Empl Opportunity Rep 4  
7594U HR Generalist 1  
7595U HR Generalist 2  
7596U HR Generalist 3  
7597U HR Generalist 4  
7643U Employment Representative, Sr  
7699U HR Supervisor 1  
7700U HR Supervisor 2  
7711U Academic HR Supervisor 2  
7714U Academic HR Analyst 2  
7715U Academic HR Analyst 3  
7716U Academic HR Analyst 4  
7717U Academic HR Analyst 1  
7718U Benefits Analyst 1  
7719U Benefits Analyst 2  
7720U Benefits Analyst 3  
7721U Benefits Analyst 4  
7722U Benefits Supervisor 1  
7723U Benefits Supervisor 2  
7724U Compensation Analyst 1  
7725U Compensation Analyst 2  
7726U Compensation Analyst 3  
7742U Employee Relations Rep 1  
7743U Employee Relations Rep 2  
7744U Employee Relations Rep 3  
7746U Employment Representative 1  
7747U Employment Representative 2  
7748U Employment Representative 3  
7749U Employment Supervisor 1  
8078U Labor Relations Rep 1  
8079U Labor Relations Rep 2  
8080U Labor Relations Rep 3

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### ***Job Group: 3H1 - PS-Health Care***

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4391U Counseling Psychologist 1  
4392U Counseling Psychologist 2  
4393U Counseling Psychologist 3  
4396U Health Educator 1  
4397U Health Educator 2  
4398U Health Educator 3  
4399U Health Educator 4  
4403U Psychologist, Counseling II  
4404U Psychologist, Counseling I  
5423U Dietitian, Prin-Supvr  
5424U Dietitian, Sr  
5425U Dietitian, Sr-Supvr

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### ***Job Group: 3H1 - PS-Health Care***

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7890C Clin Social Worker 1 EX  
7962C Staff Pharmacist 1  
9017U Technologist,Rad,Prin-Supvr  
9119C Nurse, Per Diem  
9138C Nurse, Clinical III  
9139C Nurse, Clinical II  
9140C Nurse, Clinical I  
9146C Nurse Practitioner III  
9146U Nurse Practitioner III  
9147C Nurse Practitioner II  
9149U Nurse Practitioner III-Supvr  
9160C Nurse Practitioner-Per Diem  
9177U Physician, Examining  
9178U Physician - Special Events  
9194C Optician  
9203C Physician Asst  
9204C Physicians Assistant, Per Diem  
9249C Pharmacist, Per Diem  
9249U Pharmacist, Per Diem  
9303U Optometrist 3  
9313C Social Worker, Clinical III  
9314C Social Worker, Clinical II  
9323U Community Hlth Program Supv  
9343U Optometrist 4  
9359U Clinic Operations Supr 1  
9360U Clinic Operations Supr 2  
9367U Clinical Lab Supervisor 2  
9370U Radiology Supervisor 2  
9372U Clinic Ops Administrator 4  
9383C Psychologist II  
9384C Psychologist I  
9384U Psychologist I  
9392U Psychometrist, Sr  
9453U Athletic Trainer 1  
9454U Athletic Trainer 2  
9455U Athletic Trainer 3  
9456U Athletic Trainer 4  
9459U Athletic Training Supr 2  
9493U Physical Therapist 2  
9494U Physical Therapist 3  
9495U Physical Therapist 4

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### ***Job Group: 3I1 - PS-Info Tech-Applications***

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6936U QA/Release Mgmt Analyst 1  
6937U QA/Release Mgmt Analyst 2  
6938U QA/Release Mgmt Analyst 3  
7175U Database Administrator 1  
7176U Database Administrator 2  
7177U Database Administrator 3  
7197U Data Systems Analyst 1  
7198U Data Systems Analyst 2  
7199U Data Systems Analyst 3  
7298U Applications Programmer 1

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## ***Job Group: 3I1 - PS-Info Tech-Applications***

7299U Applications Programmer 2  
7300U Applications Programmer 3  
7349U User Experience Designer 2  
7350U User Experience Designer 3

## ***Job Group: 3I2 - PS-Info Tech-Infrastructure***

7302U Systems Administrator 1  
7303U Systems Administrator 2  
7304U Systems Administrator 3  
7336U IT Security Analyst 1  
7337U IT Security Analyst 2  
7338U IT Security Analyst 3  
7558U Business/Tech Suppt Analyst 2  
7559U Business/Tech Suppt Analyst 3  
7560U Business/Tech Support Supr 1  
7561U Business/Tech Support Supr 2  
7564U Comm & Network Tech Analyst 1  
7565U Comm & Network Tech Analyst 2  
7566U Comm & Network Tech Analyst 3

