



2008 - 2009

Staff Affirmative Action Plan

University of California
Berkeley

UNIVERSITY OF CALIFORNIA, BERKELEY

BERKELEY



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July 1, 2008

TO MEMBERS OF THE CAMPUS COMMUNITY:

Building and maintaining a diverse workforce and an equitable work environment is essential to my vision of an inclusive University. I am proud to reaffirm UC Berkeley's long-standing commitment to the principles of employment equity, affirmative action and workforce diversity. Actively recruiting a qualified and diverse workforce, and making every effort to provide a work environment that is free of discrimination and harassment, are essential steps toward fulfilling our moral, ethical, and legal obligations. These efforts are also consistent with the Berkeley Principles of Community.

As with all other endeavors in research and teaching, Berkeley must be the leader, setting the standards that others follow. We will remain a competitive employment leader in the Bay Area and fulfill our public mission by pioneering ways to make this campus an inclusive and welcoming environment. We must also continue to make use of the tools available to us to ensure non-discrimination in all employment practices and make good faith efforts toward meeting affirmative action goals.

As Chancellor, it is my responsibility to assure equity and diversity at all levels of the institution, and to promote the goal that UC Berkeley remains an inclusive and diverse campus.

Employment equity, a campus free of discrimination, and affirmative action commitments are established by campus policies pursuant to federal rules and regulations, but the realization of these ideals depends on you. I urge you to incorporate the ideals of equity and diversity in every aspect of work, from long-range planning to day-to-day decisions and activities.

The 2008-2009 campus Staff Affirmative Action Plan is now available at <http://hrweb.berkeley.edu/seads/plan/aaplan.htm>. If you have any questions, please contact Human Resources at 510-642-9046 or the office of Staff Equal Employment Opportunity (EEO) Compliance at 642-5002.

With warm regards.

Yours sincerely,

Robert J. Birgeneau

**UNIVERSITY OF CALIFORNIA
AT BERKELEY**

**STAFF AFFIRMATIVE ACTION PLAN
July 1, 2008 - June 30, 2009**

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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 Covered 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 and ethnicity of each applicant is collected and maintained for affirmative action reporting purposes. Applicants self-identify their gender and ethnicity. Applicants who wish to benefit under the Staff Affirmative Action Program for Individuals with Disabilities and Covered Veterans are also invited to self-identify their status after an offer of employment has been made and before employment begins. This information is requested on a voluntary basis and is used only for affirmative action purposes. 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; separations (resignation, death, retirement, and medical); involuntary separations (layoffs and dismissals); and training programs. The information is compiled by job group, by gender, and by ethnicity.

The 2008-2009 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 July 1, 2008 - June 30, 2009. This Plan presents analyses of personnel transactions for the period January 1, 2007 - December 31, 2007.

The Career Staff Community

The Work Force • 41 CFR 60-2.11(c)

As of March 31, 2008, the total work force of career staff employed by the Berkeley campus was 7,733. Female employee representation was 58.0 percent; total minority representation was 46.0 percent. In addition to its career staff, the campus employs staff with limited appointments (employed less than 50 percent time or less than one year) and casual/restricted employees (students). Career staff employees are addressed in the Staff Affirmative Action Plan because those permanent positions are considered the most effective way to achieve lasting work force diversification.

Career 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 career 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 ethnic categories of American Indian or Alaskan Native, Asian or Pacific Islander, Black, Hispanic, and Caucasian. Ethnic 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 identity, pregnancy,¹ physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).² 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.³ 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. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

² Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.

³ 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.

An abbreviated version of this statement appears in campus publications, including the back cover of this affirmative action plan, and at the following web site:

<<http://hrweb.berkeley.edu/seads/nondiscrimination-publications.htm>>.

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/sp12.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. Copies of the appropriate policies or agreements are sent to departments employing such career staff, and are accessible on the Human Resources website <<http://hrweb.berkeley.edu/>>.
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/seads/plan/aaplan.htm>>.
3. Campus managers are briefed 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 required labor and employment posters, including the "Equal Employment Opportunity is Law" poster. Staff EEO Compliance provides ordering and downloading information to campus managers who require copies of "Equal Employment Opportunity is the Law" posters.
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 offices of Staff EEO Compliance and other units within 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.
8. The Chancellor annually issues a statement reaffirming the campus' commitment to affirmative action and equal employment opportunity.

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 covered veterans, for all positions listed. A list of some recruiting sources is presented on beginning on page 26, 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, the new Vice Chancellor–Equity and Inclusion, the Associate Vice Chancellor–Health and Human Services, the Assistant Vice Chancellor–Human Resources, the Manager of Staff EEO Compliance, and department managers and supervisors have the responsibilities described below.

Chancellor

The ultimate responsibility for equal employment opportunity and affirmative action rests with Chancellor Robert Birgeneau. 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 Vice Chancellor–Equity and Inclusion Gibor Basri is responsible for developing programs, or working with 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.

Vice Chancellor–Administration

Reporting directly to the Chancellor, Vice Chancellor–Administration Nathan Brostrom has line responsibility for equal employment opportunity and affirmative action in the Administration 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.

Associate Vice Chancellor–Health and Human Services

Associate Vice Chancellor–Health and Human Services Steve Lustig reports to the Vice Chancellor–Administration and oversees several departments including Human Resources. The

Associate Vice Chancellor–Health and Human Services has line responsibility for equal employment opportunity and affirmative action in the Health and Human Services organization. In addition, he has responsibility for ensuring effective campus implementation of equal employment opportunity and staff affirmative action goals and objectives.

Assistant Vice Chancellor–Human Resources

Assistant Vice Chancellor–Human Resources Jeannine Raymond reports to the Associate Vice Chancellor–Health and Human Services, and is responsible 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 covered 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.

Manager of Staff EEO Compliance

Manager of Staff EEO Compliance Edith Ng reports to the Assistant Vice Chancellor–Human Resources, and is responsible for evaluating and reporting progress on campus affirmative action efforts. She responds on affirmative action/equal employment opportunity matters and oversees the development of the staff affirmative action program. Her 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, updating, and implementing the Staff Affirmative Action Plan on an annual basis.
7. Designing and implementing an audit and reporting system that will (1) measure the effectiveness of the Staff Affirmative Action Plan, (2) identify areas for improvement, if any, and (3) assess attainment of goals and objectives.

8. Conducting periodic audits 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.
11. Working with campus managers who are developing educational programs to provide a work environment that is free of illegal discrimination and harassment, and achieve further diversity in the workplace.

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. Preparing professional development plans 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 eRecruit, which describes the duties and responsibilities assigned to an open position and outlines required competencies consistent with the newly developed campus job standards. The eRecruit system is a web-based application and applicant tracking system.
 - 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 are provided 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 700 different job titles held by career staff employees have been combined to form 34 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: March 31, 2008 • 41 CFR 60-2.13

Gender and ethnic distributions of the 7,733 career staff employed by job group are presented in the tables immediately following. The “Comparison of Incumbency to Availability” chart on page 18 contains a summary of the percentages of minorities and women employed within each job group.

Career Staff Work Force: Ethnicity and Gender

March 31, 2008

Job Group	Non-Minority	Minority	Total	Men	Women
1 - Senior Management Group	27	5	32	24	8
2 - Senior Managers	386	117	503	207	296
3 - Managers & Staff Specialists	301	90	391	273	118
4 - Physicians & Allied Practitioners	14	12	26	15	11
5 - Architects & Engineers	87	39	126	99	27
6 - Managers & Supervisors Level 2	55	31	86	44	42
7 - Managers & Supervisors Level 1	108	64	172	55	117
8 - Analysts & Staff Spec Level 2	344	177	521	252	269
9 - Analysts & Staff Spec Level 1	802	665	1467	381	1086
10 - Maint, Fab & Ops Supvrs	29	16	45	38	7
11 - Health & Allied Professionals	32	27	59	25	34
12 - Comm, Arts & Graph Tech Supp	199	53	252	82	170
13 - Laboratory & Allied Sciences	169	78	247	89	158
14 - Student Services	312	293	605	166	439
15 - Skilled Crft Wrkrs & Oprtvs	110	77	187	181	6
16 - Nurses	24	4	28	1	27
17 - Entry Level Professionals	148	119	267	125	142
18 - Police Officers	33	36	69	52	17
19 - Health Care Technicians	18	24	42	7	35
20 - Scientific Technicians	81	31	112	105	7
21 - Research Support	73	100	173	71	102
22 - Communications, Arts & Graphics	87	57	144	85	59
23 - Facilities Maint Supvrs	13	44	57	44	13
24 - Clerical Supervisors	48	55	103	35	68
25 - Facilities Operations & Maint	81	413	494	324	170
26 - Security and Parking Services	17	34	51	38	13
27 - Library Assistants	77	51	128	49	79
28 - Information Prep & Processing	28	19	47	34	13
29 - Admin/Clerical Support Level 4	242	318	560	110	450
30 - Admin/Clerical Support Level 3	170	236	406	81	325
31 - Admin/Clerical Support Level 2	19	58	77	19	58
32 - Admin/Clerical Support Level 1	10	29	39	11	28
33 - Stores, Reprog, Mail	14	34	48	44	4
34 - Food Services	17	152	169	84	85
TOTAL	4175	3558	7733	3250	4483

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.

See the "Comparison of Incumbency to Availability" table on page 18 for this data in percentage form.

