
Executive Order 11246
Affirmative Action Program for Minorities, Women, Protected Veterans, & Individual with Disabilities

**UNIVERSITY OF CALIFORNIA, SANTA CRUZ
AFFIRMATIVE ACTION PLAN FOR CAREER STAFF**

June 1, 2016 – May 31, 2017



Parent Organization: University of California
Employer Identification Number: 94-1539563

AA/EEO Contact:
Ashish Sahn
Associate Chancellor
University of California, Santa Cruz
Santa Cruz, California 95064
831.459.4380

UNIVERSITY OF CALIFORNIA, SANTA CRUZ
AFFIRMATIVE ACTION PLAN FOR CAREER STAFF

TABLE OF CONTENTS

INTRODUCTION

Background to Parts I and II.....	i
University of California, Santa Cruz Principles of Community.....	ii
University of California Nondiscrimination and Affirmative Action Policy.....	iii
Dissemination of Policy.....	viii

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN 1

I. Organizational Profile.....	1
II. Job Group Analysis.....	1
III. Placement of Incumbents in Job Groups.....	1
IV. Determining Availability.....	2
V. Comparing Incumbency to Availability.....	4
VI. Placement Goals.....	4
VII. Designation of Responsibility.....	4
VIII. Identification of Problem Areas.....	8
IX. Action-Oriented Programs.....	9
X. Internal Audit and Reporting.....	15
XII. Compliance with Guidelines on Discrimination because of Religion or National Origin.....	16

PART II: AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES AND
PROTECTED VETERANS..... 18

I. Policy Statement.....	19
II. Applicability of the Affirmative Action Program.....	24
III. Responsibility for Implementation.....	25
IV. Dissemination of Policy.....	26

V. Affirmative Action Practices and Procedures27

VI. Identification of Problem Areas30

VII. Audit and Reporting System31

EXHIBITS

- 1 Career Staff Titles by Job Group
- 2 Comparison of Incumbency to Availability and Placement Goals for 2016-2017

INTRODUCTION

BACKGROUND TO PARTS I AND II

Affirmative action is a term that encompasses any measure adopted by an employer to correct or to prevent discrimination from recurring in the future. For minorities and women, such steps include the development of hiring and promotion goals to rectify the disparity between incumbency and availability. For protected veterans and individuals with disabilities, such steps will include a thorough review of the company's outreach efforts to determine the effectiveness of such efforts in closing the hiring and/or utilization gaps. It is toward this end that the following AAP of University of California, Santa Cruz (UCSC) was developed.

Applicable Affirmative Action Laws and Regulations

UCSC's AAP for minorities and women (Part I) has been prepared according to Executive Order No. 11246, as amended, and Title 41, Code of Federal Regulations, Part 60-1 (Equal Employment Opportunity Duties of Government Contractors), Part 60-2 (Affirmative Action Programs of Government Non-Construction Contractors; also known as "Revised Order No. 4"), and Part 60-20 (Sex Discrimination Guidelines for Government Contractors).

UCSC's AAP for protected veterans and individuals with disabilities (Part II) is prepared in accordance with the Rehabilitation Act of 1973, Section 503, as amended and Title 41, Code of Federal Regulations, Part 60-741 (Affirmative Action Program for Individuals with Disabilities), and the Vietnam Era Veterans' Readjustment Assistance Act of 1974, Section 4212, as amended, and Title 41 Code of Federal Regulations, Part 60-300 (Affirmative Action Program for protected veterans).

Statement of Purpose for Parts I and II

This AAP has been designed to bring women, members of minority groups, protected veterans, and individuals with disabilities into all levels and segments of UCSC's workforce in proportion to their representation in the qualified relevant labor market.

UCSC is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. In addition, in determining UCSC's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must take effect.

The technical, legal, and mathematical aspects of the AAP all have one common purpose – to allow us to properly identify three key concepts: where we stand now, where we must go, and how best to get there. These three concepts are the Affirmative Action Plan.

UCSC Principles of Community

The University of California, Santa Cruz is committed to promoting and protecting an environment that values and supports every person in an atmosphere of civility, honesty, cooperation, professionalism, and fairness. UCSC expects that every campus member will practice these Principles of Community.

We strive to be:

- **Diverse:** We embrace diversity in all its forms and we strive for an inclusive community that fosters an open, enlightened, and productive environment.
- **Open:** We believe free exchange of ideas requires mutual respect and consideration for our differences.
- **Purposeful:** We are a participatory community united by shared commitments to: service to society, preservation and advancement of knowledge, and innovative teaching and learning.
- **Caring:** We promote mutual respect, trust, and support to foster bonds that strengthen the community.
- **Just:** We are committed to due process, respect for individual dignity, and equitable access to resources, recognition, and rewards.
- **Discipline:** We seek to advance common goals through reasonable and realistic practices, procedures and expectations.
- **Celebrative:** We celebrate the heritage, achievements, and diversity of the community and the uniqueness and contributions of our members.

We accept the responsibility to pursue these principles in an atmosphere of personal and intellectual freedom, security, respect, civility, and mutual support.

UCSC is committed to enforcement of policies that promote the fulfillment of our principles of community. These policies include but are not limited to: University of California Personnel Policies for Staff Members, applicable University Collective Bargaining Agreements, Academic Personnel Manual 015-University of California Policy on Faculty Conduct and the Administration of Discipline, UCSC Policy on Student Conduct and Discipline, University of California Policy on Sexual Violence and Sexual Harassment, and UCSC Hate Bias Incident Policy.

Inquiries regarding the University's equal employment opportunity and nondiscrimination policies may be directed to: Office for Diversity, Equity, and Inclusion, 831.459.3676 or e-mail cbene@ucsc.edu.

The UCSC Principles of Community statement was developed under the aegis of the Campus Welfare Committee with broad campus consultation, and was endorsed by the Provost's Advisory Council and Chancellor MRC Greenwood in June 2001.



Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

Academic Officer:	Vice Provost - Academic Personnel
Academic Office:	AP - Academic Personnel
Staff Officer:	VP - Human Resources
Staff Office:	HR - Human Resources
Issuance Date:	7/3/2013
Effective Date:	7/3/2013
Scope:	This policy applies to all University applicants and employees.

Contact:	Janet Lockwood (AP)	Charles Barragan (HR)
Email:	Janet.Lockwood@ucop.edu	Charles.Barragan@ucop.edu
Phone #:	(510) 987- 9499	(510) 987- 0863

I. POLICY SUMMARY

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. In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor.

II. DEFINITIONS

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.

University of California – Policy

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

Executive Officer: The University President, Chancellor, or Laboratory Director.

Exception to Policy: An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

Gender: The sex of a person, including a person’s gender identity, and gender expression.

Gender expression: A person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

Gender identity: An individual’s personal sense of himself/herself as being male and masculine or female and feminine, or ambivalent.

Pregnancy: Includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

Service in the Uniformed Services: Includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Top Business Officer: Executive Vice President-Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location’s financial reporting and payroll as designated by the Executive Officer.

III. POLICY TEXT

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, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. 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. 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.

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

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice Provost – Academic Personnel and the Vice President–Human Resources are the Responsible Officers for this policy and have the authority to implement the policy. A Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice Provost – Academic Personnel and the Vice President–Human Resources have the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Senior Vice President–Chief Compliance and Audit Officer will periodically audit and monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67 pertaining to disciplinary and separation matters, and in accordance with University policies, including but not limited to, The Faculty Code of Conduct (APM – 015) and University Policy on Faculty Conduct and the Administration of Discipline (APM – 016), or, as applicable, collective bargaining agreements.

V. PROCEDURES

N/A

VI. RELATED INFORMATION

N/A

VII. FREQUENTLY ASKED QUESTIONS

N/A

VIII. REVISION HISTORY

University of California – Policy

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

This policy was reformatted into the standard University of California policy template effective July 1, 2013.

Policy changes effective as of July 1, 2013:

- New language, in compliance with California Assembly Bill 887 – Chapter 719.
- Addition of gender and gender expression to the policy text.
- Addition of a definition of gender, gender expression, and gender identity.

The following policy is rescinded as of the effective date of this policy and is no longer applicable:

- *University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment*, dated June 24, 2010.

DISSEMINATION OF POLICY

41 CFR § 60-1.4

The University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment is widely disseminated.

A. Internal Policy Dissemination

- UCSC reviews and updates this affirmative action plan annually and informs employees of significant changes.
- UCSC has incorporated its EEO/AA policies into personnel policies and collective bargaining agreements.
- UCSC includes discussion of EEO/AA policies in all applicable department and division trainings.
- UCSC holds meetings with campus units and unit heads to inform them of UCSC's EEO/AA policies.
- UCSC posts its equal employment opportunity policy on bulletin boards in designated campus buildings. In addition, posters on employee rights under ADA and ADA contacts are posted in designated campus workplaces.
- UCSC ensures that non-discrimination (EO) clauses are included in all contracts/subcontracts with vendors and union agreements.