## ***Job Group: 3I3 - PS-Info Tech-Info Systems***

4810U Computer Operations Supv, Sr  
4811U Computer Operations Supvr  
4812C Computer Operator, Sr  
4813C Computer Operator  
4961C Coder, Sr  
7193C Data Proc Prod Coordinator  
7282U Computing Resource Manager I  
7307U Information Systems Analyst 1  
7308U Information Systems Analyst 2  
7309U Information Systems Analyst 3  
7316U IT Architect 3  
7342U AV IT Specialist 2  
7343U AV IT Specialist 3  
7344U AV-IT Supervisor 1  
7345U AV-IT Supervisor 2  
7352U AV IT Specialist 4  
7355U AV IT Engineer 4  
7582U Business Systems Analyst 1  
7583U Business Systems Analyst 2  
7584U Business Systems Analyst 3  
7603U Programmer Analyst II-Ucb  
7604U Programmer/Analyst I-Ucb  
8820U Technical Project Mgt Prof'l 1  
8821U Technical Project Mgt Prof'l 2  
8822U Technical Project Mgt Prof'l 3

## ***Job Group: 3J1 - PS-External Affairs***

6290U Events Specialist 1  
6291U Events Specialist 2  
6292U Events Specialist 3  
6293U Events Specialist 4  
6294U Events Supervisor 1  
6295U Events Supervisor 2

## ***Job Group: 3J1 - PS-External Affairs***

6297U External Relations Spec 1  
6298U External Relations Spec 2  
6299U External Relations Spec 3  
6300U External Relations Spec 4  
6301U External Relations Supr 2  
7200U External Relations Supr 1  
7542U Fundraising Supervisor 1  
7545U Fundraiser 1  
7546U Fundraiser 2  
7547U Fundraiser 3  
7550U Marketing Specialist 1  
7551U Marketing Specialist 2  
7552U Marketing Specialist 3  
7553U Marketing Supervisor 1  
7554U Marketing Supervisor 2  
7555U Marketing Specialist 4  
7556U Sales Specialist 3  
7557U Sales Specialist 4  
9361U Government Relations Spec 3

## ***Job Group: 3K1 - PS-Communications***

4010U Written Communications Supr 2  
4017U Writer/Editor 3  
4018U Writer/Editor 4  
6102C Artist, Sr  
6102U Artist, Sr  
6103C Artist  
6107C Art Model  
6111C Illustrator, Prin  
6112C Illustrator, Sr  
6113C Illustrator  
6114C Illustrator, Asst  
6122C Illustrator, Medical, Sr  
6123C Illustrator, Medical  
6135U Musician 1  
6136U Musician 2  
6137U Musician 3  
6138U Musician 4  
6140U Theatrical Production Supr 1  
6141U Theatrical Production Supr 2  
6142U Performing Artist 2  
6143U Performing Artist 3  
6144U Theater Production Spec 2  
6145U Theater Production Spec 3  
6146U Theater Production Spec 4  
6212U Producer-Director, Prin  
6213C Producer-Director, Sr  
6213U Producer-Director, Sr  
6214C Producer-Director  
6214U Producer-Director  
6215C Producer-Director, Asst  
6215U Producer-Director, Asst  
6221C Photographer, Prin

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### ***Job Group: 3K1 - PS-Communications***

6221U Photographer, Prin  
 6222C Photographer, Sr  
 6650C Language Asst  
 6680C Translator/Interp For The Deaf  
 6680U Translator/Interp for the Deaf  
 6681C CART Captionist  
 6682C CART Captionist Per Diem  
 7445U Electronic Comm Spec 4  
 7448U Broadcast Comm Supr 1  
 7449U Broadcast Communication Spec 1  
 7450U Broadcast Communication Spec 2  
 7451U Broadcast Communication Spec 3  
 7452U Broadcast Communication Spec 4  
 7455U Electronic Comm Spec 3  
 7456U Publications & Productn Supr 1  
 7457U Publications & Prod Spec 2  
 7458U Publications & Prod Spec 3  
 7459U Publications & Prod Spec 4  
 7460U Media Communications Spec 1  
 7461U Media Communications Spec 2  
 7462U Media Communications Spec 3  
 7463U Media Communications Spec 4  
 7467U Visual Communications Spec 4  
 7477U Communications Specialist 3  
 7478U Communications Specialist 4  
 7479U Communications Supervisor 2  
 7684C Editor  
 7685C Editor, Asst  
 7704C Writer  
 7705C Writer, Asst  
 9362U Publications & Productn Supr 2

### ***Job Group: 3R1 - PS-Research Administration***

6204U Research Administrator 1  
 6205U Research Administrator 2  
 6206U Research Administrator 3  
 6207U Research Administrator 4  
 6216U Contracts and Grants Supr 2  
 6228U Research Compliance Analyst 1  
 6229U Research Compliance Analyst 2  
 6230U Research Compliance Analyst 3  
 6231U Research Compliance Analyst 4  
 6233U Research Compliance Supr 2  
 6236U Intellectual Property Officer 1  
 6237U Intellectual Property Officer 2

### ***Job Group: 3R2 - PS-Research and Lab***

6239U Field Researcher 4  
 6240U Field Research Supervisor 1  
 6241U Field Research Supervisor 2  
 6243U Lab Instruction Supervisor 1  
 6244U Lab Instruction Supervisor 2  
 6246U Lab Research Supervisor 1