Source: HRMS-BAIRS

G:\SEADS\Data\jaap0809-data\UCBPlan.xls:WFETHNG

Career Staff Work Force: Ethnic Minority Categories

March 31, 2008

Job Group	American Indian or Alaskan Native	Asian or Pacific Islander	Black	Hispanic	Total Minority
1 - Senior Management Group	0	2	3	0	5
2 - Senior Managers	0	63	28	26	117
3 - Managers & Staff Specialists	1	50	23	16	90
4 - Physicians & Allied Practitioners	0	6	3	3	12
5 - Architects & Engineers	1	22	5	8	36
6 - Managers & Supervisors Level 2	1	11	9	5	26
7 - Managers & Supervisors Level 1	1	20	21	18	60
8 - Analysts & Staff Spec Level 2	2	99	33	29	163
9 - Analysts & Staff Spec Level 1	12	297	206	105	620
10 - Maint, Fab & Ops Supvrs	1	5	2	3	11
11 - Health & Allied Professionals	0	18	2	6	26
12 - Comm, Arts & Graph Tech Supp	2	27	9	8	46
13 - Laboratory & Allied Sciences	2	57	4	12	75
14 - Student Services	8	105	89	77	279
15 - Skilled Crft Wrkrs & Oprtvs	2	25	17	33	77
16 - Nurses	0	3	1	0	4
17 - Entry Level Professionals	2	58	29	30	119
18 - Police Officers	0	11	11	14	36
19 - Health Care Technicians	0	5	10	9	24
20 - Scientific Technicians	0	17	4	10	31
21 - Research Support	1	56	10	33	100
22 - Communications, Arts & Graphics	1	33	9	14	57
23 - Facilities Maint Supvrs	0	6	20	18	44
24 - Clerical Supervisors	0	16	14	25	55
25 - Facilities Operations & Maint	4	136	85	188	413
26 - Security and Parking Services	1	9	21	3	34
27 - Library Assistants	0	29	8	14	51
28 - Information Prep & Processing	0	12	4	3	19
29 - Admin/Clerical Support Level 4	10	121	112	75	318
30 - Admin/Clerical Support Level 3	2	84	84	66	236
31 - Admin/Clerical Support Level 2	1	18	17	22	58
32 - Admin/Clerical Support Level 1	0	12	9	8	29
33 - Stores, Reprog, Mail	1	7	13	13	34
34 - Food Services	0	63	48	41	152
TOTAL	60	1546	992	960	3558

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.

See the "Comparison of Incumbency to Availability" table on page 18 or for this data in percentage form.

Source: HRMS-BAIRS

G:\SEADS\Data\ap0809-data\UCBPlan.xls:WFETHN

Availability Proportions • 41 CFR 60-2.14

In accordance with Federal affirmative action regulations, an 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 2000 census data and third-party analysis software employing statistical methods to identify those in the general population qualified to fill positions. The availability proportions are presented on the following page.

April 1, 2008 Availability Proportions: Women and Ethnic Minority Categories

Job Group	Women	Total Minority	American Indian or Alaskan Native	Asian or Pacific Islander	Black	Hispanic
1 - Senior Management Group	43.0%	16.5%	0.7%	2.1%	8.2%	5.0%
2 - Senior Managers	39.4%	21.9%	0.6%	8.6%	6.7%	5.6%
3 - Managers & Staff Specialists	37.0%	29.3%	0.6%	10.9%	7.2%	4.8%
4 - Physicians & Allied Practitioners	30.1%	25.2%	0.3%	14.2%	4.6%	5.1%
5 - Architects & Engineers	25.4%	24.2%	0.7%	9.1%	7.2%	6.3%
6 - Managers & Supervisors Level 2	46.0%	37.6%	0.7%	16.9%	7.8%	11.1%
7 - Managers & Supervisors Level 1	62.9%	43.4%	0.8%	16.9%	9.4%	15.5%
8 - Analysts & Staff Spec Level 2	43.2%	36.3%	0.7%	19.9%	6.6%	7.2%
9 - Analysts & Staff Spec Level 1	45.3%	31.0%	0.7%	15.5%	6.5%	6.9%
10 - Maint, Fab & Ops Supvrs	11.6%	41.1%	1.1%	11.1%	10.1%	18.0%
11 - Health & Allied Professionals	58.2%	32.7%	0.7%	15.2%	5.2%	10.2%
12 - Comm, Arts & Graph Tech Supp	56.0%	30.6%	1.0%	10.6%	5.2%	12.6%
13 - Laboratory & Allied Sciences	35.1%	39.1%	0.4%	29.1%	1.9%	6.7%
14 - Student Services	66.0%	45.4%	1.6%	10.0%	15.0%	17.8%
15 - Skilled Crft Wrkrs & Optvrs	5.5%	47.4%	1.2%	9.0%	6.1%	29.7%
16 - Nurses	90.8%	40.4%	0.8%	22.2%	7.2%	8.7%
17 - Entry Level Professionals	50.4%	42.8%	0.9%	18.2%	9.4%	13.2%
18 - Police Officers	15.9%	35.3%	1.3%	5.0%	8.9%	18.6%
19 - Health Care Technicians	85.2%	52.4%	1.1%	11.4%	6.2%	31.9%
20 - Scientific Technicians	23.3%	50.4%	1.9%	14.0%	4.3%	28.7%
21 - Research Support	51.0%	47.7%	0.7%	29.5%	4.4%	11.6%
22 - Communications, Arts & Graphics	48.2%	44.9%	0.7%	18.9%	6.8%	16.5%
23 - Facilities Maint Supvrs	26.9%	73.0%	0.4%	16.0%	14.9%	39.1%
24 - Clerical Supervisors	68.1%	46.9%	0.7%	18.9%	13.6%	12.7%
25 - Facilities Operations & Maint	20.2%	72.1%	0.8%	15.7%	13.6%	39.6%
26 - Security and Parking Services	23.1%	65.3%	1.5%	17.8%	26.0%	15.6%
27 - Library Assistants	78.5%	46.8%	0.2%	23.2%	8.3%	13.4%
28 - Information Prep & Processing	32.1%	47.7%	0.5%	29.4%	9.3%	7.0%
29 - Admin/Clerical Support Level 4	84.8%	52.9%	1.1%	18.4%	18.6%	14.2%
30 - Admin/Clerical Support Level 3	87.6%	48.4%	1.1%	15.5%	15.4%	14.7%
31 - Admin/Clerical Support Level 2	87.0%	46.0%	0.9%	15.5%	13.5%	14.2%
32 - Admin/Clerical Support Level 1	78.8%	55.4%	0.6%	22.6%	17.1%	13.3%
33 - Stores, Reprog, Mail	38.3%	60.0%	0.9%	19.6%	17.2%	19.3%
34 - Food Services	53.7%	69.4%	1.0%	21.1%	9.5%	34.9%

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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.⁴ Placement goals are established for job groups where underutilization is identified and is equal to or exceeds one-half person.

Underutilization: April 1, 2008

Job groups in which there are fewer women and minorities employed than would be expected, based upon the recruiting area and internal pool of candidates, are identified in the following table. 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.

⁴ 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.

Comparison of Incumbency to Availability: Women and Ethnic Minority Categories

April 1, 2008

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
1 - Senior Management Group	32	25.0%	43.0%	*	0.0%	0.7%		6.3%	2.1%		9.4%	8.2%		0.0%	5.0%	*	15.6%	16.5%	
2 - Senior Managers	503	58.8%	39.4%		0.0%	0.6%	*	12.5%	8.6%		5.6%	6.7%	*	5.2%	5.6%	*	23.3%	21.9%	
3 - Managers & Staff Specialists	391	30.2%	37.0%	*	0.3%	0.6%	*	12.8%	10.9%		5.9%	7.2%	*	4.1%	4.8%	*	23.0%	29.3%	*
4 - Physicians & Allied Practitioners	26	42.3%	30.1%		0.0%	0.3%		23.1%	14.2%		11.5%	4.6%		11.5%	5.1%		46.2%	25.2%	
5 - Architects & Engineers	126	21.4%	25.4%	*	0.8%	0.7%		19.8%	9.1%		5.6%	7.2%	*	4.8%	6.3%	*	31.0%	24.2%	
6 - Managers & Supervisors Level 2	86	48.8%	46.0%		1.2%	0.7%		17.4%	16.9%		9.3%	7.8%		8.1%	11.1%	*	36.0%	37.6%	*
7 - Managers & Supervisors Level 1	172	68.0%	62.9%		1.2%	0.8%		12.2%	16.9%	*	13.4%	9.4%		10.5%	15.5%	*	37.2%	43.4%	*
8 - Analysts & Staff Spec Level 2	521	51.6%	43.2%		0.2%	0.7%	*	19.6%	19.9%	*	7.3%	6.6%		6.9%	7.2%	*	34.0%	36.3%	*
9 - Analysts & Staff Spec Level 1	1467	74.0%	45.3%		1.0%	0.7%		21.7%	15.5%		14.9%	6.5%		7.6%	6.9%		45.3%	31.0%	
10 - Maint, Fab & Ops Supvrs	45	15.6%	11.6%		2.2%	1.1%		11.1%	11.1%		13.3%	10.1%		8.9%	18.0%	*	35.6%	41.1%	*
11 - Health & Allied Professionals	59	57.6%	58.2%		0.0%	0.7%		32.2%	15.2%		3.4%	5.2%	*	10.2%	10.2%		45.8%	32.7%	
12 - Comm, Arts & Graph Tech Supp	252	67.5%	56.0%		0.8%	1.0%	*	13.5%	10.6%		3.2%	5.2%	*	3.6%	12.6%	*	21.0%	30.6%	*
13 - Laboratory & Allied Sciences	247	64.0%	35.1%		0.8%	0.4%		23.5%	29.1%	*	2.0%	1.9%		5.3%	6.7%	*	31.6%	39.1%	*
14 - Student Services	605	72.6%	66.0%		1.5%	1.6%	*	17.5%	10.0%		15.4%	15.0%		14.0%	17.8%	*	48.4%	45.4%	
15 - Skilled Crft Wrkrs & Oprtv	187	3.2%	5.5%	*	1.1%	1.2%		13.4%	9.0%		9.1%	6.1%		17.6%	29.7%	*	41.2%	47.4%	*
16 - Nurses	28	96.4%	90.8%		0.0%	0.8%		10.7%	22.2%	*	3.6%	7.2%	*	0.0%	8.7%	*	14.3%	40.4%	*
17 - Entry Level Professionals	267	53.2%	50.4%		0.7%	0.9%		21.7%	18.2%		10.9%	9.4%		11.2%	13.2%	*	44.6%	42.8%	
18 - Police Officers	69	24.6%	15.9%		0.0%	1.3%	*	15.9%	5.0%		15.9%	8.9%		20.3%	18.6%		52.2%	35.3%	
19 - Health Care Technicians	42	83.3%	85.2%	*	0.0%	1.1%		11.9%	11.4%		23.8%	6.2%		21.4%	31.9%	*	57.1%	52.4%	
20 - Scientific Technicians	112	6.3%	23.3%	*	0.0%	1.9%	*	15.2%	14.0%		3.6%	4.3%	*	8.9%	28.7%	*	27.7%	50.4%	*
21 - Research Support	173	59.0%	51.0%		0.6%	0.7%		32.4%	29.5%		5.8%	4.4%		19.1%	11.6%		57.8%	47.7%	
22 - Communications, Arts & Graphics	144	41.0%	48.2%	*	0.7%	0.7%		22.9%	18.9%		6.3%	6.8%	*	9.7%	16.5%	*	39.6%	44.9%	*
23 - Facilities Maint Supvrs	57	22.8%	26.9%	*	0.0%	0.4%		10.5%	16.0%	*	35.1%	14.9%		31.6%	39.1%	*	77.2%	73.0%	
24 - Clerical Supervisors	103	66.0%	68.1%	*	0.0%	0.7%	*	15.5%	18.9%	*	13.6%	13.6%		24.3%	12.7%		53.4%	46.9%	
25 - Facilities Operations & Maint	494	34.4%	20.2%		0.8%	0.8%		27.5%	15.7%		17.2%	13.6%		38.1%	39.6%	*	83.6%	72.1%	
26 - Security and Parking Services	51	25.5%	23.1%		2.0%	1.5%		17.6%	17.8%		41.2%	26.0%		5.9%	15.6%	*	66.7%	65.3%	
27 - Library Assistants	128	61.7%	78.5%	*	0.0%	0.2%		22.7%	23.2%	*	6.3%	8.3%	*	10.9%	13.4%	*	39.8%	46.8%	*
28 - Information Prep & Processing	47	27.7%	32.1%	*	0.0%	0.5%		25.5%	29.4%	*	8.5%	9.3%		6.4%	7.0%		40.4%	47.7%	*
29 - Admin/Clerical Support Level 4	560	80.4%	84.8%	*	1.8%	1.1%		21.6%	18.4%		20.0%	18.6%		13.4%	14.2%	*	56.8%	52.9%	
30 - Admin/Clerical Support Level 3	406	80.0%	87.6%	*	0.5%	1.1%	*	20.7%	15.5%		20.7%	15.4%		16.3%	14.7%		58.1%	48.4%	
31 - Admin/Clerical Support Level 2	77	75.3%	87.0%	*	1.3%	0.9%		23.4%	15.5%		22.1%	13.5%		28.6%	14.2%		75.3%	46.0%	
32 - Admin/Clerical Support Level 1	39	71.8%	78.8%	*	0.0%	0.6%		30.8%	22.6%		23.1%	17.1%		20.5%	13.3%		74.4%	55.4%	
33 - Stores, Reprog, Mail	48	8.3%	38.3%	*	2.1%	0.9%		14.6%	19.6%	*	27.1%	17.2%		27.1%	19.3%		70.8%	60.0%	
34 - Food Services	169	50.3%	53.7%	*	0.0%	1.0%	*	37.3%	21.1%		28.4%	9.5%		24.3%	34.9%	*	89.9%	69.4%	
TOTAL	7733	58.0%			0.8%			20.0%			12.8%			12.4%			46.0%		