The Affirmative Action Plan is available in the Office for Diversity, Equity and Inclusion, 111 Kerr Hall, 831.459.2686, for review by any employee or applicant for employment upon request during normal business hours. It is also available on the Office for Diversity, Equity and Inclusion website: http://diversity.ucsc.edu/eo-aa/aa/affirmative_action_plans.html and is provided in alternative formats upon request.

B. External Policy Dissemination

UCSC includes its EEO/AA policy statement in all advertising for staff and academic positions. In all staff and academic position descriptions posted online for recruitment, skills, and abilities requirements are noted to be “with or without accommodation.”

The Office for Diversity, Equity and Inclusion's website: <http://diversity.ucsc.edu> includes a page explaining the application of all applicable disability laws and policies, as well as resources available to assist with accessibility.

UCSC Staff Human Resources Employment's website: http://shr.ucsc.edu/employment/required_labor_law_notices.html includes a page posting all required labor law notices and information related to employment that is accessible to both current employees and potential applicants.

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

AFFIRMATIVE ACTION PLAN FOR CAREER STAFF

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

June 1, 2016 – May 31, 2017

I. Organizational Profile

41 CFR § 60-2.11, 60-2.17(b)(1)

Workforce Analysis

The workforce analysis lists each job title by the organizational unit. Job titles are listed from lowest to highest paid to include the total number of employees, the number of male and female employees, and the total number of employees who has identified within the following ethnic groups: African Americans, Latinos, Asians/Pacific Islanders, and American Indians.

The names of the ethnic categories used in this plan are different from those found in the regulations. While the collection of data is consistent with the regulations, UCSC believes that the category names used in the plan are more consistent with the ones by which ethnic groups identify themselves in their respective communities. The regulatory categories are Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives. The categories used by UCSC are African Americans, Latinos, Asians/Pacific Islanders, and American Indians.

UCSC maintains one Affirmative Action Plan for all career staff located at the main campus and all off-campus locations which includes: Mission Street, Delaware Avenue, Shaffer Road, and Swift Street Administrative, Long Marine Lab, MBEST, Downtown offices, Natural Reserves at Año Nuevo, Big Creek, Granite Canyon, Silicon Valley Center at NASA Ames Research Center, Mt. Hamilton Lick Observatory, and University Extension in Santa Clara.

The workforce analysis is available for review in the Office for Diversity, Equity and Inclusion, 111 Kerr Hall, 831.459.2686.

II. Job Group Analysis

41 CFR § 60-2.12

Jobs with similar content, salary grade ranges, and opportunities are combined to form job groups. Similar content refers to the duties and responsibilities of the job titles which make up the job group and similar opportunity refers to training, transfers, promotions, pay, mobility, and other career enhancement opportunities. Job group are the basic unit for all successive affirmative action plan analyses and is the first step in comparing the representation of minorities and women in the workforce with their estimated availability.

Exhibit 1 contains a list of the job titles comprising each job group. For the purposes of determining placement goals, UCSC's Chancellor is not counted in the UCSC Senior Management job group, but is included instead in the University of California – Office of the President Affirmative Action Plan.

III. Placement of Incumbents in Job Groups

41 CFR § 60-2.13

Each job group appears on the Comparison of Incumbency to Availability report with the job group name along with the percentage of minorities and the percentage of women employed in each job group.

See Exhibit 2 for UCSC's Comparison of Incumbency to Availability and Placement Goals for the percentage of minorities and women in each job group.

IV. Determining Availability *41 CFR § 60-2.14*

"Availability" is an estimate of the proportion of each race/ethnic group and gender available and qualified for employment at UCSC for a given job group in the relevant labor market during the life of the AAP. Availability indicates the approximate level at which each race/ethnic group and gender could reasonably be expected to be represented in a job group if UCSC's employment decisions are being made without regard to gender, race, or ethnic origin. Availability estimates, therefore, are a way of translating equal employment opportunity into concrete numerical terms.

UCSC determines the availability of minorities and women for each job group by considering the following factors:

- 1) External availability, i.e., the percentage of minorities or women with requisite skills in the reasonable recruitment area, which is generally identified as local (Santa Cruz, San Mateo, Monterey, and Santa Clara), state, or national.
- 2) Internal availability, i.e., the percentage of minorities or women among those promotable, transferable, and trainable within the organization. Primary weight is given to the newly available 2010 U.S. Census data indicating the numbers of women and ethnic minority groups with the requisite job skills living in the defined recruiting area for that job group.

To determine the weights given to the different recruitment areas in external availability, the Office for Diversity, Equity and Inclusion analyzed the originating zip codes for all employees and reviewed the census data to determine where the most diverse populations exist for our job classifications.

For internal availability, the percentage of minorities or women able to be promoted or reclassified is analyzed, and in some cases, the promotable pool includes the same job group (incumbency from the previous year) and/or a different job group on campus. A combination of historical data and experience were used to determine the weights.

Job Groups: A10, A11, B19, B21

For job groups with high levels of responsibility and expertise, the reasonable recruitment area is weighted heavily for the state and national areas. For these highly specialized positions, a national search is necessary to yield a qualified and diverse applicant pool that includes women and minorities. A sample of the position includes Vice-Chancellors, Directors, and Managers. For job groups in the lower level of the upper administrative group, the weighting for national and state recruitment area is decreased.

- A10 - Senior Management (A11)
- A11 - MSP Administrative (B19, B20, I90)
- B19 - Administrative, Grades K-M (B21, B30)
- B21 - Administrative, Grades H-J (E50)

Job Group: B20, B22

The student affairs job groups are comprised of specialized job titles that are traditionally recruited nationally to ensure the most diverse applicant pool.

- B20 - Student Affairs, Grades K-M (B22)
- B22 - Student Affairs, Grades H-J (E50)

Job Group: A12, B30, B31, C40

These set of job groups require professional training and skills in a variety of technical fields. Each of the technical job groups have different recruitment area weights assigned, depending largely on the specificity of skills required and grade level. Santa Clara County has a very large, diverse population skilled in technical occupations. The additional recruitment from Santa Clara County represents an accurate account of the recruitment for these job groups and ensures a diverse applicant pool which includes minorities and women.

- A12 - MSP Technical (B30, C40)
- B30 - Technical, Grades K-M (B31, C40, F60)
- B31 - Technical, Grades H-J (C40, I91)
- C40 - Technical, High-Mid Level (C40)

Job Group: C41 through I92 (excludes I90)

For job groups that include: entry level technicians, specialists, coordinators, craft/skilled workers, clerical assistants, groundskeepers, custodians, and food service staff – the majority of recruitment is from the local recruitment area. UCSC also receives applications from all other recruitment areas, including national for all of these job groups. Therefore, state and national areas have been given weights representative of application history for these job groups.

- C41 - Technical, Entry Level (E50)
- E50 - Clerical/Admin, High Level (E51)
- E51 - Clerical/Admin, Mid-Level (E52)
- E52 - Clerical/Admin, Entry Level (G70, I91)
- E53 - Library Assistants (E53)
- F60 – Staff Skilled Crafts (G70)
- G70 – Staff Operatives/Semi-Skilled (I91, I92)
- I91 - Food, Custodial & Grounds, High (I92)
- I92 - Food, Custodial & Grounds, Entry-Mid (I92)

Job Group: I90

The Staff Protective Services job group includes police, firefighters, proctors, and parking representatives. Many of these titles have very specific skills that require credentials and are heavily recruited statewide. In addition to traditional recruiting, firefighter candidates are drawn from a pool managed by a local consortium of firefighter agencies. The local recruitment area weights were assigned

county by county.

- I90 - Protective Service (I90)

V. Comparing Incumbency to Availability

41 CFR § 60-2.15, 60-2.17(b)(1)

Once final availability estimate are made for each job group, UCSC compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed full and part-time career staff as of 12/31/2015 and the estimated availability. If the percentage of minorities or women in a particular job group is less than would reasonably be expected given the availability estimate, the job group is considered underutilized. UCSC uses the Whole Person Rule to identify any job group that has less than expected minorities and women.

See Exhibit 2 for UCSC's Comparison of Incumbency to Availability and Placement Goals report.

VI. Placement Goals

41 CFR § 60-2.16, 60-2.17(b)(1)

UCSC has established an annual percentage placement goal whenever it found that minority or women representation within a job group was less than would reasonably be expected given their availability. In each case, the goal was set at the availability figure derived for minorities and women. These goals take into account the availability of qualified persons in the relevant labor area. Goals are not quotas which must be met, but are instead targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire AAP work. These goals will be reached primarily through recruiting and advertising to increase the pool of qualified minority and women applicants and through implementation of our action-oriented programs. Selections will occur only from among qualified applicants.