### ***Job Group: 3R2 - PS-Research and Lab***

6247U Lab Research Supervisor 2  
 6249U Lab Animal Care Supr 2  
 6256U Research Data Analyst 2  
 6257U Research Data Analyst 3  
 6259U Survey Research Supervisor 1  
 6260U Survey Research Supervisor 2  
 6262U Survey Researcher 2  
 6263U Survey Researcher 3  
 9534C Technician, Animal Health IV  
 9610C Staff Research Assoc IV  
 9611C Staff Research Assoc III  
 9611U Staff Research Assoc III  
 9612C Staff Research Assoc II

### ***Job Group: 3S1 - PS-Sports and Recreation***

4002U Recreation Supvr, Sr  
 4003U Recreation Supvr  
 4004U Recreation Supvr,Asst  
 4005U Coach, Intercol Athletics,Head  
 4006U Coach/Specialist  
 4007U Coach, Intercol Atheltics,Asst  
 4012U Coach Intercol Athletics, Head  
 4013U Coach/Specialist  
 4014U Coach--Intercol Athletic, Asst  
 4022U Referee/Umpire  
 4031C Lifeguard  
 4133U Rec Program Leader 2  
 4134U Rec Program Leader 3  
 4136U Recreation Supervisor 1  
 4137U Recreation Supervisor 2  
 4138U Athletics Supervisor 2  
 5045U Assistant Coach 1  
 5046U Assistant Coach 2  
 5047U Recreation Coach 3  
 5115U Assistant Coach 3  
 5171U Athletics Professional 1  
 5172U Athletics Professional 2  
 5173U Athletics Professional 3  
 5174U Athletics Professional 4

### ***Job Group: 3T1 - PS-Student Services-Upper***

4502U Academic Achievermt Counselor 4  
 4504U Academic Achievement Supr 2  
 4510U Admissions/Recruitment Spec 4  
 4512U Admissions/Recruitment Supr 2  
 4517U Career Services Specialist 4  
 4520U Career Services Supervisor 2  
 4528U Financial Aid Officer 4  
 4531U Financial Aid Supervisor 2  
 4536U K-14 Academic Prep Spec 4  
 4538U K-14 Academic Prep Supr 2  
 4541U Student Advisor Supervisor 2  
 4546U Student Academic Advisor 4

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## ***Job Group: 3T1 - PS-Student Services-Upper***

4551U Student Academic Specialist 4  
4553U Student Academic Supervisor 2  
4557U Student Disability Spec 4  
4560U Student Disability Supr 2  
4565U Student Life & Devt Spec 4  
4568U Student Life & Devt Supr 2  
4576U Student Services Advisor 4  
4579U Student Srvs Supervisor 2

## ***Job Group: 3T2 - PS-Student Services-Advising***

4540U Student Advisor Supervisor 1  
4544U Student Academic Advisor 2  
4545U Student Academic Advisor 3  
4573U Student Services Advisor 1  
4574U Student Services Advisor 2  
4575U Student Services Advisor 3  
4578U Student Srvs Supervisor 1

## ***Job Group: 3T3 - PS-Student Services-Other***

4131U Advisor,Resident,Language Hous  
4211U Interviewer, Placement, Prin  
4353U Student Affairs Officer II  
4411U Attorney, Counseling  
4421U Counselor II  
4500U Academic Achievemt Counselor 2  
4501U Academic Achievemt Counselor 3  
4507U Admissions/Recruitment Spec 1  
4508U Admissions/Recruitment Spec 2  
4509U Admissions/Recruitment Spec 3  
4511U Admissions Evaluator 3  
4515U Career Services Specialist 2  
4516U Career Services Specialist 3  
4519U Career Services Supervisor 1  
4522U Curriculum Planner 2  
4523U Curriculum Planner 3  
4526U Financial Aid Officer 2  
4527U Financial Aid Officer 3  
4530U Financial Aid Supervisor 1  
4533U K-14 Academic Prep Spec 1  
4534U K-14 Academic Prep Spec 2  
4535U K-14 Academic Prep Spec 3  
4549U Student Academic Specialist 2  
4550U Student Academic Specialist 3  
4555U Student Disability Spec 2  
4556U Student Disability Spec 3  
4559U Student Disability Supr 1  
4562U Student Life & Devt Spec 1  
4563U Student Life & Devt Spec 2  
4564U Student Life & Devt Spec 3  
4567U Student Life & Devt Supr 1

## ***Job Group: 3T6 - PS-Educational Services***

4155U Museum Education Supervisor 1  
4157U Museum Educator 1

## ***Job Group: 3T6 - PS-Educational Services***

4158U Museum Educator 2  
4159U Museum Educator 3  
4161U Trainer 1  
4162U Trainer 2  
4163U Trainer 3  
4164U Trainer 4  
4165U Public Education Supervisor 2  
4166U Public Education Specialist 1  
4167U Public Education Specialist 2  
4168U Public Education Specialist 3  
4169U Public Education Specialist 4

## ***Job Group: 3T7 - PS-Education Svcs-Early Child***

4105C Child Develop Centr Teacher II  
4107C Child Develop Centr Teacher I  
4108C Child Development Center Ass'T  
4149U Early Childhood Site Coord 4  
4150U Early Childhood Educatn Supr 2