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

* 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.

Identification of Underutilization, Comparison of Incumbency to Availability: Women, Total Minority, and Ethnic Minority Categories**

April 1, 2008

Job Group	Women	Total Minority	American Indian or Alaska Native	Asian or Pacific Islander	Black	Hispanic
1 - Senior Management Group	YES	NO	NO	NO	NO	YES
2 - Senior Managers	NO	NO	YES	NO	YES	YES
3 - Managers & Staff Specialists	YES	YES	YES	NO	YES	YES
4 - Physicians & Allied Practitioners	NO	NO	NO	NO	NO	NO
5 - Architects & Engineers	YES	NO	NO	NO	YES	YES
6 - Managers & Supervisors Level 2	NO	YES	NO	NO	NO	YES
7 - Managers & Supervisors Level 1	NO	YES	NO	YES	NO	YES
8 - Analysts & Staff Spec Level 2	NO	YES	YES	YES	NO	YES
9 - Analysts & Staff Spec Level 1	NO	NO	NO	NO	NO	NO
10 - Maint, Fab & Ops Supvrs	NO	YES	NO	NO	NO	YES
11 - Health & Allied Professionals	NO	NO	NO	NO	YES	NO
12 - Comm, Arts & Graph Tech Supp	NO	YES	YES	NO	YES	YES
13 - Laboratory & Allied Sciences	NO	YES	NO	YES	NO	YES
14 - Student Services	NO	NO	YES	NO	NO	YES
15 - Skilled Crft Wrkrs & Optvrs	YES	YES	NO	NO	NO	YES
16 - Nurses	NO	YES	NO	YES	YES	YES
17 - Entry Level Professionals	NO	NO	NO	NO	NO	YES
18 - Police Officers	NO	NO	YES	NO	NO	NO
19 - Health Care Technicians	YES	NO	NO	NO	NO	YES
20 - Scientific Technicians	YES	YES	YES	NO	YES	YES
21 - Research Support	NO	NO	NO	NO	NO	NO
22 - Communications, Arts & Graphics	YES	YES	NO	NO	YES	YES
23 - Facilities Maint Supvrs	YES	NO	NO	YES	NO	YES
24 - Clerical Supervisors	YES	NO	YES	YES	NO	NO
25 - Facilities Operations & Maint	NO	NO	NO	NO	NO	YES
26 - Security and Parking Services	NO	NO	NO	NO	NO	YES
27 - Library Assistants	YES	YES	NO	YES	YES	YES
28 - Information Prep & Processing	YES	YES	NO	YES	NO	NO
29 - Admin/Clerical Support Level 4	YES	NO	NO	NO	NO	YES
30 - Admin/Clerical Support Level 3	YES	NO	YES	NO	NO	NO
31 - Admin/Clerical Support Level 2	YES	NO	NO	NO	NO	NO
32 - Admin/Clerical Support Level 1	YES	NO	NO	NO	NO	NO
33 - Stores, Reprog, Mail	YES	NO	NO	YES	NO	NO
34 - Food Services	YES	NO	YES	NO	NO	YES

* "YES" identifies 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. Availability percentages for minorities and women are found on page 18.

** For the purposes of comparing of incumbency to availability, the Chancellor is not counted in the UC Berkeley work force Senior Management Group.

Annual Placement Goals • 41 CFR 60-2.16

Methodology

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 2008-2009 Staff Affirmative Action Plan, these goals are expressed as annual placement rates equal to availability proportions based upon 2000 census data. The goal is met if the actual placement rate is equal to or exceeds the availability rate.

Annual placement goals for the period July 1, 2008 - June 30, 2009 are presented on the following page.

Annual Placement Goals

July 1, 2008 - June 30, 2009

The following table presents annual goals for those job groups identified as underutilized (based upon 2000 census data) for the current Staff Affirmative Action Plan period.

Job Group	Women	Total Minority	American Indian or Alaska Native	Asian or Pacific Islander	Black	Hispanic
1 - Senior Management Group	43.0%					5.0%
2 - Senior Managers			0.6%		6.7%	5.6%
3 - Managers & Staff Specialists	37.0%	29.3%	0.6%		7.2%	4.8%
4 - Physicians & Allied Practitioners						
5 - Architects & Engineers	25.4%				7.2%	6.3%
6 - Managers & Supervisors Level 2		37.6%				11.1%
7 - Managers & Supervisors Level 1		43.4%		16.9%		15.5%
8 - Analysts & Staff Spec Level 2		36.3%	0.7%	19.9%		7.2%
9 - Analysts & Staff Spec Level 1						
10 - Maint, Fab & Ops Supvrs		41.1%				18.0%
11 - Health & Allied Professionals					5.2%	
12 - Comm, Arts & Graph Tech Supp		30.6%	1.0%		5.2%	12.6%
13 - Laboratory & Allied Sciences		39.1%		29.1%		6.7%
14 - Student Services			1.6%			17.8%
15 - Skilled Crft Wrkrs & Oprtvs	5.5%	47.4%				29.7%
16 - Nurses		40.4%		22.2%	7.2%	8.7%
17 - Entry Level Professionals						13.2%
18 - Police Officers			1.3%			
19 - Health Care Technicians	85.2%					31.9%
20 - Scientific Technicians	23.3%	50.4%	1.9%		4.3%	28.7%
21 - Research Support						
22 - Communications, Arts & Graphics	48.2%	44.9%			6.8%	16.5%
23 - Facilities Maint Supvrs	26.9%			16.0%		39.1%
24 - Clerical Supervisors	68.1%		0.7%	18.9%		
25 - Facilities Operations & Maint						39.6%
26 - Security and Parking Services						15.6%
27 - Library Assistants	78.5%	46.8%		23.2%	8.3%	13.4%
28 - Information Prep & Processing	32.1%	47.7%		29.4%		
29 - Admin/Clerical Support Level 4	84.8%					14.2%
30 - Admin/Clerical Support Level 3	87.6%		1.1%			
31 - Admin/Clerical Support Level 2	87.0%					
32 - Admin/Clerical Support Level 1	78.8%					
33 - Stores, Reprog, Mail	38.3%			19.6%		
34 - Food Services	53.7%		1.0%			34.9%

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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. In addition, statistical tests are utilized in all of the analyses to determine if the differences in the rates are statistically and practically significant.

Personnel transactions were analyzed for the period January 1, 2007 - December 31, 2007.

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 ethnic 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.

For the period January 1, 2007 - December 31, 2007, there were five or more placements in job groups 02-03, 05-15, 17-25, and 27-34. The review of applied v. selected data by gender and by ethnicity identifies the following groups for further review: Women in job groups 31 and 33; Blacks in job groups 02, 09, 14, 17, 21, 29, 30, and 34; and total minority in job groups 02, 07, 09, 29, and 30.

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 ethnic 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.

For the period January 1, 2007 - December 31, 2007, there were five or more placements in job groups 02-03, 05-15, 17-25, and 27-34. The review of interviewed v. selected data by gender and by ethnicity identifies the following groups for further review: Blacks in job groups 09 and 29; Hispanics in job group 25; and total minority in job group 25.

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.