See Exhibit 2 for UCSC's 2016-2017 Staff Placement Goals.

VII. Designation of Responsibility

41 CFR § 60-2.17(a)

As part of UCSC efforts to ensure equal employment opportunity to all individuals, the University has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment process. To that end, the Chancellor, the Executive Vice Chancellor, the Director of EEO/AA, the Office for Diversity, Equity and Inclusion and Staff Human Resource offices, and those employed as principal administrative, academic officers, managers, and supervisors are responsible for the following:

Chancellor and Executive Vice Chancellor

The primary responsibility and accountability for implementing the AAP rests with Chancellor. The Chancellor is responsible, through the Director of EEO/AA and the Office for Diversity, Equity and Inclusion and Staff Human Resource offices, for adherence to UCSC's policy of equal employment opportunity and affirmative action. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring UCSC's AAP.
2. Ensure that those designated personnel responsible for all AAP components are given the necessary authority and top management support and staffing to successfully implement their assigned responsibilities.
3. Impart the personal direction that insures total involvement and commitment to equal employment opportunity programs through UCSC's AAP.

Principal Officers and Academic Officers

In addition to ensuring that all policies, procedures, and personnel actions in their areas are implemented in accordance with UCSC's equal employment and affirmative action policies, principal officers and academic officers are responsible for:

1. Identifying problem areas and formulating action plans to address them.
2. Formulate action plans after taking into consideration likely recruitments for the coming year, and assigning responsibility for efforts to meet placement goals in underutilized job groups.
3. Developing immediate and long-term outreach strategies that are inclusive of well-qualified minority and/or women candidates for any job titles in which persistent underutilization of minorities or women have been found.
4. Investigating possible causes where problematic patterns in promotions are identified, and ensuring that department chairs, managers, and supervisors actively seek to identify and develop the potential of staff, including those who are members of underrepresented groups.
5. Investigating and seeking to remedy the causes of high turnover in areas where problematic patterns in separations are identified.
6. Informing department chairs and managers of their roles and responsibilities for ensuring equal employment opportunity and affirmative action, for leading the department and units' good faith efforts to meet established affirmative action goals, and reporting on their results.
7. Incorporating specific responsibilities for equal employment opportunity and affirmative action into the job description of every department chair and manager and assessing their efforts and the results achieved in performance reviews.
8. Encouraging that all department chairs, managers, and supervisors provide counsel and support the career development efforts of all staff, including those who are in under-represented groups.
9. Encouraging that all department chairs and managers act promptly to resolve problems and complaints regarding affirmative action or non-discrimination.
10. Encouraging that all department chairs and managers make a genuine effort to foster and maintain a work and academic environment that is respectful and welcoming of diversity.

11. Reporting annually to the Chancellor on equal employment opportunity and affirmative action efforts, the results of those efforts, and plans for the coming year.

Managers and Supervisors

In their direct day-to-day contact with UCSC's career staff, managers, and supervisors have assumed certain responsibilities to help the University ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to, the following:

1. Aggressively adhere to UCSC's equal employment opportunity and affirmative action policy.
2. Ensure that all interviews, offers of employment, and/or wage commitments are consistent with UCSC's policy.
3. Implement the internal promotion and transfer of all staff under their supervision consistent with AAP goals and objectives.
4. Assist in identifying problem areas and provide needed information for establishing and meeting campus affirmative action goals and objectives.

Director of EEO/AA

The Associate Chancellor is the Director of EEO/AA and is responsible for overall supervision of the AAP. The Director of EEO/AA ensures, through the Office for Diversity, Equity and Inclusion, Staff Human Resource office, principal officers, department managers, and supervisors that all relevant policies and procedures are adhered to. Successful implementation of this program is a basis for evaluating the Director of EEO/AA's effective work performance. The Director of EEO/AA's responsibilities include, but are not limited to, the following:

1. Ensure that UCSC adheres to the stated policy of equal employment opportunity, and monitor the application of equal employment opportunity policies.
2. Develop guidelines and programs relating to equal employment opportunity.
3. Facilitate communications to ensure UCSC's AAP and its policies are made known.
4. Ensure that the AAP is reviewed and updated annually in accordance with UCSC's stated policy.
5. Participate in periodic discussions with management, supervision, and all other employed personnel to ensure AAP and equal employment opportunity policies are being followed.
6. Provide guidance to managers and supervisors in taking proper action to prevent staff from being harassed in any way, through one-on-one contact.
7. Provide guidance and direction to the Office for Diversity, Equity and Inclusion.
8. Ensure that relevant staff (i.e., Office for Diversity, Equity and Inclusion, Staff Human

Resource, principal officers, department managers, and supervisors) are aware that their work performance are being evaluated, in part, based on their equal employment opportunity efforts and results.

9. Ensure that all internal and external communications dealing with UCSC's equal employment opportunity programs are endorsed by the Director of EEO/AA.
10. Conduct periodic audits of programs and hiring and promotion patterns to remove impediments to the attainment of AAP goals and objectives.
11. Ensure that all new staff receive a special orientation to UCSC's equal employment opportunity policy and are informed with regard to the AAP and its objectives.
12. Ensure that recruitment advertising is inclusive of minority and female-oriented publications.
13. Serve as the liaison between UCSC and enforcement agencies.

Office for Diversity, Equity and Inclusion and Staff Human Resources Office

The Office for Diversity, Equity and Inclusion and Staff Human Resources office are responsible for ensuring that the directives of the Chancellor and Director of EEO/AA are implemented. The office's duties include, but are not limited to, the following:

1. Provide direction to UCSC's staff, as necessary, to carry out all actions required to meet the University's equal employment opportunity and affirmative action commitments.
2. Review, report on, and update UCSC's AAP on an annual basis in accordance with stated policy.
3. Responsible for the effective implementation of the AAP in all departments/units.
4. Develop, implement, and maintain audit and reporting systems to measure effectiveness of equal employment opportunity programs, including those that will:
 - A. indicate the need for remedial action;
 - B. determine the degree to which goals and objectives have been obtained.
5. Advise management in the modification and development of UCSC's policies to ensure the enhancement of equal employment opportunity for all staff and potential staff within existing equal employment opportunity guidelines.
6. Identify problem areas and establish procedures, goals, and objectives to solve these problems.
7. Ensure that all required posters and those advertising UCSC's equal employment opportunity policies and AAP are displayed and that UCSC's equal employment opportunity and AAP policies are being thoroughly communicated.
8. Develop policy statements, action-oriented programs, internal and external communication

techniques.

9. Assist line management in arriving at solutions to EEO/AA problems.
10. Keep management informed of the latest developments in the equal employment opportunity area.
11. Work closely with the Director of EEO/AA and department managers and supervisors in coordinating the effective implementation of all identified affirmative actions.
12. Assist in review and revision of all policies, procedures, and rules to ensure they are not in violation of Federal or State laws and regulations.

VIII. Identification of Problem Areas

41 CFR § 60-2.17(b)

In addition to comparing incumbency to availability within job groups, UCSC conducts analyses to identify potential problem areas in each of its selection procedures: applicant flow, hires, promotions, reclassifications, and terminations. UCSC will monitor and update these studies during each AAP year. In each case, if potential problem areas are identified, affirmative actions, as appropriate, will be taken to address and remedy any identified areas of concern.

Workforce by Organizational Unit and Job Group: *41 C.F.R. § 60-2.17(b)(1)*

An analysis of minority and female distribution within each organizational unit was accomplished by means of the Workforce analysis. An analysis of minority and female utilization within each job group was accomplished by a comparison of incumbency to availability.

See Exhibit 2 for the Comparison of Incumbency to Availability and Placement Goals analysis for each job group.

Personnel Activity: *41 CFR § 60-2.17(b)(2)*

Applicant flows, hires, promotions, reclassifications, and terminations are analyzed for each job group. An analysis to determine if there are any selection disparities in personnel activity between men/women and whites/individual minority is accomplished by a thorough examination of transaction data. The Uniform Employee Guidelines 80% rule, as well as a binomial test of difference, is used. Where possible disparities are identified, further review is undertaken to determine the extent of the situation and appropriate corrective action will be taken, if warranted.

Compensation Systems: *41 CFR § 60-2.17(b)(3)*

UCSC has staff compensation policies and processes in place to guide staff compensation, including a salary structure with established salary ranges, merit program, and equity increases, as well as salary changes for promotion, reclassification, or demotion.

UCSC is continuing to develop internal systems used to determine whether there are gender, race, or ethnicity-based disparities in our compensation system. If disparities are identified, action oriented programs are developed to address and remedy the identified area of concern.

IX. Action-Oriented Programs

41 CFR § 60-2.17(c)

UCSC tailors our action-oriented programs each year to ensure they are specific to the problem identified, if any.