## ***Job Group: 3U1 - PS-Police***

5037U Police Services Supervisor 1  
5038U Parking Ops & Enforcemt Supr 1  
5039U Security Supervisor 1  
5313U Supervisor 2 - Sergeant  
5314U Police Sergeant Supv 2  
5315U Police OFCR 1 (Trainee)  
5323C Police Officer  
5324U Police Officer 1 (Trainee)

## ***Job Group: 3V1 - PS-Library Services***

6118U Conservator 4  
6127U Curator 4  
6129U Curatorial Supervisor 2  
6130U Exhibitions Supervisor 2  
6131U Exhibitions Supervisor 1  
6132U Exhibitions Specialist 4  
6151U Registrar/Collection Supr 2  
6152U Registrar/Collection Supr 1  
6268U Library Professional 4  
6286U Library Supervisor 1  
6287U Library Supervisor 2  
9722C Scientist, Museum, Sr  
9723C Scientist, Museum  
9723U Scientist, Museum

## ***Job Group: 3X1 - PS-General Services***

4821U Mail Service Supvr  
5040U Mail Services Supervisor 1  
5041U Storekeeping Supervisor 1  
5042U Transit Services Supervisor 1  
5044U Skilled Crafts & Trades Supr 2  
5112U Custodian Supvr  
5119U Custodian Supv, Asst.  
5187U Custodial Supervisor 1

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### ***Job Group: 3X1 - PS-General Services***

5188U Custodial Supervisor 2  
 5191U General Services-Other Supr 1  
 5193U Facilities Mgt Specialist 1  
 5194U Facilities Mgt Specialist 2  
 5195U Facilities Mgt Specialist 3  
 5196U Facilities Mgt Specialist 4  
 5198U Facilities Supervisor 1  
 5230U Chef 2  
 5231U QA Chef 3  
 5232U Executive Chef 4  
 5234U Food Services Supervisor 1  
 5235U Food Services Supervisor 2  
 5445C Food Service Mgr, Asst  
 5454U Food Service Supvr  
 7990U Landscape/Grounds Supervisor 1  
 7991U Landscape/Grounds Supervisor 2  
 7992U Recycling & Refuse Svcs Supr 1  
 8552U Driver, Truck, Supervising

### ***Job Group: 4E1 - T-Skilled Crafts and Trades***

4762C Technician, Reprographics,Lead  
 4763C Technician, Reprographics,Prin  
 4764C Technician, Reprographics, Sr  
 6317C Technician, Wardrobe, Sr  
 6318C Technician, Wardrobe  
 6332C Technician, Scene, Sr  
 6333C Technician, Scene  
 6334C Technician, Scene, Asst  
 6335C Principal Scene Technician  
 6336C Scene Tchn SR PD  
 6337C Scene Tchn PD  
 6338C Scene Tch Ast PD  
 6344C Stage Helper  
 6772C Bookmender, Library, Sr  
 7002C Inspector, Construction, Sr  
 7003C Inspector, Construction, Assoc  
 7004C Inspector, Construction, Asst  
 7454U Electronic Comm Spec 2  
 7783C HV Electrician Leadworker  
 7909C Inspector-Planner-Estimator  
 8101C Irrigation Plumber, Lead  
 8102C Irrigation Plumber  
 8117C Equip Op Eng Leadworker  
 8125C Sheetmetal Worker, Lead  
 8126C Sheetmetal Worker  
 8135C Engineer, Equipment Operating  
 8141C Insulation Worker  
 8142C Machinist Leadworker  
 8143C Machinist  
 8147C Insulation Leadworker  
 8151C Inspector-Planner-Estimator  
 8154C High Voltage Electrician  
 8159C Mechanic, Elevator, Lead

### ***Job Group: 4E1 - T-Skilled Crafts and Trades***

8176C Mason, Cement  
 8188C Mechanic, Elevator  
 8189C Roofer  
 8190C Plumber-Pipefitter Leadworker  
 8191C Plumber-Pipefitter  
 8192C Steamfitter Leadworker  
 8193C Steamfitter  
 8194C Electrician Leadworker  
 8195C Electrician  
 8196C Carpenter Leadworker  
 8197C Carpenter  
 8198C Painter Leadworker  
 8199C Painter  
 8200C Glazier  
 8205C Glazier Leadworker  
 8220C Roofer, Lead  
 8252C Engineer,Stationary,Asst Chief  
 8253C Engineer, Stationary  
 8255C Stationary Engineer,Leadworker  
 8282C Lead Cement Mason  
 8805C Edition Bindery Foreperson  
 8806C Bookbinder, Edition, Prin A  
 8807C Bookbinder, Edition, Sr  
 8808C Bookbinder, Edition  
 8809C Bookbinder, Edition, Asst  
 8810C Bookbinder, Edition,Apprentice  
 8813C Prepress Foreperson  
 8814C Prepress Shft Ldr/Tech Expert  
 8815C Digital Prepress Technician  
 8817C Technician, Service Bureau  
 8818C Digital Machine Operator  
 8841C Library Bookbinder Prod Lead  
 8842C Bookbinder, Library, Prin  
 8843C Bookbinder, Library, Sr  
 8844C Bookbinder, Library  
 8845C Bookbinder, Library, Assistant  
 8847C Bookbinder,Library,Apprentice  
 8869C Press Operator, 1 Color  
 8871C Press Foreperson  
 8872C Press/Web Opr, Shft Ldr, 6C  
 8873C Press Operator, 4C  
 8874C Press Operator  
 8875C Press Operator, Asst  
 8876C Helper, General  
 8877C Press Operator Apprentice  
 9445C Fire & Security Syst Tech