For the period January 1, 2007 - December 31, 2007, there were five or more promotional opportunities in job groups 02, 07-09, 12-14, 17, 21-22, 24-25, 29-32, and 34. The review of promotions by gender and by ethnicity identifies the following groups for further review: Women in job group 08 and Blacks in job group 09.

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.

For the period January 1, 2007 - December 31, 2007, five or more reclassifications were approved in job groups 02, 07-09, 12-15, 17, 20-25, 28-32, 33. The review of reclassifications indicates no areas of concern with regard to the differences in rates of reclassifications within each 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.

For the period January 1, 2007 - December 31, 2007, five or more transfers occurred in job groups 02-03, 08-09, 12, 14, 17, 21, 25, and 29-32. The review of transfers by gender and by ethnicity identifies Women in job group 30 for further review.

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

For the period January 1, 2007 - December 31, 2007, five or more involuntary separations occurred in job groups 02, 04-05, 08-09, 13-15, 17, 21-22, 25, 29-30, and 34. The review of involuntary separations indicates no areas of concern with regard to the differences in rates of involuntary separations within each job group..

Identification of Problem Areas

As noted above, the following potential problem areas have been identified: the applied v. selected rate of Women in job groups 31 and 33, Blacks in job groups 02, 09, 14, 17, 21, 29, 30, and 34, and total minority in job groups 02, 07, 09, 29, and 30; the interviewed v. selected rate of Blacks in job groups 09 and 29, Hispanics in job group 25, and total minority in job group 25; the promotion rate of Women in job group 08 and Blacks in job group 09; and the transfer rate of Women in job group 30.

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.

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

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 request information regarding birth date, marital status, dates of elementary education, arrest and conviction records, or number of children.
4. 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. The self-identification form for specifying gender and ethnicity is voluntary and used only for affirmative action purposes consistent with applicable regulations. This form and guidelines for its use are presented to every applicant via eRecruit, a web-based applicant management system.
5. With reference to the revised regulations to Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the University no longer asks applicants to self-identify, even voluntarily, their status as a special disabled veteran or an individual with disabilities until after an offer of employment has been made and before the person's employment commences.
6. The eRecruit 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.

Inclusive Recruitment

1. Recruitment advertisements are placed in major publications and web-based job boards in an attempt to reach all qualified applicants, including minority and female populations. Human Resources - Employment Services (hereafter referred to as “Employment Services”) and its advertising agency maintain list of community and minority publications. This list is available for recruitment use by departments who authorize advertising for open positions. Some of the publications are:

- [Asian Week](#)
- [BAJobs.com](#)
- [Black Careers Now](#)
- [Black Issues in Higher Education](#)
- [CareerBuilder.com](#)
- [The Chronicle of Higher Education](#)
- [Contra Costa Times](#)
- [Craigslist.org](#)
- [East Bay Tech Jobs](#)
- [Hispanic Association of Colleges & Universities](#)
- [Hispanic Business](#)
- [Hispanic Hotline](#)
- [Hispanic Outlook in Higher Education](#)
- [HotJobs.com](#)
- [The Los Angeles Times](#)
- [Monster.com](#)
- [The New York Times](#)
- [Oakland Tribune \(Alameda News Group\)](#)
- [Opportunity NOCs](#)
- [Pacific Asian Careers](#)
- [The San Francisco Chronicle](#)
- [San Jose Mercury News](#)

2. Meetings are held periodically with community recruitment sources to discuss job openings, the Berkeley campus selection process, and campus nondiscrimination and affirmative action issues. These activities are conducted by Recruiters in Employment Services at on-site and off-site locations, including:

- Bay Area Urban League, Inc.
- Berkeley Adult School
- Career Center, UC Berkeley
- City of Berkeley - One Stop
- City of Concord - One Stop
- Contra Costa County Workforce Services
- EAST Bay Works, Tri-Valley One-Stop Career Center
- EDD Hegenberger
- Upwardly Global

3. A public access computer in the Employment Services reception area is available to facilitate access and assist campus staff in identifying and applying for job transfer and promotion. The computer is also available to community job-seekers to view and apply for job openings. Staff members are available by appointment during regular business hours, Monday through Friday, to assist users.

4. Employment Services Staff participates in the following local job fairs:
 - ASUC Job Fair
 - Bay Area Urban League
 - Berkeley Adult School Center for Independent Living Fair
 - City of Berkeley Job Fair
 - Contra Costa College Job Fair
 - Contra Costa County and City of Richmond Social Services Job Fair
 - East Bay Career Fair
 - Employment Development Department
 - Executive Diversity Job Fair - NAACP
 - National Black MBA
 - Private Industry Council Job Fair
 - San Francisco Mayor’s Committee for Employment of Persons with Disabilities Job Fair
 - UC Berkeley Career Center
 - Diversity Fair and Career Fair (twice a year)
 - Haas School of Business Job Fair

5. Recruiters in Employment Services 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 communication networks, conducting group presentations to attract applicants and promote diversity at all levels, developing evaluation and feedback mechanisms, and serving as liaison to campus staff organizations and campus managers and supervisors.

6. The Retirement Center <<http://thecenter.berkeley.edu>> offers 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. The Center provides: (1) Self-Service Job Posting for managers to post jobs; (2) Retiree/Manager List with retiree profiles listing their experience, areas of expertise, availability, and areas of interest; (3) Message Center with ability to send and receive messages to and from hiring managers and retirees, as well as via direct email; and (4) Resources for information, policies and options related to the process of rehiring retirees.

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 and women. Management and employee participation in community service programs is encouraged and supported by the campus. In addition to the activities described under “Inclusive Recruitment” activities and programs supported by the campus include, but are not limited to, the following:

1. The campus participates in the United Way fundraising campaign.
2. Managers and staff serve as speakers and resources for community groups.
3. Staff EEO Compliance participates in activities sponsored by affirmative action organizations, such as the Northern California Industry Liaison Group (NCILG).

Campus Community Activities

The Berkeley Initiative for Leadership on Diversity (BILD) was launched as a catalyst to engage the campus community in innovative approaches and partnerships that advance staff diversity and foster an inclusive workplace environment. Administered by the Vice Chancellor–Equity and Inclusion, BILD provides funding to develop innovative solutions on issues of staff diversity and inclusion in the workplace across the campus. The following is a list of BILD programs:

Connecting People and Building Community: A Two-Tier Program to Influence Diversity in the UCB Libraries. This program integrates inclusive mentoring and fellowship initiatives into the Library workplace culture with the goal of improving the diversity profile of the Library workforce at all levels. The Library, in partnership with the Affiliated Libraries, is implementing a staff development mentoring program to guide the diverse career staff in library career paths and design and develop a librarian diversity fellowship program for a staff member and recent graduate of a library program. The deployment of these initiatives for employees at all levels in 29 on-campus and Affiliated Libraries establishes supportive partnerships among the staff of the campus libraries; attract diverse employees to viable library career paths; and support engagement in diversity for the Library workplace culture by an individual new to the library profession.

Disabled Staff Resource Network. The Disabled Staff Resource Network (DSRN) represents a cutting-edge peer-based network for staff with all types of disabilities. DSRN’s mission is to increase the capacity of disabled staff to achieve professional and personal success. To achieve this goal, DSRN provides a critical venue for disabled staff to share their collective experience, increase the awareness of the campus community on disability, and demonstrate the contributions of disabled staff to the campus pursuit of excellence. DSRN provides our highly-skilled and diverse disabled workforce with practical support that furthers the campus mission, principles of community, and goal of creating an equitable and inclusive workplace environment.

1st Annual Native American Diversity Conference & Career Job Fair. The Native American Staff Council sponsored the First Annual Native American Diversity Conference and Career Job Fair: Incorporating Traditional ‘Bear Clan’ Values in our Workplace. NASC partnered with various departments and staff organizations to host the conference, which to serve as a catalyst for promoting education in diversity, social justice, access and inclusion. To honor our uniqueness as Native Americans, NASC used the “Bear Clan” model which promotes unity and strength of purpose, civility, respect, dignity and community. The conference highlighted dynamic speakers. Skilled facilitators presented workshops that focus on cultural competence, career development, professional and personal growth, assessments and methods to improve diversity initiatives. Departments showcased exhibits advocating, embracing and providing services related to aspects of diversity.

Interactive Theater Project. The Interactive Theater Project (ITP) addresses diversity and campus climate issues by combining live performance and audience participation. The ITP’s mission is to collectively engage staff, managers, students and faculty to leave the theater-based workshops with a better understanding of diversity and the importance of equity and inclusion as a campus goal. In these workshops, trained actors perform scenes that illustrate

problematic encounters in the workplace. At the close of each scene, the audience asks the actors, who remain in character, about their behavior, feelings, and motivations. Facilitators assist audience members as they discuss causes, consequences and solutions to the problematic attitudes and behaviors represented in each scene. We hope to provide all participants with concrete behaviors and strategies to improve their work environment. The ITP project is a collaborative effort between the Department of Performance Studies, the Graduate Diversity Program, the Staff Equity and Diversity Services, Campus Climate Compliance, and the Center for Organizational and Workforce Development.

Lavender PAÍS. The Lavender PAÍS project takes its name from Lavender (symbolic of lesbian, gay, bisexual, transgendered, and queer-identified people) + PAÍS (Spanish for country/land and acronym for BILD's themes of Partnership, Access, Inclusion, Staff development). Staff and faculty affiliated with LavenderCal, a registered organization representative of the thousands of LGBTQ employees throughout, will partner with other staff groups, campus units, and BILD projects to promote the inclusion of LGBTQ issues and the full participation of LGBTQ individuals in campus life at every level. Activities raise the visibility and focus the energies of the LGBTQ campus community through educational and networking activities; strengthen the multicultural competencies of LGBTQ and non-LGBTQ employees through active engagement in diversity initiatives; and support workforce development and succession planning by fostering the professional development of LGBTQ employees, employee services staff, and the campus's administrative and academic leadership.