In prior years, UCSC implemented both campus-wide and divisional action programs. In accordance with the Chancellor's strategy for staff affirmative action, the Office for Diversity, Equity and Inclusion conducted analyses of problem areas in each Principal Officer area and developed action-oriented plans to address those problems. UCSC continues to focus on campus wide strategies for staff affirmative action. Plans are developed to make good faith efforts to increase minority or female representation in underutilized job groups, and to address other problems identified in this plan.

Campus-Wide Action-Oriented Programs

A. Managerial Awareness

A statement of managers' responsibilities for affirmative action and equal employment opportunity is provided to Principal Officers and managers with responsibilities for action plans.

B. Meetings with Work Force, Directors, Managers, and Supervisors

The Office for Diversity, Equity and Inclusion and Staff Human Resources directors are available to meet with minority, women's staff organizations and with any individual to receive input on staff welfare and managerial attitude toward diversity. ODEI staff meets with employee organizations, committees, unit staff and/or supervisors, and managers to present affirmative action and diversity information. ODEI works with individual staff, campus units, and managers to resolve workplace issues and concerns.

C. Outreach/Recruitment

In 2015, the Staff Human Resources Employment Office engaged in activities to raise community awareness of the University's employment opportunities and to the extent possible build diverse, highly qualified applicant pools. Good faith affirmative action efforts were undertaken to recruit minority, women, veterans, and individuals with disabilities. These activities included participation in the following diversity events and outreach activities:

- Routinely delivered free workshops to the public, which provided information on the recruiting and hiring of staff at UCSC.
- Delivered customized workshops to the EDD Profile Group, Shoreline Occupational Training, California Department of Rehabilitation, and State Veterans services agencies.
- Routinely posted individual staff employment opportunities on HigherEdJobs, HERC, CalJobs, and Craigslist-Monterey Bay Internet job boards at no charge to the hiring unit.
- Veterans outreach through Veterans Job Bank (NRD.gov), America's Job Exchange and LinkedIn networking groups.
- Routinely distributed information regarding current staff employment opportunities to

a network list consisting of various non-profits and professional organizations within the local recruiting area, such as Japanese American Citizens League and NAACP.

- Provided hiring units with a list of local and national outreach sources including some with a diversity focus.
- Distributed information regarding UCSC recruitment and hiring to various career counseling agencies within the tri-county area.
- Participated in Santa Clara Diversity Career Fair, June 23, 2015.
- Participated in San Francisco Giants Veterans Job Fair, August 25, 2015.

UCSC continues to encourage units to advertise all staff recruitments extensively, including making special efforts to advertise in venues targeting underutilized groups, contacting minority and women's organizations for referrals, actively encouraging current staff to refer minority and female applicants, participating in job fairs and other recruiting events in the local and regional communities, and assisting units with specialized outreach efforts.

All career recruitments are open to any applicant, with the exception of campus-only recruitments, conducted to provide upward mobility opportunities for current UCSC staff. The Associate Vice Chancellor Staff Human Resources, in consultation with the Director of EEO/AA, only under extraordinary circumstances described in personnel policies approves waivers of open recruitment.

Staff Human Resource Employment partners with Expandability to provide the campus temporary staffing services. Expandability provides programs for youth and adults with disabilities to develop strategies and skills to achieve their employment goals through transition planning, pre-employment, job placement, assistive technology, and self-advocacy.

D. Selection Process

Hiring managers and search committee chairs are required to complete Fair Hiring training prior to recruiting and must renew their training every three years. The three-hour online training focuses on best practices to ensure fairness and excellence in all stages of the recruitment process. A companion Fair Hiring Guide is available on the Staff Human Resources website.

Staff Human Resources Employment and ODEI continue to serve as advisors to the campus for matters relating to hiring policies and procedures. UCSC reviews all position announcements to ensure that they accurately reflect the positions' essential functions, are not unduly restrictive in requirements, and are nondiscriminatory with respect to race, color, religion, sex, and national origin.

All selection decisions are reviewed by Staff Human Resources to ensure that they are fully documented and that preferential rehire status and special selection consideration for staff with disabilities have been implemented, as applicable. No applicant may be denied employment, nor shall any applicant be selected for employment in preference to an equally or more qualified candidate, on the basis of race, religion, ethnicity, color, sex, sexual orientation, gender identity, national origin, disability, or status as a covered veteran. Equal opportunity for employment shall be assured for men and women in job groups that have traditionally been identified with one sex.

E. Promotions

While UCSC does not have a formal promotion policy, all promotional opportunities (i.e. positions that may be filled by someone in a lower classification) are posted on the UCSC's employment opportunities web site. When temporary promotions are available, principal officers will consider the skills and experience of current staff, including minority and women staff.

It is the responsibility of every principal officer to ensure that employee performance appraisals are completed regularly and that every employee is given feedback and consideration for opportunities for career training and development. Seniority is not a consideration in any UCSC recruitment or reclassification, except to the extent it is related to relevant experience for the job or when it is stated specifically in the union agreements.

F. Retention

Employee retention has been an especially important focus in the last several years, due to the budget cuts. Several strategies were used to try to maintain staff satisfaction and morale including professional development and training opportunities, a reinforcement of the importance of staff in student success, information on work-life balance and flexible work schedules. Separations will continue to be monitored by ODEI. ODEI and Staff Human Resources will continue to provide consultation to staff and supervisors on ways to improve retention.

G. Employee Welfare

UCSC supports the development of staff committees, affinity groups, and organizations that address issues affecting minority, women, veterans, individuals with disabilities, and/or other historically disadvantaged groups.

UCSC ensures that its facilities, social, and recreation activities are open to all staff. All staff are encouraged to participate in university-sponsored events.

UCSC sponsored and supported vanpools are available for commuting from locations in Santa Cruz County to and from the campus. The benefits of the Family and Medical Leave Act are made known to all staff through Staff Human Resources website, and consultations with supervisors and staff.

UCSC has an active Staff Advisory Board (SAB). The mission of the UCSC's SAB is to support both the educational goals of the University and the welfare and diversity of the staff. The SAB serves in an advisory capacity to the Chancellor and all senior officers, management, and other campus parties or organizations seeking staff consultation, in accordance with California laws and UC Regent's policy. The board is dedicated to promoting better communication and relations among UCSC's staff and administration.

H. Training Programs

All UCSC's Training and Development programs are available to staff without regard to gender, race, or individuals with disabilities and protected veterans. All managers are responsible for ensuring that staff in their unit is given fair consideration for training and career development activities. UCSC's Training and Development Office offers a wide variety of staff training opportunities including professional development and technical training. Several of these programs include diversity components including courses on Communicating Across Generations, Coming to Terms with our Differences, and the

Emotional Intelligence Series. A system-wide Learning Management System has been implemented and has provided better tracking of training enrollment and completion.

UCSC Staff Appreciation & Recognition Program allows employees to recognize and encourage exceptional individual and/or team performance and service. This is a system wide program which was created and rolled out to all UC campuses, Medical Centers, and the Laboratory by the University of California, Office of the President. It requires candidates to be nominated and to meet established criteria to be awarded.

UCSC offers a program called Leadership Academy, which is a comprehensive three-month program for faculty, graduate students, and eligible staff employees. The goal of the Academy is to build a diverse pool of academic and staff with the knowledge and skills to be competitive in recruitments and successful in leadership roles at UCSC.

In 2010, the Office for Diversity, Equity and Inclusion launched the Diversity and Inclusion Certificate Program. Building an inclusive environment that promotes diversity requires the active participation of everyone on campus. The nine-course Diversity and Inclusion Certificate Program is open to all staff employees, faculty employees, and graduate students, and it is a great opportunity for professional development on topics relevant to diversity and inclusion in the workplace and beyond. Individuals who complete all seven core courses and two elective courses in within two academic years receive a certificate of completion, that is presented at a campus-wide graduation ceremony at the end of the academic year.

The core courses include:

- Overview of Diversity, Retention & Inclusion: Successes and Challenges at UCSC
- Historical Overview: Power, Privilege and Oppression
- Race in America
- Lesbian, Gay, Bisexual, Transgender (LGBT) Issues in the Workplace & Beyond
- Communicating Across Generations
- Developing Diversity Change Agents
- Disability 101

Elective Courses:

- Fair Hiring: Best Practices in Staff Recruiting - Online Training
- Understanding Religious Beliefs & Believers
- Class Matters
- Troops to College
- Coming to Terms with our Differences
- Speaking Up to Bias
- Increasing Our Intercultural Proficiency in Working with UCSC's International Students & Scholars
- Undocumented Students: At UCSC & Beyond
- Persistent Inequalities: Gender Bias and Gender Discrimination in the Workplace
- Raising Your CQ (Cultural Intelligence)
- Race: A Brief History of an Idea
- Exploring Impacts of Implicit Bias & Microaggressions in Higher Education

- Cultural Competency for Supervisors: Managing a Diverse Workplace

To date, there have been approximately 605 participants in the program since its inception and 219 individuals whom have received their certification. It is a highly valued program as employees gain knowledge and skills to help them work and lead in a multicultural environment. The courses offer staff employees an in-depth examination of the many differences that exist in our community, and a greater understanding of how we can work together to build a stronger community on campus. Respectively, the program was nationally recognized in *INSIGHT Into Diversity*, the oldest and largest diversity magazine and website. The article was published in their October 2015 issue: <http://www.insightintodiversity.com/diversity-certificate-program-sparks-conversations-at-ucsc/>.