### ***Job Group: 4I1 - T-Info Tech***

4772C Key Entry Operator, Lead  
 4773C Key Entry Operator  
 4774C Key Entry Operator, Asst  
 4804C Computer Resource Spec. II  
 4805C Computer Resource Spec. I



## APPENDIX B

### ***Job Group: 4I1 - T-Info Tech***

4814C Computer Operator, Prin  
 4962C Coder  
 6202C Projectionist, Sr  
 6203C Projectionist  
 6223C Photographer  
 6226C Technician, Photographic, Sr  
 6227C Technician, Photographic  
 6254C Technician, Recording  
 7113C Engineer, Television  
 7113U Engineer, Television  
 7191C Data Proc Prod Coordinato,Prin  
 7192C Data Proc Prod Coordinator, Sr  
 8291C Technician, Television, Prin  
 8292C Technician, Television, Sr  
 8293C Technician, Television  
 8295C Technician, Sound

### ***Job Group: 4R1 - T-Research and Lab-Upper***

7101C Technician, Drafting, Prin  
 7102C Technician, Drafting, Sr  
 7103C Technician, Drafting  
 7141C Technician, Eh&S, Prin  
 7142C Technician, Eh&S, Sr  
 7143C Technician, Eh&S  
 7161C Engineering Aid, Prin  
 7162C Engineering Aid, Sr  
 7163C Engineering Aid  
 7170C Technician, Development, V  
 7170U Technician, Development, V  
 7171C Technician, Development, IV  
 7172C Technician, Development, III  
 7173C Technician, Development, II  
 7174C Technician, Development, I  
 8301C Technician, Electronics, Prin  
 8301U Technician, Electronics, Prin  
 8302C Technician, Electronics, Sr  
 8303C Technician, Electronics  
 8304C Technician, Electronics, Trainee  
 8311C Glassblower, Laboratory, Prin  
 8312C Glassblower, Laboratory, Sr  
 8313C Glassblower, Laboratory  
 8314C Glassblower, Laboratory, Trainee  
 8322C Technician, Telescope, Sr  
 8323C Technician, Telescope  
 8326C Aerospace Technician 3  
 8327C Aerospace Technician 2  
 8542C Technician, Agricultural  
 8651C Mechanician, Lab, Prin  
 8651U Mechanician, Lab, Prin  
 8652C Mechanician, Lab, Sr  
 8653C Mechanician, Lab  
 8654C Mechanician, Lab, Helper  
 8662C Technologist, Petrological, Sr

### ***Job Group: 4R1 - T-Research and Lab-Upper***

8663C Technologist, Petrological  
 8761C Technician, Optical, Prin  
 8762C Technician, Optical, Sr  
 9520C Spectroscopist  
 9520U Spectroscopist  
 9535C Technician, Animal Health III  
 9536C Technician, Animal Health II  
 9537C Technician, Animal Health I  
 9561C Technician, Nursery, Sr  
 9562C Technician, Nursery  
 9613C Staff Research Assoc I  
 9617C Staff Res Assoc II-Nonexempt  
 9632C Museum Preparator, Prin  
 9633C Museum Preparator, Sr  
 9634C Museum Preparator  
 9724C Scientist, Museum, Asst

### ***Job Group: 4R2 - T-Research and Lab-Lower***

8148C Farm Maintenance Worker, Sr  
 8540C Technician, Agricultural, Prin  
 8541C Technician, Agricultural, Sr  
 8904C Hospital Asst, Sr  
 8905C Hospital Asst  
 8907C Hosp. Assistant, P.D., SR  
 8939C Tech Specialist, CI Lab  
 8940C Tech Specialist, Clinical Lab  
 8956C Tech Specialist, CI Lab, Per Die  
 9021C Technologist, Radiologic, Prin  
 9022C RADLG TCHNO SR  
 9023C Technologist, Radiologic  
 9025C Per Diem Rad Tech  
 9239C Phlebotomist  
 9244C \_Assist. II, Hosp., P.D.  
 9245C \_Assist. I, Hosp., P.D.  
 9251C \_\_\_\_Assistant, Hospital, III  
 9252C \_\_\_\_Assistant, Hospital, II  
 9253C \_Assistant, Hospital, I  
 9266C Technician, Medical Record  
 9279C Pharmacy Technician I, P.D.  
 9283C Pharmacy Asst I  
 9461U Massage Therapist 2  
 9523C Technician, Animal, Prin  
 9524C Technician, Animal, Sr  
 9525C Technician, Animal  
 9535U Technician, Animal Health III  
 9601C Laboratory Asst IV  
 9602C Laboratory Asst III  
 9603C Laboratory Asst II  
 9605C Laboratory Asst I  
 9606C Laboratory Helper