Library Bindery Weaves Greater Partnership, Access, Inclusion, and Staff Development into its Future. Library Binding Services (LBS) partnered with The Center for Organizational and Workforce Development to kickoff its BILD project. LBS' highly skilled staff binds books for all UC Campus libraries, faculty, and students. More than half of LBS's thirty-five culturally diverse staff has limited English proficiency and many lack access to computers. Almost 1000 instructional hours for staff are coordinated with daily production activities over the next 10 months to achieve these outcomes:

1. On-site English language instruction for non-native English speakers
2. Train-the-trainer sessions for experienced staff who perform on-the-job-training
3. Process analysis and mapping to produce an operations manual.
4. Four dedicated computer stations and basic computer training so employees can: manage their benefits online; acquire information concerning online training or career opportunities; and access online campus announcements, programs and other venues.

Physical Plant-Campus Services Cultural Festival. Physical Plant-Campus Services hosted a Cultural Festival to promote staff development, foster cross-cultural understanding and awareness, provide information on career mobility and educational opportunities, and celebrate our diverse workforce. The Cultural Festival featured culturally themed booths organized by staff members who represent diverse countries and cultures from around the

globe. There were also cultural games and activities, prizes, live music and catered international foods!

Special Training for Employment Program (STEP). The School of Optometry's Special Training for Employment Program (STEP) is a four-month internship that provides individuals interested in working at UC Berkeley the opportunity to become better prepared for entry-level employment by learning basic skills, such as the Berkeley Financial, Human Resources and on-line Payroll systems, and by obtaining on-the-job experience. The internship is open to everyone.

Staff Talent and Role Sharing (STARS) Program. The Staff Talent and Role Sharing (STARS) Program invites School of Public Health (SPH) staff to discover each other's positions and units, cultivate new alliances, and explore career opportunities and aspirations. STARS matches participants to create pairs from diverse units, backgrounds, and classifications. Paired participants host one another for two hours, during which time host participants will educate his or her guest about the unit, the role host participants play in it, and career goals. Junior-level staff have the opportunity to interact with and learn from senior-level staff, while senior-level staff can offer motivation and guidance. STARS strengthens the SPH community by fostering an inclusive environment where staff members have direct access to one another and gain a greater understanding and appreciation of the skills and experience each brings to their units and to the campus.

WebAccess. The WebAccess BILD project enhances staff diversity and inclusion by improving the accessibility of campus websites to users with disabilities, providing resources and training for web developers in accessible web development, and providing education on assistive technology to disabled staff and their supervisors. Staff build on the work of UC Berkeley's volunteer WebAccess group to bring information and support to a wider cross-section of the campus.

Recruitment and Selection

Applications for vacant positions are routed by Employment Services to campus departments through the eRecruit web-based system.

Promotions and Transfers

1. Information about open positions are 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. Employment Services 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

1. All employees are provided equal access to development and training classes sponsored by Human Resources and other campus departments.
2. Human Resources and the Center for Organizational and Workforce Development are offering special career development programs for campus staff.
3. The campus began implementing the Career Compass this year. It is a three part initiative that clarifies job duties, career paths, and educational requirements for employees interested in advancing on a chosen career path.

The two tables below present enrollment data for the period January 1, 2007 - December 31, 2007.

Staff Employee Training: Gender and Ethnicity

January 1, 2008 - December 31, 2008

	Men	Women	Total	Non-Minority	Total Minority
Equal Employment Opportunity & Diversity	182	706	888	436	452
Organizational Effectiveness	7	32	39	13	26
Management & Supervisory Development	179	574	753	431	322
Business Process & Procedures	3428	8650	12078	6480	5598
Working Effectively at UC	186	917	1103	469	634
Health, Well Being, and Safety	115	434	549	325	224
Programs & Services	302	916	1218	760	458
Career Development	64	320	384	206	178
Computer Skills	762	2755	3517	1836	1681
All Courses	5225	15304	20529	10956	9573

Staff Employee Training: Ethnicity

January 1, 2008 - December 31, 2008

	Total Minority	American Indian or Alaskan Native	Asian or Pacific Islander	Black	Hispanic
Equal Employment Opportunity	452	9	192	164	87
Organizational Effectiveness	26	1	16	6	3
Management & Supervisory Development	322	1	139	114	68
Business Process & Procedures	5598	104	2490	1776	1228
Working Effectively at UC	634	18	293	188	135
Health, Well Being, and Safety	224	7	121	44	52
Programs & Services	458	8	232	124	94
Career Development	178	5	83	60	30
Computer Skills	1681	21	693	531	436
All Courses	9573	174	4259	3007	2133

Source: Interactive Course Enrollment System

G:\SEADS\Data\AAP0809-data\Training\Training-Tally.xls: STGE-Training for AAP

- Human Resources and/or the Center for Organizational and Workforce Development offer the programs listed below to all employees, including women and minorities. These programs cover recruitment, screening, selection, promotion, disciplinary, and related processes. Participating employees learn about their affirmative action program responsibilities.

Manager and supervisor training courses are offered by Human Resources through University Extension in a 4-part series to improve their performance management skills.

Supervisory Development Laboratory (SDL) provides foundational information and skill development for new supervisors in the areas of organizational culture, leadership, communication, diversity, affirmative action, conflict management, hiring, performance appraisal, employee development, workplace climate, and health and safety. SDL is taught through a combination of lecture, case study discussion, participant role-play, and presentations from campus subject matter experts.

The Leadership Development Program (LDP) is a 12-month program for emerging leaders. LDP strengthens leadership competencies and practices. 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.

The CALS Project is a confidential one-to-one and small-group tutoring program for employees who want to improve their basic skills in writing, reading, math, and speaking/pronunciation. Tutor-learner pairs work together for periods of six months to two years, often renewing the learning “contract.” Over the 10 years, more than

500 trained volunteer tutors have served around 600 CALS Project learners. After time in tutoring, learners have qualified for job promotions, developed writing skills allowing them to take on more complex and satisfying work responsibilities, and gained confidence in their ability to more effectively communicate in their lives.

Career Series Workshops are offered to all eligible staff. Topics include personal interest assessments and strategies for job searches and interviewing. In addition to classes, individual career counseling helps employees understand the jobs that are available on campus and how to apply for them.

Basic Skills Workshops in basic ESL, ESL writing, and a series of business writing workshops are offered to help employees build their skills in workplace communications.

5. CAL PACT, coordinated by the Center for Organizational and Workforce Development, teaches campus employees basic, hands-on computer skills needed to function effectively at their workstations and enhance their career development at the Berkeley campus.

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 other support personnel (including the Staff Ombudspersons, Employee Relations Specialists, and departmental human resources managers) are available, upon request, 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. Human Resources offers the Discrimination Complaint Resolution (DCR) process, which provides 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 non-represented staff who need assistance in resolving issues of discrimination in the workplace.
2. Employees who allege that they have been discriminated against because of their protected group status have access to redress through campus grievance procedures established in accordance with the applicable provision of the personnel program or labor agreement. This process is also available through 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://ccac.berkeley.edu/policies.shtml>.

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 Covered Veterans**
• 41 CFR 60-741, 60-250, and 60-300

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

The Staff Affirmative Action Program for Individuals with Disabilities and Covered Veterans serves as a working document for taking affirmative action to employ and advance in employment qualified individuals with disabilities and covered veterans.⁵ For the most part, provisions that are unique for ensuring equal employment opportunity for individuals with disabilities and covered 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 covered 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 covered veterans are set forth in the earlier section captioned “The Career Staff Community;” 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 covered veterans are set forth in the earlier section captioned “Dissemination of Equal Employment Opportunity and Affirmative Action Policies and Information.” The employee and applicant information systems discussed on page one of this plan, under the heading Internal Audit and Reporting Systems, include mechanisms to collect, maintain and report information required by Sections 60-250.44(h), 60-741.44(h) and 60-300.44(h) of the regulations about covered veterans and individuals with disabilities.

It is University policy not to discriminate against or harass persons with disabilities or covered 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.

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.

⁵ 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.

“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.⁶

“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.

“Covered veterans” includes disabled veterans, 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.

“Veteran with a disability” means: (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.”

“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.

“Veteran of the Vietnam era” means 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.

“Recently separated veteran” means 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.

“Armed forces service medal veteran” means 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.

“Other protected veteran” means 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.

Administrative Responsibility for Implementation

Chancellor Robert Birgeneau is ultimately responsible for the implementation of the Staff Affirmative Action Program for the employment of individuals with disabilities and covered veterans. Vice Chancellor–Administration Nathan Brostrom is responsible for implementation

⁶ In making reasonable accommodation, the University complies with the more stringent definition provided under California law.

within his units and for monitoring all other units. Associate Vice Chancellor–Health and Human Services Steve Lustig is responsible for ensuring effective campus implementation of equal employment opportunity and staff affirmative action goals and objectives. Reporting to the Associate Vice Chancellor–Health and Human Services Steve Lustig, the Assistant Vice Chancellor–Human Resources Jeannine Raymond is responsible 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 covered 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. Manger of Staff EEO Compliance Edith Ng reports directly to the Assistant Vice Chancellor–Human Resources. She 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 eRecruit 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 Employment Services 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 staff, also have the responsibility to provide reasonable accommodations to special 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 covered 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: Units within Human Resources 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; and for 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 Employment Services 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 special 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

This Program for Individuals with Disabilities and Covered 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 six.

External Dissemination of the Program

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 Covered 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 page seven.

Recruitment

Employment Services staff meets 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.

Selection, Promotion, and Compensation

In accordance with University policies, no qualified candidate may be denied employment or promotion on the basis of disability or covered veteran status. Those who participate in recruitment, screening, selection, promotion, disciplinary, and related processes may take the training listed on pages 32-33 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 covered 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

Over the last three and a half decades, the University campus 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://acads.chance.berkeley.edu/CAG/index.shtml>>.

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/policy/accom.htm>>. 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://acads.chance.berkeley.edu/Accom_Funding_Policy.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 covered 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 Resolution

Grievance and Appeal Procedure: Employees who allege harassment or discrimination on the basis of their status as an individual with a disability or covered veteran have access to redress through

campus 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. Grievances are coordinated by Human Resources.

Eligible employees and applicants with complaints of harassment or discrimination relating to disability or covered veteran status can also use the Discrimination Complaint Resolution (DCR) process. This process, offered by Human Resources, provides 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

Individual departments have the responsibility for assuring the careful, thorough, and systematic consideration of the job-related qualifications of covered 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 covered 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.