I. Compliance Communication

UCSC has distributed Equal Employment Opportunity Commission (EEOC), California Department of Fair Employment and Housing (DFEH) and American Disability Act (ADA) posters describing non-discrimination and equal employment opportunity laws to specifically designated offices for posting. These posters are also prominently displayed in the Staff and Academic Human Resources offices. UCSC includes in the postings information about sexual harassment, as required by State law, the Americans with Disabilities Act and University of California Whistleblower policy. The availability of complaint resolution officers for all forms of discrimination is published in the campus telephone directory and other relevant publications.

ODEI updates its' website regularly to ensure current information about ODEI staff, campus employment statistics, education on EEO/AA, diversity, and information about complaint resolution options, as well as links to other EEO/AA websites.

Pursuant to 41 CFR § 60-1.12, UCSC maintains all applications for employment and other records relevant to employment for three years. UCSC's Staff Human Resources continues working toward improved and expanded information systems for human resources.

CHANCELLOR'S COMMITTEE AND INITIATIVES

Chancellor's Diversity Advisory Council

To strengthen accountability in the area of diversity, Chancellor Blumenthal has appointed two campus diversity officers. One officer is assigned to faculty and the other officer is assigned to staff and students. Their purpose is to convene UCSC's Chancellor's Diversity Advisory Council (CDAC). The CDAC provides a forum for representative constituents of the UCSC community to discuss and promote issues relating to the diversity and inclusion of the university's faculty, staff, and students. The committee provides the diversity officers with advice and feedback on proposed or ongoing diversity-related projects and initiatives.

As a part of this initiative Chancellor Blumenthal has asked each Principal Officer and Dean to assign a faculty or staff to serve as the divisional diversity liaison for their respective unit. These liaisons are charged with focusing on divisional diversity goals and efforts. Together with divisional leadership they develop annual diversity plans which includes affirmative action goals and efforts.

Chancellor's Achievement Awards for Diversity

Since 2003, the Chancellor has hosted an annual campus-wide ceremony in recognition of diversity

efforts. The Chancellor's Achievement Awards for Diversity honor and showcase individuals and programs that have made outstanding contributions to furthering diversity at UCSC. Eligible recipients include academic and staff, campus units (e.g. offices, departments, or divisions), students and academic, or administrative programs. In 2014, seven recipients were recognized. From 2003 through 2013, there are a total of seventy-nine individuals or campus units who has been honored. ODEI's website showcases the list of recipients: <http://diversity.ucsc.edu/diversity/caafd/index.html>.

Principles of Community Campaign

In keeping with the spirit of promoting a welcoming and inclusive campus climate, the Office for Diversity, Equity and Inclusion in collaboration with the ten UCSC colleges, the Staff Diversity Group, and UCSC Black Experience Team has launched a comprehensive series of events this year exploring how to put the following UC Santa Cruz Principles of Community into practice:

- **Diverse:** We embrace diversity in all its forms and we strive for an inclusive community that fosters an open, enlightened, and productive environment.
- **Open:** We believe free exchange of ideas requires mutual respect and consideration for our differences.
- **Purposeful:** We are a participatory community united by shared commitments to: service to society, preservation and advancement of knowledge, and innovative teaching and learning.
- **Caring:** We promote mutual respect, trust, and support to foster bonds that strengthen the community.
- **Just:** We are committed to due process, respect for individual dignity, and equitable access to resources, recognition, and rewards.
- **Discipline:** We seek to advance common goals through reasonable and realistic practices, procedures and expectations.
- **Celebrative:** We celebrate the heritage, achievements, and diversity of the community and the uniqueness and contributions of our members.

UC Santa Cruz Principles of Community campaign is supported wholeheartedly by the Chancellor and Campus Provost/EVC to promote and protect an environment that values and supports every person – every student, staff and faculty member – in an atmosphere of civility, honesty, cooperation, professionalism and fairness.

CAMPUS PROGRAM, SUPPORT AND EVENTS

2015 marked UCSC's 31st annual Martin Luther King Jr. Memorial Convocation featuring Angela Davis, Distinguished Professor Emerita, UC Santa Cruz. Angela Davis has been deeply involved in the nation's quest for social justice. Her work as an educator – both at the university level and in the larger public sphere – has always emphasized the importance of building communities of struggle for economic, racial, and gender equality.

UCSC also hosted numerous colloquiums on campus highlighting topics relating to gender, race/ethnicity, veterans, and individual with disability:

- from war to home – a collaboration between researchers at the Philadelphia Veteran's Affairs and veterans who deployed in support of Operation Enduring Freedom and Operation Iraqi Freedom to help veterans tell their stories of military service, deployment, and homecoming.
- Complicated Labors – an exhibition featuring historical and contemporary work at the intersection of feminism and maternity, which asks renewed questions about 21st-century feminist art and the maternal.
- “New Queer Cinema”– a series of guest speakers from the film and media industry.
- Poetry reading by American Sign Language artists.

UCSC’s Institute for Humanities Research sponsors a variety of research groups, lectures, events, and offered financial support for graduate student and faculty scholarship. The featured topics often directly touch on subjects of diversity and inclusion. The following are some examples of the research clusters: UC Hastings Social Justice Speaker Series, Center for Cultural Studies, Feminist Critical Race and Ethnic Studies, Latino Literary Cultures Projects and Sikh and Punjabi Studies.

On May 15, 2014, the campus celebrated its first observance of Global Accessibility Awareness Day, this event provided the campus a platform to talk and think about people with different disabilities, and learning about digital accessibility related to the web, software, mobile, etc.

UC Santa Cruz Retirees Association, consisting of dedicated retired staff employees who are still involved in the campus and community. They have raise \$50,000 to endow a fund that is helping military veteran students on campus to afford textbooks and make ends meet. The Retirees Association's goal is to give out at least ten \$500 scholarships a year to military veteran students in need.

X. Internal Audit and Reporting *41 CFR § 60-2.17(d)*

The Director of EEO/AA is responsible for coordinating the implementation of auditing and reporting systems for all UCSC staff personnel actions. In addition, Principal Officers are responsible for reporting to the Chancellor on progress toward meeting affirmative action goals. The reporting and auditing system provides for:

- Maintaining and monitoring accurate and up-to-date records on all applicants, hires, promotions, and terminations by gender and ethnicity, to ensure that staff are treated on a fair and equitable basis.
- Reviewing selection, promotional, reclassification, and staff training procedures to ensure that they are nondiscriminatory.
- Informing top management regularly of the effectiveness of equal employment opportunity and affirmative action policy and recommendations for improvements, if necessary.

Record Retention: *41 CFR § 60-1.12(a) (b)*

Any personnel or employment record made or kept by UCSC shall be preserved for a period of not less

than two years from the date of the making of the record or the personnel action involved, whichever occurs later.

XI. Compliance with Sex Discrimination Guidelines

41 CFR § 60-20

It has been and continues to be the policy of UCSC not to discriminate on the basis of sex. To this end we continue to do the following:

Recruitment and Advertisement: *41 CFR § 60-20.2(a,b)*

UCSC actively recruits both men and women for all jobs. Referral sources are informed that UCSC has no specific sex preference and seeks qualified applicants without regard to sex.

Job Policies and Practices: *41 CFR § 60-20.3(a-b)*

All written personnel policies clearly state that all policies and practices apply to staff on an equal basis, regardless of sex. No distinction is made between the sexes with regard to opportunity, wages, hours, benefits, or other conditions of employment. Sex is not a bona fide occupational qualification for any job at UCSC.

UCSC makes no distinction in employment between married and unmarried applicants and staff, or between those with or without young children. UCSC provides appropriate and comparable physical facilities for female and male staff. Both women and men are eligible for training programs and benefits offered by UCSC. Women are encouraged to participate in management training programs both in-house and outside UCSC.