### ***Job Group: 4S1 - T-Sports and Recreation***

4008U Athletic Intern

# APPENDIX B

## ***Job Group: 4S1 - T-Sports and Recreation***

4011U Recreation Program Instructor  
4041U Sports Event Attendant  
4127U Rec Program Instructor 1  
4128U Rec Program Instructor 2  
4129U Rec Program Instructor 3

## ***Job Group: 5U1 - O-Security and Public Safety***

5215C Dispatcher, Pub Safety, Assist  
5216C Dispatcher, Public Safety  
5217C PUBL SAFETY DISPATCHER LD  
5326C Security Guard, Sr  
5326U Security Guard, Sr  
5327C Security Guard  
5330U Parking Supv, Prin  
5331U Parking Supv, Sr  
5332C Parking Representative, Lead  
5333C Parking Representative, Sr  
5334C Parking Representative  
5337U Parking Representativ,Sr-Supvr

## ***Job Group: 5V1 - O-Various Clerical-Upper***

4621C Collections Representative, Sr  
4622C Collections Representative  
4722C \_\_\_\_\_Assistant III  
6304U Events Coordinator 3  
6305U Events Coordinator 2  
6314C Public Events Manager, Asst  
7373U Administrative Asst 3  
7593U HR Assistant 3

## ***Job Group: 5V2 - O-Various Clerical-Lower***

4672C Clerk, Sr/Secretary  
4673C Clerk  
4723C \_\_\_\_\_Assistant II  
4724C \_\_\_\_\_Assistant I  
4919U Assistant IV  
4920U Assistant III  
4921U Assistant II  
4922U Assistant I  
4999C Secretary, Legal, Sr  
5000C Secretary, Legal  
5060C Storekeeper, Lead, Sr  
5060U Storekeeper, Lead, Sr  
5061C Storekeeper, Lead  
7232C Survey Worker, Sr  
7233C Survey Worker  
7371U Administrative Asst 1  
7372U Administrative Asst 2  
7592U HR Assistant 2  
9920U Student Volunteer

## ***Job Group: 5V3 - O-Library Services-Assistants***

6732C Bibliographer II  
6733C Bibliographer I

## ***Job Group: 5V3 - O-Library Services-Assistants***

6759C Library Asst IV  
6760C Library Asst III  
6761C Library Asst II  
6762C Library Asst I  
6773C Bookmender, Library

## ***Job Group: 5X1 - O-General Services-Custodial***

5101C Custodian Leader, Sr  
5102C Custodian Leader  
5103C Custodian  
5113C Custodian, Lead  
5116C Custodian, Sr  
8158C Window Covering Technician  
8563C Equipment Operator

## ***Job Group: 5X2 - O-General Services-Other***

4570U Resident Advisor 2  
4822C Mail Processor, Sr  
4823C Mail Processor  
5062C Storekeeper, Sr  
5063C Stores Worker  
5064C Storekeeper  
5065C Storekeeper, Asst  
8083C Tree Trimmer  
8084C Tree Trimmer, Lead  
8086C Pest Control Operator  
8090C Irrigation Specialist  
8096C Laborer/Grdnr Physcl PInt Lead  
8097C Laborer/Grdnr (B), Phscl Plant  
8098C Laborer/Grdnr (A), Phscl Plant  
8133C Groundskeeper  
8149C Farm Maintenance Worker  
8211C Building Maintenance Wrkr,Lead  
8212C Building Maintenance Worker,Sr  
8213C Building Maintenance Worker  
8473C Technician, Automotive  
8474C Technician, Automotive Assist  
8485C Auto Equipment Operator, Prin  
8486C Auto Equipment Operator, Sr  
8487C Auto Equipment Operator  
8553C Driver, Truck  
9901U Counselor, Camp

## ***Job Group: 5X3 - O-General Services-Food***

5452C Food Service Worker, Lead  
5502C Baker, Sr  
5503C Baker  
5517C Meat Cutter  
5522C Cook, Sr  
5523C Cook  
5524C Cook, Asst  
5538C Cook-Housekeeper  
5650C Food Service Worker, Prin  
5651C Food Service Worker, Sr

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***Job Group: 5X3 - O-General Services-Food***

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5652C Food Service Worker



## **APPENDIX C**

### **UNIVERSITY OF CALIFORNIA, BERKELEY STAFF AFFIRMATIVE ACTION PLAN**

#### **AVAILABILITY ANALYSIS METHODOLOGY**

**41 CFR 60-2.14**



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## AVAILABILITY ANALYSIS - METHODOLOGY

### 41 CFR 60-2.14

#### *DESCRIPTION OF AVAILABILITY ANALYSIS PROCESS*

The system described herein was developed to accomplish the following goals:

- A) clarify the meaning of each of the factors specified in the regulations;
- B) provide a logical statistical approach for deriving weighted availability data;
- C) utilize the most current and most appropriate sources of raw “work force” availability data; and
- D) emphasize the source of job placements in deriving factor weights.

Availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group. This includes those persons who are eligible currently or will be eligible during the term of the affirmative action program.

Availability analysis was conducted to determine how many minorities and women theoretically are qualified for and interested in employment in University of California, Berkeley's specific positions. Such analysis was performed separately for women and for each of the minority groups and for total minorities (as a group). Such analysis takes into account not only how many persons are available from the outside labor market (i.e., “external” availability), but also how many individuals can be promoted or transferred from an organization's own work force (i.e., “internal” availability).

Current government regulations require that in performing availability analyses, an organization “will consider at least the following factors” (41 CFR 60-2.14(c)):

- 1) The percent of minorities or women with requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the contractor usually seeks or reasonably could seek workers to fill the positions in question.
- 2) The percentage of minorities or women among those promotable, transferable, and trainable within the contractor's organization. Trainable refers to those employees with the contractor's organization who could, with appropriate training which the contractor is reasonably able to provide, become promotable or transferable during the AAP year.

Data from the 2006-2010 American Community Survey (United States Census Bureau) is used as the source for external availability.

Once the factors are considered, we reach a conclusion as to the percentage of women or minorities (by ethnic group) available for the specific job group.

Personnel are recruited from within the University and external sources on multi-geographic levels. In general, external sources from which the University recruits come from three geographic

levels: local, state, and national. If the characteristics of the national labor force and population were identical to the characteristics of state and local labor market areas, it would make no difference which demographic labor force characteristics were used in analyzing the University's work force availability.

However, the proportions of minority populations (and consequently labor-force characteristics) vary significantly from the San Francisco nine-county area to the state to the national geographic areas. The San Francisco nine-county area includes Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties.

The University examines data for each job group within the geographical areas or recruitment area relevant to the nature of the positions within the job group. The University work force necessitates a mix of specialties often different from those available in the local labor market. As a result, the recruitment area for all job groups is not the same.

Determining availability for UC Berkeley represents an estimate, at best, of qualified minorities and women available for future employment positions. The process and figures are inherently subjective. We have, however, used the most appropriate data available in all instances. The final percentages, therefore, will give us a rough estimate of the number who are available.

The tables below identify the external reasonable recruitment area and internal workforce pools for each job group and specify the weight assigned to each factor. The source of the external availability data for the reasonable recruitment area and the rationale for selecting the recruitment area are also provided. For the internal work force factor, the job group(s) in which the most qualified promotable, transferable, or trainable candidates are most likely to exist are listed.

***Job Group 1A1 - SMG-Executives***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.00	This job group is highly specialized. Past entrants have come from external sources or from within the job group.

***Job Group 2A1 - MSP-Managers-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.45	2A2 - MSP-Managers-Lower 2B1 - MSP-Professionals 3F1 - PS-Finance-Upper 3G1 - PS-General Administration 3G2 - PS-Human Resources 3T1 - PS-Student Services-Upper



***Job Group 2A2 - MSP-Managers-Lower***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.45	2B1 - MSP-Professionals 3F1 - PS-Finance-Upper 3G1 - PS-General Administration 3G2 - PS-Human Resources 3T1 - PS-Student Services-Upper

***Job Group 2B1 - MSP-Professionals***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.25	3F1 - PS-Finance-Upper 3F2 - PS-Finance-Lower 3G1 - PS-General Administration 3G2 - PS-Human Resources 3T1 - PS-Student Services-Upper 3T2 - PS-Student Services-Advising 3T3 - PS-Student Services-Other

***Job Group 2H1 - MSP-Health Care***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.00	This job group is highly specialized. All physicians and allied practitioners are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 2I1 - MSP-Info Tech-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.45	2I2 - MSP-Info Tech-Lower

***Job Group 2I2 - MSP-Info Tech-Lower***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.25	3I1 - PS-Info Tech-Applications 3I2 - PS-Info Tech-Infrastructure 3I3 - PS-Info Tech-Info Systems

***Job Group 2S1 - MSP-Sports and Recreation***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.25	3S1 - PS-Sports and Recreation

***Job Group 3E1 - PS-Engineering***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All engineers are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3E2 - PS-Facilities Development/EH&S***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All facilities development professionals are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3F1 - PS-Finance-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3F2 - PS-Finance-Lower

***Job Group 3F2 - PS-Finance-Lower***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	3G1 - PS-General Administration 5V1 - O-Various Clerical-Upper 5V2 - O-Various Clerical-Lower

***Job Group 3G1 - PS-General Administration***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	3K1 - PS-Communications 3T1 - PS-Student Services-Upper 3T2 - PS-Student Services-Advising 3T3 - PS-Student Services-Other 5V1 - O-Various Clerical-Upper 5V2 - O-Various Clerical-Lower

***Job Group 3G2 - PS-Human Resources***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	3G1 - PS-General Administration 3T1 - PS-Student Services-Upper 3T2 - PS-Student Services-Advising 3T3 - PS-Student Services-Other 5V1 - O-Various Clerical-Upper 5V2 - O-Various Clerical-Lower