Invitation to Self-Identify

All applicants who are offered employment and who believe themselves covered by the definitions of individual with disability or special disabled veteran are given the opportunity to self-identify voluntarily 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.

UNIVERSITY OF CALIFORNIA, BERKELEY
STAFF AFFIRMATIVE ACTION PLAN

JULY 1, 2008 - JUNE 30, 2009

LIST OF APPENDICES

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

APPENDIX A

UNIVERSITY OF CALIFORNIA, BERKELEY STAFF AFFIRMATIVE ACTION PLAN ETHNIC CATEGORY DEFINITIONS

ETHNIC CATEGORY DEFINITIONS

American Indian or Alaskan Native

Persons having origins in any of the original American Indian peoples of North America, including Eskimos and Aleuts, or who maintain cultural identification through tribal affiliations or community recognition.

Asian or Pacific Islander

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

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.

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

Pakistani/East Indian. Persons having origins in any of the original peoples of the Indian sub-continent.

Pacific Islanders (including Samoa), or other Asian persons having origins in any of the original peoples of Southeast Asia and the Far East not included in any of the Asian categories listed above.

Black (not of Hispanic origin)

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

Hispanic (including Black individuals whose origins are Hispanic)

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

Latin-American/Latino. Persons of Latin American (including persons having origins from Central America, South America, Cuba, Puerto Rico and the Dominican Republic) culture or origins, regardless of race.

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

Caucasian (not of Hispanic origin)

Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

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

Note: For the purposes of determining underutilization, the Chancellor (Job Group 01, Title Code 0030) 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 01 Senior Management Group

0030U Chancellor
 0032U Vice Chan (Restricted Use)
 0033U Vice Chan (Functional Area)
 0034U Sr Vice Chan (Restricted Use)
 0035U Sr Vice Chan (Functional Area)
 0042U Provost (Functional Area)
 0088U Executive Director-Executive
 0090U Asso V Chan (Functl Area)-Exec
 0091U Asst V Chan (Functl Area)-Exec
 0092U Asst V Chan (Safety)-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
 0118U University Librarian-Exec
 0121U Chief Of Police-Exec
 0122U Vice Provost (Funct Area)-Exec
 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 &

Job Group 02 Senior Managers

0209U Assoc. Vice Chan.(Ftl. Area)
 0210U Asst Vice Chan (Functl Area)
 0245U Director (Functional Area)
 0250U Deputy Dir (Functional Area)
 0256U Assoc Dir (Functional Area)
 0259U Asst Dir (Functional Area)
 0280U Manager (Functional Area)
 0355U Admin/Coord/Officer(Func Area)
 0388U Asst. Provost
 0461U Specialist (Functional Area)
 0479U Asst Chief Of Police
 0490U Registrar

0506U Campus Ombudsperson
 0700U Mgt And Prof Prog (Untitled)
 0732U Prog./Analyst V-Supvr-Ucb
 0744U Computer Resource Mgr III-Ucb
 0753U Principal Buyer
 0755U Asst Physical Plant Admin
 0786U Head Coach-Intercolg Athletics

Job Group 03 Managers & Staff Specialists

0363U Assoc Adm/Coord/Ofc (Ftl Area)
 0367U Technology Transfer Officer II
 0368U Technology Trnsfer Officer III
 0384U Asst Dean (Functional Area)
 0425U Ex Asst/Sp Asst/Asst(Ftl Area)
 0426U Campus Counsel
 0498U Temp Salary Suppl With Mgt Tit
 0509U Labor Relations Advocate
 0640U Aerospace Program Manager II
 0641U Aerospace Program Manager I
 0642U Aerospace Engineer III
 0643U Aerospace Engineer II
 0644U Aerospace Engineer I
 0648U Aerospace Engineer IV
 0717U Principal Architect
 0719U Pr Educational Facility Plan
 0721U Principal Planner
 0723U Pr Construction Inspector
 0725U Principal E,H,& S Specialist
 0727U Principal Engineer
 0728U Senior Development Engineer
 0729U Principal Development Engineer
 0731U Pr Administrative Analyst II
 0733U Principal Budget Analyst II
 0734U Programmer/Analyst V - Ucb
 0739U Prog./Analyst IV-Supvr
 0742U Programmer/Analyst IV-Ucb
 0746U Computer Resource Mgr II-Ucb
 0747U Principal Accountant
 0751U Principal Personnel Analyst II
 0787U Coach/Specialist
 0788U Asst Coach-Intercolg Athletics
 0798U Assoc Of The Pres/Chanc
 7615U Accountant V

Job Group 04 Physicians & Allied Practitioners

0712U Counseling Psychologist III
 0767U Medical Service Director
 0768U Senior Physician Diplomat

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0769U Senior Physician
0770U Asso Physician Diplomate
0771U Associate Physician
0772U Assistant Physician
0778U Consulting Physician (Shs)
0781U Chf, Pharmaceutical Services
0784U Pharmacist Specialist
0793U Psychologist III
9244C -Assist. li, Hosp., P.D.
9245C -Assist. I, Hosp., P.D.

Job Group 05 Architects & Engineers

6902U Architectural Assoc, Prin
6904U Architectural Assoc, Sr
6953U Architect, Sr
6954U Architect, Assoc
6963U Planner, Educational Facility
6967U Planner, Sr
6968U Planner, Assoc
7052U Architect, Landscape, Sr
7053U Architect, Landscape, Assoc
7054U Architect, Landscape, Asst
7112U Engineer, Television, Sr
7113C Engineer, Television
7113U Engineer, Television
7132U Specialist, E.H.&S. III
7133U Specialist, E.H.&S. I
7135U Specialist, E.H.&S. II
7138U EH&S Specialist IV
7152U Engineer, Sr
7153U Engineer, Assoc
7154U Engineer, Asst
7181U Engineer, Development, Sr
7182U Engineer, Development, Assoc
7183U Engineer, Development, Asst

Job Group 06 Managers & Supervisors Level 2

0477U Police Lieutenant - MSP
4005U Coach, Intercol Athletics,Head
5441U Food Service Coordinator
7282U Computing Resource Manager I
7283U Computer Resource Mgr I-Ucb
7510U Management Servs Officer III
7600U Prog./Analyst III-Supvr

Job Group 07 Managers & Supervisors Level 1

4006U Coach/Specialist
4102U Child Development Center Mgr
4103U Child Development Center Coord
4610U Cashiers Office Manager
4620U Collections Manager
4621C Collections Representative, Sr
4624U Collections Rep, Sr-Supvr
4810U Computer Operations Supvr, Sr

4811U Computer Operations Supvr
5070U Stores Supvr, Sr
5442U Food Service Manager, Prin
5443U Food Service Manager, Sr
5444U Food Service Manager
5811U Laundry/Linen Service Manager
5813U Linen Service Manager
6758U Library Assistant V
7424U Residence Halls Manager
7511U Management Services Officer II
7512U Management Services Officer I
7602U Prog./Analyst II-Supvr
8251U Engineer, Stationary, Chief
8502U Garage Manager

Job Group 08 Analysts & Staff Spec Level 2

6962U Planner,Educational Facility,Sr
7195U Data Proc Prod-Coord, Pr-Supvr
7211U Statistician, Prin
7212U Statistician, Sr
7241U Analyst, Administrative,Prin I
7251U Analyst, Budget, Prin I
7261U Analyst,Public Administr, Prin
7275U Programmer/Analyst III
7540U Assistant To The ____ II
7572U Patent Advisor II
7573U Patent Advisor I
7601U Programmer/Analyst III-Ucb
7616U Accountant IV
7629U Auditor IV - Ucb
7640U Employment Officer, Sr
7641U Employment Officer
7661U Analyst, Personnel, Prin I
7772U Buyer V

Job Group 09 Analysts & Staff Spec Level 1

4007U Coach, Intercol Athletics,Asst
6964U Analyst, Facility Require, Sr
6965U Analyst, Facility Requirements
7213U Statistician
7242U Analyst, Administrative, Sr
7243U Analyst, Administrative
7252U Analyst, Budget, Sr
7253U Analyst, Budget
7262U Analyst,Public Administrat, Sr
7263U Analyst, Public Administration
7541U Assistant To The ____ I
7603U Programmer Analyst II-Ucb
7617U Accountant III
7620U Accountant II
7627U Auditor II - Ucb
7628U Auditor III - Ucb
7643U Employment Representative, Sr
7644U Employment Representative

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7646U Admin. Specialist
7662U Analyst, Personnel, Sr
7663U Analyst, Personnel
7667U Specialist, Paralegal
7773U Buyer IV
7774U Buyer II
7776U Buyer III

Job Group 10 Maint, Fab & Ops Supvrs

4761U Reprographics Supv, Sr
8114U Superintendent, Physical Plt, Sr
8115U Superintendent, Physical Plant
8116U Superintendent, Physl Plt, Asst
8299U Techni., Elec Supv, Sr
8300U Technician, Electronics, Supvr
8649U Superintendent, Mech Shop, Sr
8650U Superintendent, Mech Shop

Job Group 11 Health & Allied Professionals

4403U Psychologist, Counseling II
4404U Psychologist, Counseling I
5422U Dietitian, Prin
5423U Dietitian, Prin-Supvr
5424U Dietitian, Sr
5425U Dietitian, Sr-Supvr
5426U Dietitian II
5427U Dietitian II-Supvr
5428C Dietitian I
5429U Dietitian I-Supvr
8021U Psychologist II-Supvr
8936U Scientist Spec, Clin Lab, Sr Sup
8937U Scientist, Clin Lab, Supervising
8939C Tech Specialist, CI Lab
8940C Tech Specialist, Clinical Lab
9132U Nurse, Administrative III
9133U Nurse, Administrative II
9177U Physician, Examining
9178U Physician - Special Events
9187U Dentist, Examining
9192U Optometrist, Sr
9193U Optometrist
9203C Physician Asst
9246C Pharmacist, Sr
9248C Pharmacist, Staff I
9277U Counselor, Vocational Rehab
9311U Social Worker, Clin, Assoc Chief
9312U Social Worker Clin Supervising
9313C Social Worker, Clinical III
9314C Social Worker, Clinical II
9322U Community Health Program Mgr
9323U Community Hlth Program Supv
9324U Community Health Prog Rep, Sr
9325U Community Health Prog. Rep
9326U Community Health Prog Rep Asst