There is no penalty in conditions of employment for women who are pregnant or require time away from work for childbearing. Both women and men are informed as to the availability of leave and other benefits for family emergency and child rearing. UCSC makes no sex-based distinction between men and women in employment or termination, nor does UCSC make any distinction in employment or termination based on marital status. The provisions in collective bargaining agreements relating to conditions of employment are consistent with the sex discrimination guidelines and seniority lines/lists are applied to staff of both sexes equally. UCSC makes no distinction between women and men as to retirement age.

Sexual Assault, Dating Violence, Domestic Violence, Stalking and Sexual Harassment

UCSC's policies and procedures for reporting sexual assault, dating violence, domestic violence, stalking and sexual harassment stresses early recognition, prevention, prompt, appropriate and equitable responses. The Title IX Officer is available to investigate all complaints regarding violation of Title IX, Title VII (sex), and UC Policy in these areas. Information, advice, referrals, and/or copies of the *UC Policy on Sexual Violence and Sexual Harassment* and the *UCSC Procedures for Reporting and Responding to Reports of Sexual Violence and Sexual Harassment* are available by contacting the Title IX Officer, 105 Kerr Hall, 831.459.2462, or <http://titleix.ucsc.edu>.

XII. Compliance with Guidelines on Discrimination because of Religion or National Origin

41 CFR § 60-50

UCSC complies with Federal and State guidelines on non-discrimination because of religion or national origin. As stated in the EEO policy statement, UCSC does not engage in discrimination against or

harassment of any person employed or seeking employment with the University on the basis of religion or national origin.

UCSC reviews employment actions to ascertain that all individuals are given equal opportunity to be considered for all jobs at UCSC without regard to any protected category including religion or national origin. The commitment of UCSC to EEO is reiterated campus wide through workshops, EEO policy posters, new employee orientations, and Fair Hiring and Diversity training.

UCSC enlists the support of recruitment sources to assist the campus in providing equal employment opportunities in outreach and recruitment, without regard to religion or national origin.

UCSC makes every effort to accommodate the religious observances and practices of applicants and staff except where such accommodation would cause undue hardship on the conduct of University business.

UNIVERSITY OF CALIFORNIA, SANTA CRUZ

AFFIRMATIVE ACTION PLAN FOR CAREER STAFF

PART II: AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES AND
PROTECTED VETERANS

FOR

June 1, 2016 – May 31, 2017



Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

Academic Officer:	Vice Provost - Academic Personnel
Academic Office:	AP - Academic Personnel
Staff Officer:	VP - Human Resources
Staff Office:	HR - Human Resources
Issuance Date:	7/3/2013
Effective Date:	7/3/2013
Scope:	This policy applies to all University applicants and employees.

Contact:	Janet Lockwood (AP)	Charles Barragan (HR)
Email:	Janet.Lockwood@ucop.edu	Charles.Barragan@ucop.edu
Phone #:	(510) 987- 9499	(510) 987- 0863

I. POLICY SUMMARY

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. In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor.

II. DEFINITIONS

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.

Executive Officer: The University President, Chancellor, or Laboratory Director.

Exception to Policy: An action that exceeds what is allowable under current policy or that is not expressly provided for under policy. Any such action must be treated as an exception.

Gender: The sex of a person, including a person’s gender identity, and gender expression.

Gender expression: A person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.

Gender identity: An individual’s personal sense of himself/herself as being male and masculine or female and feminine, or ambivalent.

Pregnancy: Includes pregnancy, childbirth, and medical conditions related to pregnancy and childbirth.

Service in the Uniformed Services: Includes service in the uniformed services as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), as well as state military and naval service.

Top Business Officer: Executive Vice President-Business Operations for the Office of the President, Vice Chancellor for Administration, or the position responsible for the location’s financial reporting and payroll as designated by the Executive Officer.

III. POLICY TEXT

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, gender expression, gender identity, pregnancy, physical or mental disability, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services. 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. 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.

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

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice Provost – Academic Personnel and the Vice President–Human Resources are the Responsible Officers for this policy and have the authority to implement the policy. A Responsible Officer may apply appropriate interpretations to clarify the policy provided that the interpretations do not result in substantive changes to the underlying policy. The Chancellor is authorized to establish and is responsible for local procedures necessary to implement the policy.

B. Revisions to the Policy

The President is the Policy Approver and has the authority to approve policy revisions upon recommendation by the Vice President–Human Resources.

The Vice Provost – Academic Personnel and the Vice President–Human Resources have the authority to initiate revisions to the policy, consistent with approval authorities and applicable *Bylaws* and *Standing Orders* of the Regents.

The Executive Vice President–Business Operations has the authority to ensure that policies are regularly reviewed, updated, and consistent with other governance policies.

C. Approval of Actions

Actions within this policy must be approved in accordance with local procedures. Chancellors and the Vice President–Human Resources are authorized to determine responsibilities and authorities at secondary administrative levels in order to establish local procedures necessary to implement this policy.

D. Compliance with the Policy

The following roles are designated at each location to implement compliance monitoring responsibility for this policy:

The Top Business Officer and/or the Executive Officer at each location will designate the local management office to be responsible for the ongoing reporting of policy compliance.

The Executive Officer is accountable for monitoring and enforcing compliance mechanisms and ensuring that monitoring procedures and reporting capabilities are established.

The Vice President–Human Resources is accountable for reviewing the administration of this policy. The Senior Vice President–Chief Compliance and Audit Officer will periodically audit and monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67 pertaining to disciplinary and separation matters, and in accordance with University policies, including but not limited to, The Faculty Code of Conduct (APM – 015) and University Policy on Faculty Conduct and the Administration of Discipline (APM – 016), or, as applicable, collective bargaining agreements.

V. PROCEDURES

N/A

VI. RELATED INFORMATION

N/A

VII. FREQUENTLY ASKED QUESTIONS

N/A

VIII. REVISION HISTORY

University of California – Policy

Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

This policy was reformatted into the standard University of California policy template effective July 1, 2013.

Policy changes effective as of July 1, 2013:

- New language, in compliance with California Assembly Bill 887 – Chapter 719.
- Addition of gender and gender expression to the policy text.
- Addition of a definition of gender, gender expression, and gender identity.

The following policy is rescinded as of the effective date of this policy and is no longer applicable:

- *University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment*, dated June 24, 2010.

VI. Applicability of the Affirmative Action Program

41 CFR § 60-300.44, 60-741.44

UCSC is committed to adherence to Sections 503 and 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act of 1990, the Vietnam-Era Veterans' Readjustment Assistance Act of 1974 (38 USC 4212), the Veterans' Rehabilitation and Education Amendments of 1980, the Uniformed Services Employment and Reemployment Act of 1994 and the Jobs for Veterans Act of 2002.

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with UCSC, based on a variety of factors including physical or mental disability or status as a protected veteran. Any applicant or employee who believes s/he has been discriminated against or harassed due to her/his disability or status as a qualified protected veteran can file a complaint with UCSC's Office for Diversity, Equity and Inclusion.

The UCSC Nondiscrimination and Affirmative Action Policy are widely disseminated both internally and externally. UCSC is committed to equal employment opportunity and affirmative action for the following:

Individual with a Disability

Under the Federal Regulations, (1) the term disability means, with respect to an individual: a physical or mental impairment that substantially limits one or more major life activities of such individual; (ii) a record of such impairment; or (iii) being regarded as having such an impairment. (2) the definition of "disability must be construed in favor of broad coverage of individuals to the maximum extent permitted by law. The question of whether an individual meets the definition under this part should not demand extensive analysis. (3) an impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability. (4) an impairment that is episodic or in remission is a disability if it would substantially limit a major life activity when active.

With respect to employment, these laws and UCSC policies protect any qualified person with a disability. A qualified individual with a disability means an individual with a disability who satisfies the requisite skill, experience, education and other job-related requirements of the employment position such individual holds or desires, and who, with or without reasonable accommodation, can perform the essential functions of such position. In making reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, the University complies with the more stringent definition provided under California law.

Active Duty Wartime or Campaign Badge Veterans

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 the laws administered by the Department of Defense.

Armed Forces Service Medal Veteran

Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (61 FR 1209).

Disabled Veteran

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 a person who was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran

Any veteran during the three year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military, ground, naval or air service.

Special Disabled Veteran

A veteran 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 Department of Veterans Affairs for a disability: (A) rated at 30 percent or more; or (B) rated at 10 or 20 percent in the case of a veteran who has been determined under 39 U.S.C. 3106 to have a serious employment handicap; or (ii) a person who was discharged or released from active duty because of a service-connected disability.

Veteran

A person who served in the active military, naval or air service of the United States, and who was discharged or released therefrom under conditions other than dishonorable.

Vietnam Era Veteran

A person who: (i) 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 such 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 (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (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.

VII. Responsibility for Implementation

41 CFR § 60-300.44 (i), 60-741.44(i)

The Director of EEO/AA is responsible for implementing, monitoring, and administering the programs for individuals with disabilities and protected veterans. The Director of EEO/AA has the full support of the Chancellor in carrying out these responsibilities.