***Job Group 3H1 - PS-Health Care***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All non-physicians health professionals are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3I1 - PS-Info Tech-Applications***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.25	3I2 - PS-Info Tech-Infrastructure 3I3 - PS-Info Tech-Info Systems

***Job Group 3I2 - PS-Info Tech-Infrastructure***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.25	3I1 - PS-Info Tech-Applications 3I3 - PS-Info Tech-Info Systems

***Job Group 3I3 - PS-Info Tech-Info Systems***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.25	3I1 - PS-Info Tech-Applications 3I2 - PS-Info Tech-Infrastructure 4I1 - T-Info Tech

***Job Group 3J1 - PS-External Affairs***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3G1 - PS-General Administration 3K1 - PS-Communications 4K1 - T-Communications

***Job Group 3K1 - PS-Communications***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	3G1 - PS-General Administration 3J1 - PS-External Affairs 4K1 - T-Communications

***Job Group 3R1 - PS-Research Administration***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	

***Job Group 3R2 - PS-Research and Lab***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All research and lab professionals are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3S1 - PS-Sports and Recreation***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All sports and recreation professionals are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3T1 - PS-Student Services-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3G1 - PS-General Administration 3T2 - PS-Student Services-Advising 3T3 - PS-Student Services-Other

***Job Group 3T2 - PS-Student Services-Advising***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3G1 - PS-General Administration 3T1 - PS-Student Services-Upper 3T3 - PS-Student Services-Other

***Job Group 3T3 - PS-Student Services-Other***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3G1 - PS-General Administration 3T1 - PS-Student Services-Upper 3T2 - PS-Student Services-Advising

***Job Group 3T6 - PS-Educational Services***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3T3 - PS-Student Services-Other 3T7 - PS-Education Svcs-Early Child

***Job Group 3T7 - PS-Education Svcs-Early Child***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.30	3T3 - PS-Student Services-Other 3T6 - PS-Educational Services

***Job Group 3U1 - PS-Police***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.00	This job group is highly specialized. All police are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 3V1 - PS-Library Services***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	5V1 - O-Various Clerical-Upper 5V2 - O-Various Clerical-Lower 5V3 - O-Library Services-Assistants

***Job Group 3X1 - PS-General Services***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that require professional training and skills at the professional level is the State of California; in order to get a diverse qualified applicant pool, recruitment must go beyond the local area but need not be extended to the national level
Internal	0.45	5X1 - O-General Services-Custodial 5X2 - O-General Services-Other 5X3 - O-General Services-Food

***Job Group 4E1 - T-Skilled Crafts and Trades***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.80	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.20	4H1 - T-Health Care-Technicians 4R1 - T-Research and Lab-Technicians 5X1 - O-General Services-Custodial 5X2 - O-General Services-Other



***Job Group 4I1 - T-Info Tech***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.45	5V1 - O-Various Clerical-Upper 5V2 - O-Various Clerical-Lower 5V3 - O-Library Services-Assistants

***Job Group 4R1 - T-Research and Lab-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.85	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.15	4R2 - T-Research and Lab-Lower

***Job Group 4R2 - T-Research and Lab-Lower***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	This job group is highly specialized. All research & lab technicians are in this job group, therefore there are internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 4S1 - T-Sports and Recreation***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	This job group is highly specialized. All sports recreation instructors are in this job group, therefore there are no internal entrants from other job groups; all past entrants have come from external sources.

***Job Group 5U1 - O-Security and Public Safety***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	Titles in this job group are entry level. Past entrants to this job group have come from external sources.

***Job Group 5V1 - O-Various Clerical-Upper***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.25	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.75	5V2 - O-Various Clerical-Lower 5V3 - O-Library Services-Assistants

***Job Group 5V2 - O-Various Clerical-Lower***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.25	5V3 - O-Library Services-Assistants

***Job Group 5V3 - O-Library Services-Assistants***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.25	5V2 - O-Various Clerical-Lower

***Job Group 5X1 - O-General Services-Custodial***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	Titles in this job group are entry level. Past entrants to this job group have come from external sources.

***Job Group 5X2 - O-General Services-Other***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	Titles in this job group are entry level. Past entrants to this job group have come from external sources.

***Job Group 5X3 - O-General Services-Food***

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2006-2010 American Community Survey; reasonable recruitment area for job groups that include clerical positions, facilities operations, and communications is the San Francisco nine-county area. There are enough qualified applicants available in the San Francisco nine-county area to justify limiting the recruitment area to this region.
Internal	0.00	Titles in this job group are entry level. Past entrants to this job group have come from external sources.





## **Nondiscrimination and Affirmative Action Policy Statement for University Of California Publications Regarding Employment Practices (July 3, 2013)**

The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, gender, gender expression, gender identity, pregnancy,<sup>1</sup> physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, status as a protected veteran or service in the uniformed services.<sup>2</sup>

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<sup>1</sup> *Pregnancy* includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

<sup>2</sup> *Service in the uniformed services* includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) as well as state military and naval service.