9383C Psychologist II
9383U Psychologist II
9384C Psychologist I
9384U Psychologist I
9392C Psychometrist, Sr
9392U Psychometrist, Sr
9457U Athletic Trainer, Supervising
9458U Athletic Trainer
9481U Therapist, Physical IV
9482U Therapist, Physical III
9483U Therapist, Physical II
9954U Intern, Psychology

Job Group 12 Comm, Arts & Graph Tech Supp

6101U Artist, Prin
6102C Artist, Sr
6102U Artist, Sr
6119U Av & Photo Services Supvr
6121U Illustrator, Medical, Prin
6191U Musician, Principal
6211U Producer-Director, Managing
6212U Producer-Director, Prin
6213U Producer-Director, Sr
6311U Public Events Manager, Prin
6312U Public Events Manager, Sr
6452U Program Representative III
6466U Arts And Lectures Manager
7671U Public Information Rep, Sr
7672U Public Information Rep
7675U Program Promotion Manager II
7676U Program Promotion Manager I
7678U Publications Manager, Sr
7679U Publications Manager
7682U Editor, Prin
7683U Editor, Sr
7693U Publications Coordinator, Prin
7694U Publications Coordinator, Sr
7703U Writer, Sr
8804U Bookbinder, O&P, Edition-Supvr
8812U Prepress O&P Supvr
8841U Bookbinder, Library, Supvr
8870U Press Operations & Prod Supvr

Job Group 13 Laboratory & Allied Sciences

8118U Superintendent, Argicultur, Prin
8119U Superintendent, Agriculture, Sr
9520C Spectroscopist
9520U Spectroscopist
9521U Animal Resources Manager
9522U Animal Resources Supvr
9531U Veterinarian (Lam), Sr
9532U Veterinarian (Lam), Assoc
9533U Veterinarian (Lam), Asst
9534C Technician, Animal Health IV

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9534U Technician, Animal Health IV
9535C Technician, Animal Health III
9535U Technician, Animal Health III
9551U Botanical Gar/Arboretum Mgr,Sr
9552U Botanical Gar/Arboretum Mgr
9609U Staff Research Assoc. V
9610C Staff Research Assoc IV
9610U Staff Research Assoc IV
9611C Staff Research Assoc III
9611U Staff Research Assoc III
9612C Staff Research Assoc II
9612U Staff Research Assoc II
9614U Sra IV - Supervisor
9615U Sra III - Supervisor
9616U Sra II - Supervisor
9617C Staff Res Assoc II-Nonexempt
9717C Diving Officer
9717U Diving Officer
9721U Scientist, Museum, Prin
9722C Scientist, Museum, Sr
9722U Scientist, Museum, Sr
9723C Scientist, Museum
9723U Scientist, Museum

Job Group 14 Student Services

4001U Recreation Supvr, Prin
4002U Recreation Supvr, Sr
4121U Advisor, Resident, Sr
4131U Advisor,Resident,Language Hous
4211U Interviewer, Placement, Prin
4351U Student Aff. Officer V
4352U Student Aff. Officer IV
4353U Student Affairs Officer II
4354U Student Affairs Officer I
4355U Student Aff. Officer III
4411U Attorney, Counseling
4414U Counselor, Learning Skills,Prin
4415U Counselor, Learning Skills, Sr
4416U Counselor, Learning Skills
4421U Counselor II

Job Group 15 Skilled Crft Wrkrs & Oprtvs

7002C Inspector, Construction, Sr
7003C Inspector, Construction, Assoc
7004C Inspector, Construction, Asst
7103C Technician, Drafting
7783C HV Electrician Leadworker
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
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

Job Group 16 Nurses

9119C Nurse, Per Diem
9120U Nurse, Interim Permittee
9127U Nurse, Clinical IV-Supvr
9128U Nurse, Clinical III-Supvr
9129U Nurse, Clinical II-Supvr
9134C Nurse, Administrative, I
9138C Nurse, Clinical III
9139C Nurse, Clinical II
9146C Nurse Practitioner III
9146U Nurse Practitioner III
9147C Nurse Practitioner II
9149U Nurse Practitioner III-Supvr
9150U Nurse Practitioner II-Supvr
9160C Nurse Practitioner-Per Diem

Job Group 17 Entry Level Professionals

4003U Recreation Supvr
4004U Recreation Supvr,Asst
4008U Athletic Intern
4011U Recreation Program Instructor
4012U Coach Intercol Athletics, Head
4013U Coach/Specialist
4014U Coach--Intercol Athletic, Asst
4022U Referee/Umpire
4031C Lifeguard
4041U Sports Event Attendant
4105C Child Develop Centr Teacher II
4105U Child Develop Centr Teacher II

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4107C Child Develop Centr Teacher I
4422U Counselor I
6453U Program Representative II
6454U Program Representative I
6680C Translator/Interp For The Deaf
6680U Translator/Interp for the Deaf
6905U Architectural Associate
6969U Planner, Asst
7184U Engineer, Development, Jr
7244U Analyst, Administrative, Asst
7264U Analyst, Public Admin, Asst
7604U Programmer/Analyst I-Ucb
7664U Analyst, Personnel, Asst
7775U Buyer I
9901U Counselor, Camp

Job Group 18 Police Officers

5313U Police Sergeant
5323C Police Officer
5324U Police Trainee

Job Group 19 Health Care Technicians

8904C Hospital Asst, Sr
8905C Hospital Asst
9017U Technologist,Rad,Prin-Supvr
9021C Technologist,Radiologic,Prin
9023C Technologist,Radiologic
9194C Optician
9239C Phlebotomist
9251C ___Assistant, Hospital, III
9252C ___Assistant, Hospital, II
9253C -Assistant, Hospital, I
9255U ___Assistant, Hosp, III-Supvr
9266C Technician, Medical Record
9283C Pharmacy Asst I
9315C Social Worker, Clinical, I
9341C Social Work Associate
9342C Social Work Associate, Asst
9393C Psychometrist

Job Group 20 Scientific Technicians

7101C Technician, Drafting, Prin
7102C Technician, Drafting, Sr
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
8321U Technician, Telescope, Prin
8322C Technician, Telescope, Sr
8323C Technician, Telescope
8633U Technician, Office Machine, II
8651C Mechanician, Lab, Prin
8651U Mechanician, Lab, Prin
8652C Mechanician, Lab, Sr
8653C Mechanician, Lab
8654C Mechanician, Lab, Helper
8662C Technologist, Petrological, Sr
8663C Technologist, Petrological
8761C Technician, Optical, Prin
8762C Technician, Optical , Sr

Job Group 21 Research Support

8540C Technician, Agricultural, Prin
8541C Technician, Agricultural, Sr
9366U Field Work Asst
9523C Technician, Animal, Prin
9524C Technician, Animal, Sr
9525C Technician, Animal
9536C Technician, Animal Health II
9537C Technician, Animal Health I
9561C Technician, Nursery, Sr
9562C Technician, Nursery
9601C Laboratory Asst IV
9602C Laboratory Asst III
9603C Laboratory Asst II
9605C Laboratory Asst I
9606C Laboratory Helper
9613C Staff Research Assoc I
9632C Museum Preparator, Prin
9633C Museum Preparator, Sr
9634C Museum Preparator
9724C Scientist, Museum, Asst

Job Group 22 Communications, Arts & Graphics

4122U Resident Advisor
6103C Artist
6107C Art Model
6111C Illustrator, Prin
6112C Illustrator, Sr
6113C Illustrator
6114C Illustrator, Asst

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6122C Illustrator, Medical, Sr
6123C Illustrator, Medical
6192U Musician, Sr
6193U Musician
6202C Projectionist, Sr
6203C Projectionist
6214U Producer-Director
6215U Producer-Director, Asst
6221C Photographer, Prin
6221U Photographer, Prin
6222C Photographer, Sr
6223C Photographer
6226C Technician, Photographic, Sr
6227C Technician, Photographic
6254C Technician, Recording
6272U Usher, Head
6273U Usher, Sr
6274U Usher
6282U House Manager II
6283U House Manager I
6284U House Manager, Asst
6313U Public Events Manager
6314C Public Events Manager, Asst
6317C Technician, Wardrobe, Sr
6318C Technician, Wardrobe
6330U Theatre Production Supv, Sr
6331U Theatre Production Supvr
6332C Technician, Scene, Sr
6333C Technician, Scene
6334C Technician, Scene, Asst
6335C Principal Scene Technician
6681C CART Captionist
7684C Editor
7684U Editor
7685C Editor, Asst
7695U Publications Coordinator
7704C Writer
7705C Writer, Asst
8291C Technician, Television, Prin
8292C Technician, Television, Sr
8293C Technician, Television
8295C Technician, Sound
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
8842C Bookbinder, Library, Prin

8843C Bookbinder, Library, Sr
8844C Bookbinder, Library
8845C Bookbinder, Library, Assistant
8846U Bookbinder, Library, Sr-Supvr
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

Job Group 23 Facilities Maint Supvrs

5101C Custodian Leader, Sr
5102C Custodian Leader
5111U Custodian Supv, Sr.
5112U Custodian Supvr
5113C Custodian, Lead
5119U Custodian Supv, Asst.
8084C Tree Trimmer, Lead
8095U Laborer/Grdnr, Physcl Plnt, Sup
8146U Farm Maint Worker Sr - Supvr
8208U Building Maintenance Supvr
8552U Driver, Truck, Supervising

Job Group 24 Clerical Supervisors

4108C Child Development Center Ass'T
4726U ____Assistant III-Supvr
4727U ____Assistant II-Supvr
4728U ____Assistant I-Supvr
4768U Reprographics Supvr
4770U Key Entry Supvr II
4802U Computer Res. Spec. Supv, II
4803U Computer Res. Spec. Supv, I
4821U Mail Service Supvr
5068U Storekeeper, Sr-Supvr
5069U Storekeeper-Supvr
6765U Library Asst IV-Supvr
6766U Library Asst III-Supvr
6767U Library Asst II-Supvr
7231U Survey Supvr
7497U Gift Shop Manager