As the ADA Compliance Officer for the campus, the Director of EEO/AA attempts to resolve all complaints regarding employment for individuals with disabilities. If resolution is not possible, the Director of EEO/AA ensures timely investigation of disability-related complaints. Notice of the Office for Diversity, Equity and Inclusion location and phone number is published in the campus directory and information provided to every applicant and employee.

The Director of EEO/AA monitors compliance, identifies problem areas, proposes solutions, ensures ongoing education of campus supervisors and staff, informs managers of the latest developments in equal employment opportunity and affirmative action, and otherwise oversees all EEO/AA policies with respect to disability and protected veterans status.

Every campus supervisor is responsible for ensuring that applicants and staff with disabilities and protected veterans are afforded equal employment opportunity, protection from harassment, and reasonable accommodation upon request. UCSC procedures for disability accommodation can be found at http://shr.ucsc.edu/procedures/reasonable_acomodation/index.html.

VIII. Dissemination of Policy *41 CFR § 60-300.44 (f, g), 60-741.44(f, g)*

The UCSC's Nondiscrimination and Affirmative Action Policy displays UCSC's commitment to equal employment opportunity for individuals with disabilities, active duty wartime or campaign badge veterans, armed force service veterans, disabled veterans, recently separated veterans, special disabled veterans, and Vietnam-Era veterans. Additionally, UCSC widely disseminates (both internally and externally) its efforts to equal employment opportunity for qualified protected veterans who served on active military, naval or air service of the United States, and those who were discharged or released therefrom under conditions other than dishonorable.

A. Internal Dissemination of Policy

- UCSC reviews and updates this affirmative action plan annually and informs staff of significant changes.
- UCSC has incorporated its EEO/AA policies into personnel policies and collective bargaining agreements.
- UCSC includes discussion of EEO/AA policies in all applicable supervisory training.
- UCSC holds meetings with campus units and unit heads to inform them of UCSC's EEO/AA policies.
- UCSC trains campus managers and supervisors in EEO/AA policy for people with disabilities and protected veterans, focusing in particular on accommodation responsibilities and procedures, appropriate evaluation of abilities, and staff rights.
- UCSC discusses EEO/AA policy for people with disabilities in every mandatory "Fair Hiring" training offered in-person and online, and in the "The Interactive Process: Accommodating Employees with Disabilities" workshop open to all managers and supervisors.
- UCSC publicizes the availability of funding for disability-employment accommodations in meetings with units, principal administrative and academic officers, and department chairs.
- UCSC offers staff who become disabled the opportunity to self-identify as having a disability for purposes of receiving accommodations.
- UCSC posts its equal employment opportunity policy on bulletin boards in designated campus buildings. In addition, special posters on employee rights under the ADA and the names of ADA contacts are posted in designated campus workplaces.

- UCSC ensures that non-discrimination (EO) clauses are included in all contracts/subcontracts with vendors and union agreements.

The Affirmative Action Plan is available in the Office for Diversity, Equity and Inclusion, 111 Kerr Hall, (831) 459-2686, for review by any employee or applicant for employment upon request during normal business hours. It will be provided in alternate formats upon request.

B. External Dissemination of Policy, Outreach and Positive Recruitment

The following activities will be implemented or continued to further enhance our affirmative action efforts.

- UCSC includes its EEO/AA policy statement in all advertising for staff and academic positions. In all staff position descriptions posted for recruitment, skills and abilities requirements are noted to be “with or without accommodation.”
- UCSC includes information on how to request an accommodation in every position description posted or distributed. UCSC notes the availability of accommodations in the Staff Human Resources office and job postings.
- ODEI’s website (diversity.ucsc.edu) has information on the application of all applicable disability laws and policies, as well as resources available to assist with accessibility.

C. Outreach/Recruitment

All open recruitments are advertised through America’s Job Exchange. Staff Human Resources has developed relationships with local veteran services organizations, Shoreline/Goodwill Occupational Services, Department of Rehabilitation, and the Santa Cruz County Employment Development Department (EDD). HR representatives routinely deliver applicant workshops, provide resume critique services to the clients of these organizations, and participate on various “employer panels,” which provide an opportunity for potential applicants to network with key employers within the local community.

In 2012, UCSC has received national recognition from the American Council on Education (ACE) for our student VETS program. The University was featured in ACE’s recently launched Toolkit for Veteran Friendly Institutions, an online resource is designed to help institutions of higher education build effective programs for veteran students and share information. One of UCSC’s alums, Daniel Wilson, is also featured in one of the videos talking about the value of the Chancellor’s Undergraduate Internship Program for veteran student services as well as the importance of support from the Chancellor and campus leadership. UCSC was the only campus among the 10 UC campuses awarded a grant at ACE Annual Conference in Washington, D.C. and part of a select group colleges and universities from across the country.

IX. Affirmative Action Practices and Procedures

A. Review of Personnel Processes: 41 CFR § 60-300.44(b), 60-741.44(b)

UCSC periodically conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of known protected veteran applicants and employees; and applicants and employees with disabilities for job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available.

In order to determine whether an individual is qualified for a particular job, a close examination of the content of the job is made, as well as a review of the job qualifications of known protected veterans and individuals with disabilities, both applicants and employees. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered. All search committee chairs and hiring supervisors involved in selection decisions and other decisions about staff are informed of UCSC's EEO/AA policy for individual with disabilities and protected veterans.

UCSC maintains affirmative action data on its employees, including those who have self-identified their veteran or disability status. Along with all hire, promotion, transfer, and separation data for employees and data regarding changes in their titles and/or departments as a result of these activities. If disparities are identified, UCSC will undertake necessary action to address and remedy the identified problem. Individuals with known disabilities and protected veterans have the opportunity to participate in all UCSC sponsored educational, training, recreational, and social activities.

UCSC ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.

B. Physical and Mental Qualifications:

41 CFR § 60-300.23(d), 60-741.23(d), 60-300.44(c), 60-741.44(c)

UCSC's Staff Human Resources analysts review every new or revised job description to ensure that all requirements for jobs are job-related, consistent with business necessity, and are not unduly restrictive. UCSC ensures that decisions about staff abilities to perform essential functions are based on fact and informed medical opinion. In addition, all job position descriptions note that requirements refer to ability to perform essential tasks with or without reasonable accommodation.

Information obtained from applicants and staff about a physical or mental condition is collected and maintained on separate forms and in separate medical files. It is treated as a confidential medical record, except that (i) supervisors and managers may be informed regarding necessary restrictions on the work or duties of the applicant or employee and necessary accommodations; (ii) first aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and (iii) government officials engaged in enforcing the laws administered by OFCCP, including this part, or enforcing the American with Disabilities Act, shall be provided relevant information upon request.

C. Reasonable Accommodation to Physical and Mental Limitations:

41 CFR § 60-300.44(d), 60-741.44(d)

UCSC makes known to applicants for employment and to staff the availability of reasonable accommodation during the application process and on the job. As a matter of affirmative action, UCSC also has an obligation to inquire if an accommodation is needed if an individual with disability is having a performance problem likely related to the disability.

As required by law, UCSC commits to making reasonable accommodations for the disability-related needs of applicants for employment and staff who are eligible under the Americans with Disabilities Act and California FEHA, unless it can be demonstrated that such accommodations impose undue hardship on the operation of University business.

In order to assist units in accommodating individual with disabilities, all campus units are informed of the availability of central funding for any employment accommodation approved by the Disability Management Coordinator exceeding \$50 in cost. The Disability Management Coordinator serves as coordinator for employment accommodation. The location and phone number are advertised in campus training materials on employment.

In 2011, the Director of EEO/AA was designated as the ADA Compliance Officer for the campus and convened the ADA Compliance Officer Advisory Committee. The individuals in this group are responsible for accommodation and access for students, employees, applicants, and community members and advise the ADA Compliance Officer on all matters related to ADA compliance, disability awareness, and advocacy. The UCSC ADA Compliance webpage (<http://ada.ucsc.edu>) includes information about the Americans with Disabilities Act, and what it means to various constituents (e.g., staff, students, community members, etc).

The Deputy Building Official of Physical Planning & Construction reviews working drawings for both new and remodel construction on campus to ensure compliance with all appropriate building codes – including those related to accessibility (ADAAG and Title 24 of the California Building Code). Those needing facility-related accommodations may contact the ADA Facilities Access Coordinator, who routinely receives requests for improvements such as power-assist door openers, handrails, and grab bars.

All campus units are informed of the need to schedule all public events in accessible locations, the location of accessible rooms on campus, and are to move any event not open to the public to an accessible location upon request.