Job Group 25 Facilities Operations & Maint

5103C Custodian
5116C Custodian, Sr
8083C Tree Trimmer
8086C Pest Control Operator
8090C Irrigation Specialist
8096C Laborer/Grdnr Physcl Plnt Lead
8097C Laborer/Grdnr (B), Phscl Plant
8098C Laborer/Grdnr (A), Phscl Plant
8133C Groundskeeper

APPENDIX B

8148C Farm Maintenance Worker, Sr
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
8483C Driver
8485C Auto Equipment Operator, Prin
8486C Auto Equipment Operator, Sr
8487C Auto Equipment Operator
8542C Technician, Agricultural
8553C Driver, Truck
8563C Equipment Operator

Job Group 26 Security and Parking Services

5215C Dispatcher, Pub Safety, Assist
5216C Dispatcher, Public Safety
5218U Dispatcher, Pub Safety--Supv
5325U Security Guard, Sr-Supvr
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 27 Library Assistants

6732C Bibliographer II
6733C Bibliographer I
6759C Library Asst IV
6760C Library Asst III
6761C Library Asst II
6762C Library Asst I

Job Group 28 Information Prep & Processing

4772C Key Entry Operator, Lead
4773C Key Entry Operator
4774C Key Entry Operator, Asst
4804C Computer Resource Spec. II
4804U Computer Resource Spec. II
4805C Computer Resource Spec. I
4812C Computer Operator, Sr
4813C Computer Operator
4814C Computer Operator, Prin
4961C Coder, Sr
4962C Coder
7191C Data Proc Prod Coordinato,Prin
7192C Data Proc Prod Coordinator, Sr
7193C Data Proc Prod Coordinator

Job Group 29 Admin/Clerical Support Level 4

4722C _____Assistant III
4722U _____Assistant III
4999C Secretary, Legal, Sr
5000C Secretary, Legal

Job Group 30 Admin/Clerical Support Level 3

4622C Collections Representative
4723C _____Assistant II
4723U _____Assistant II
6650C Language Asst
6652C Linguistic Interpreter, Sr
6653C Linguistic Interpreter

Job Group 31 Admin/Clerical Support Level 2

4724C _____Assistant I
4724U _____Assistant I
4952C Word Processing Specialist, Sr
6693C Translator-Nontechnical
6694C Translator-Technical
7232C Survey Worker, Sr

Job Group 32 Admin/Clerical Support Level 1

4672C Clerk, Sr/Secretary
4673C Clerk
4683C Clerk, Typist (B), Sr
4919U Assistant IV
4920U Assistant III
4921U Assistant II
4922U Assistant I
7233C Survey Worker

Job Group 33 Stores, Reprog, Mail

4691C Compositor, Graphic, Sr
4692C Compositor, Graphic
4762C Technician, Reprographics,Lead
4763C Technician, Reprographics,Prin
4764C Technician, Reprographics, Sr
4822C Mail Processor, Sr
4823C Mail Processor
5060C Storekeeper, Lead, Sr
5060U Storekeeper, Lead, Sr
5061C Storekeeper, Lead
5062C Storekeeper, Sr
5063C Stores Worker
5064C Storekeeper
5065C Storekeeper, Asst
5071U Stores Supvr
6772C Bookmender, Library, Sr
6773C Bookmender, Library

Job Group 34 Food Services

5445C Food Service Mgr, Asst
5447U Food Service Mgr, Asst-Supvr

APPENDIX B

5452C Food Service Worker, Lead
5454U Food Service Supvr
5502C Baker, Sr
5517C Meat Cutter
5521U Cook, Prin
5522C Cook, Sr
5523C Cook
5524C Cook, Asst
5538C Cook-Housekeeper
5538U Cook-Housekeeper
5650C Food Service Worker, Prin
5651C Food Service Worker, Sr
5652C Food Service Worker

APPENDIX C

UNIVERSITY OF CALIFORNIA, BERKELEY STAFF AFFIRMATIVE ACTION PLAN

AVAILABILITY ANALYSIS METHODOLOGY

41 CFR 60-2.14

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 sources for external availability factors used in our computations have been acquired from the U.S. Census Bureau, state and local employment services, private vendors, and the Equal Employment Opportunity Commission's surveys of private vendors (EEO-1 Forms).

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 01 - Senior Management Group

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.80	2000 Census; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.20	Job Group 01 - Senior Management Group

Job Group 02 - Senior Managers

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.55	2000 Census; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.45	Job Group 02 - Senior Managers Job Group 03 - Managers & Staff Specialists Job Group 06 - Managers & Supervisors Level 2 Job Group 08 - Analysts & Staff Spec Level 2 Job Group 09 - Analysts & Staff Spec Level 1 Job Group 14 - Student Services

Job Group 03 - Managers & Staff Specialists

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2000 Census; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.25	Job Group 03 - Managers & Staff Specialists Job Group 04 - Physicians & Allied Practitioners Job Group 05 - Architects & Engineers Job Group 08 - Analysts & Staff Spec Level 2 Job Group 09 - Analysts & Staff Spec Level 1

Job Group 04 - Physicians & Allied Practitioners

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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 internal entrants from other job groups; all past entrants have come from external sources.

Job Group 05 - Architects & Engineers

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; recruitment area is nationwide because the pool of qualified applicants is very small
Internal	0.00	This job group is highly specialized. All architects and engineers are in this job group, therefore there are internal entrants from other job groups; all past entrants have come from external sources.

Job Group 06 - Managers & Supervisors Level 2

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.67	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.33	Job Group 07 - Managers & Supervisors Level 1 Job Group 08 - Analysts & Staff Spec Level 2 Job Group 09 - Analysts & Staff Spec Level 1 Job Group 14 - Student Services

Job Group 07 - Managers & Supervisors Level 1

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.54	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.46	Job Group 07 - Managers & Supervisors Level 1 Job Group 09 - Analysts & Staff Spec Level 1 Job Group 24 - Clerical Supervisors Job Group 27 - Library Assistants

Job Group 08 - Analysts & Staff Spec Level 2

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.70	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	Job Group 08 - Analysts & Staff Spec Level 2 Job Group 09 - Analysts & Staff Spec Level 1 Job Group 12 - Comm, Arts & Graph Tech Supp Job Group 14 - Student Services

Job Group 09 - Analysts & Staff Spec Level 1

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	Job Group 09 - Analysts & Staff Spec Level 1 Job Group 14 - Student Services Job Group 17 - Entry Level Professionals

Job Group 10 - Maint, Fab & Ops Supvrs

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.40	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.60	Job Group 10 - Maint, Fab & Ops Supvrs Job Group 15 - Skilled Crft Wrkrs & Oprtvs Job Group 20 - Scientific Technicians Job Group 23 - Facilities Maint Supvrs Job Group 25 - Facilities Operations & Maint

Job Group 11 - Health & Allied Professionals

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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 allied professionals are in this job group, therefore there are internal entrants from other job groups; all past entrants have come from external sources.

Job Group 12 - Comm, Arts & Graph Tech Supp

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.78	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.22	Job Group 09 - Analysts & Staff Spec Level 1 Job Group 12 - Comm, Arts & Graph Tech Supp Job Group 17 - Entry Level Professionals Job Group 22 - Communications, Arts & Graphics

Job Group 13 - Laboratory & Allied Science

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.95	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.05	Job Group 13 - Laboratory & Allied Sciences Job Group 21 - Research Support

Job Group 14 - Student Services

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.68	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.32	Job Group 09 - Analysts & Staff Spec Level 1 Job Group 14 - Student Services Job Group 17 - Entry Level Professionals

Job Group 15 - Skilled Crft Wrkrs & Oprtvs

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.80	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.20	Job Group 15 - Skilled Crft Wrkrs & Oprtvs Job Group 20 - Scientific Technicians Job Group 25 - Facilities Operations & Maint

Job Group 16 - Nurses

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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 nurses are in this job group, therefore there are internal entrants from other job groups; all past entrants have come from external sources.

Job Group 17 - Entry Level Professionals

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.62	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.38	Job Group 13 - Laboratory & Allied Sciences Job Group 17 - Entry Level Professionals Job Group 24 - Clerical Supervisors Job Group 32 - Admin/Clerical Support Level 1

Job Group 18 - Police Officers

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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 internal entrants from other job groups; all past entrants have come from external sources.

Job Group 19 - Health Care Technicians

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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 health care 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 20 - Scientific Technicians

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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 scientific 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 21 - Research Support

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.95	2000 Census; reasonable recruitment area for job groups that require professional training and skills at the senior staff and management levels 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	0.05	Job Group 21 - Research Support Job Group 33 - Stores, Reprog, Mail

Job Group 22 - Communications, Arts & Graphics

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
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External	1.00	2000 Census; 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 23 - Facilities Maint Supvrs

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.95	2000 Census; 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	0.05	Job Group 23 - Facilities Maint Supvrs Job Group 25 - Facilities Operations & Maint Job Group 34 - Food Services

Job Group 24 - Clerical Supervisors

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.57	2000 Census; 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	0.43	Job Group 24 - Clerical Supervisors Job Group 27 - Library Assistants Job Group 31 - Admin/Clerical Support Level 2

Job Group 25 - Facilities Operations & Maint

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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 26 - Security and Parking Services

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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 27 - Library Assistants

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.90	2000 Census; 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	0.10	Job Group 24 - Clerical Supervisors Job Group 27 - Library Assistants

Job Group 28 - Information Prep & Processing

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.50	2000 Census; 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	0.50	Job Group 28 - Information Prep & Processing

Job Group 29 - Admin/Clerical Support Level 4

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.25	2000 Census; 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	Job Group 30 - Admin/Clerical Support Level 3

Job Group 30 - Admin/Clerical Support Level 3

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.75	2000 Census; 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	Job Group 31 - Admin/Clerical Support Level 2

Job Group 31 - Admin/Clerical Support Level 2

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	0.90	2000 Census; 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	0.10	Job Group 32 - Admin/Clerical Support Level 1

Job Group 32 - Admin/Clerical Support Level 1

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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 33 - Stores, Reprog, Mail

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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 34 - Food Services

<i>Factor</i>	<i>Weight</i>	<i>Source/Rationale</i>
External	1.00	2000 Census; 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.

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¹ Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.

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