D. Harassment: *41 CFR § 60-300.44(e), 60-741.44(e)*

It is the policy of the University not to engage in discrimination against or harassment of any person employed or seeking employment with UCSC, based on a variety of factors including physical or mental disability or status as a covered veteran. Retaliation, including intimidation, threat, or coercion, against staff or applicant because they have objected to discrimination, engaged or may engage in filing a complaint, assisted in a review, investigation, or hearing or have otherwise sought to obtain their legal rights under any Federal, State, or local EEO law regarding individuals with disabilities or protected veterans is prohibited. Any applicant or employee who believes s/he has been discriminated against or harassed due to her/his disability or status as a covered veteran can file a complaint with UCSC's Office for Diversity, Equity and Inclusion.

E. Compensation: *41 CFR § 60-300.21(i), 60-741.21(a)(9)*

In offering employment or promotion to individual with disabilities or protected veterans, UCSC does not reduce the amount of compensation offered because of any income based upon 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 other sources.

F. Training: *41 CFR § 60-300.44(j), 60-741.44(j)*

UCSC requires that all hiring managers and search committee chairs complete the Fair Hiring training. Topics include specific instruction on appropriate pre-employment inquiries, evaluation of abilities, and procedures to honor any accommodation requests. All UCSC training and procedures are designed to ensure that qualified applicants with a disability and protected veterans are not disadvantaged in the employment process.

X. Identification of Problem Areas

41 CFR § 60-300.44, 60-300.45, 60-741.45

In conformance with the changes to the federal regulations effective on March 24th, 2014 for individual with disabilities and protected veteran; UCSC has an obligation to set annual benchmark for veterans and utilization goals for individuals with disability that serve as an equal employment opportunity objective that should be attainable by means of applying good faith effort. It is not a rigid and inflexible quota, which must be met, nor is it to be considered either a ceiling or a floor for the employment. Quotas are expressly forbidden.

Utilization Analysis: *41 CFR § 60-741.45(a)*

The OFCCP has established a utilization goal of 7 percent for employment of qualified individuals with disabilities for each job group. The utilization goal is to establish a benchmark to measure the University's affirmative action progress.

Benchmarks for Hiring: *41 CFR § 60-300.45(a)(c)*

The OFCCP has established a hiring benchmark of 7 percent for employment of veterans for each organization, which is the estimated national percentage of veterans in the civilian labor force. The hiring benchmark is published via the OFCCP's website based on the Bureau of Labor Statistics of the US Department of Labor. The purpose of establishing benchmarks is to create a quantifiable method by which UCSC can measure its progress toward achieving equal employment opportunity for protected veterans.

Assessment of External Outreach and Recruitment Efforts: *41 CFR § 60-300.44(f)(3)*

USCS will annually evaluate the effectiveness of the recruitment efforts and processes to ensure equal employment opportunity for qualified protected veterans. If the totality of the effort were not effective then alternative or additional outreach and recruitment efforts and/or other actions will be designed and implemented to progress toward the established goal.

Data Collection Analysis: *41 CFR § 60-300.44(k); 60-741.44(k)*

UCSC annually compares the applicants and hires of individuals whom self-identified as being disabled or protected veteran and document the information for a period of three years.

Goals and/or benchmarks do not require that UCSC hire, promote, train, and/or retain a specified number of individuals with disabilities and/or protected veterans. These goals and benchmarks are not

rigid and inflexible quotas which must be met, but are instead targets reasonably by means of applying every good faith effort to make all aspects of the entire AAP work.

Action Oriented Programs: *41 CFR § 60-741.45(f)*

USCS is committed to ensure the personnel processes provides equal employment opportunity for individuals with disabilities, alternative or additional outreach and recruitment efforts and/or other actions will be designed and implemented to progress toward the established goal.

XI. Audit and Reporting System

41 CFR § 60-300.44 (b), 60-741.44(b)

UCSC has implemented an audit and reporting system to measure the effectiveness of the total affirmative action program and identify any need for remedial action. UCSC maintains affirmative action data on its staff, including those who had self-identified their veteran or disability status for three years. It also keeps hire, promotion, transfer, and separation data for staff and data regarding changes in their titles and/or departments as a result of these activities.

The Office for Diversity, Equity and Inclusion monitors employment practices to ensure they have been conducted in a fair manner for all populations. If disparities are identified, UCSC will undertake necessary action to address and remedy the identified problem. Individuals with known disabilities and protected veterans have had the opportunity to participate in all UCSC sponsored educational, training, recreational, and social activities.

Record Retention: *41 CFR § 60-300-80 & 60-741.80*

Any personnel or employment record made or kept by UCSC shall be preserved for a period of not less than two years from the date of the making of the record or the personnel action involved, whichever occurs later. The following records shall be maintained for a period of three years: *§60-300.44(f)(4), 60-300.44(k), and 60-300.45(c), 60-741.44(f)(4) & (k).*

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: A10 - Senior Management

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
1	0426	CAMPUS COUNSEL	1	0	1	1	0
1	0082	CHF CAMPUS COUNSEL	1	1	0	0	1
1	0047	DEAN UNIV EXT	1	0	1	1	0
1	0066	EXEC VC AND PROVOST	1	0	1	1	0
1	0118	UNIV LIBRARIAN	1	0	1	1	0
1	0124	VC BUDGET AND PLANNING	1	0	1	1	0
1	0126	VC BUS ADMST	1	0	1	1	0
1	0127	VC DEV AND UNIV REL	1	1	0	1	0
1	0131	VC IT	1	0	1	1	0
1	0132	VC RSCH	1	1	0	0	1
Total (#)			10	3	7	8	2
Total (%)				30.0	70.0	80.00	20.0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: A11 - MSP Administrative

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
1	0355	ADM CRD OFCR	3	0	3	1	2
1	0363	ADM CRD OFCR ASC	1	1	0	1	0
1	0731	ADMIN ANL PRN 2	5	1	4	4	1
1	0749	AUDITOR PRN	1	1	0	1	0
1	0701	CHAN MAP AST	1	1	0	0	1
1	0384	DEAN AST	9	4	5	9	0
1	0250	DEPUTY DIR	1	1	0	1	0
1	0245	DIR	63	30	33	53	10
1	0256	DIR ASC	3	1	2	3	0
1	0259	DIR AST	33	12	21	29	4
1	0425	EXEC AST OR SPC AST	1	0	1	1	0
1	0280	MGR	19	9	10	16	3
1	0283	MGR ASC	1	1	0	1	0
1	0751	PERSONNEL ANL PRN 2	1	0	1	1	0
1	0478	POLICE CHF	1	1	0	1	0
1	0477	POLICE LIEUTENANT MSP	1	1	0	0	1
1	0490	REGISTRAR	1	1	0	1	0
1	0461	SPEC	7	6	1	7	0
1	0209	VICE CHAN ASC	6	2	4	5	1
1	0210	VICE CHAN AST	6	3	3	2	4
Total (#)			164	76	88	137	27
Total (%)				46.3	53.7	83.54	16.5

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: A12 - MSP Technical

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
1	0548	ADMIN MGR 2	1	0	1	1	0
1	0664	APPLICATIONS PRG SUPV 2	4	1	3	4	0
1	0649	APPLICATIONS PROGM MGR 1	2	2	0	1	1
1	0651	APPLICATIONS PROGM MGR 3	1	1	0	1	0
1	0652	APPLICATIONS PROGR 4	8	6	2	8	0
1	0717	ARCHITECT PRN	1	1	0	0	1
1	0770	ASC PHYSCN DIPLOMATE	1	1	0	1	0
1	0682	AV IT ENGR MGR 1	1	1	0	1	0
1	0677	AV IT MGR 1	1	1	0	1	0
1	5991	BIOINFORMATICS MGR 1	1	0	1	1	0
1	5933	BIOINFORMATICS PROGR 4	9	7	2	9	0
1	5993	BIOINFORMATICS PROGR 5	1	1	0	1	0
1	5992	BIOINFORMATICS SUPV 2	1	0	1	1	0
1	0540	BUS SYS ANL SUPV 2	1	0	1	1	0
1	0671	BUS TCHL SUPP MGR 1	1	1	0	0	1
1	0545	COMM AND NETWORK TCHL ANL 4	4	4	0	4	0
1	0660	COMM AND NETWORK TCHL ANL 5	1	1	0	1	0
1	0672	COMM AND NETWORK TCHL MGR 1	1	1	0	1	0
1	0673	COMM AND NETWORK TCHL MGR 2	1	1	0	1	0
1	0527	COMM AND NETWORK TCHL SUPV 2	3	3	0	3	0
1	0599	DATA SYS ANL 4	1	1	0	1	0
1	0597	DATABASE ADM 4	5	3	2	3	2
1	0727	ENGR PRN	1	1	0	1	0
1	0499	INFO SYS ANL 4	7	7	0	7	0
1	0500	INFO SYS ANL 5	2	2	0	1	1
1	0667	INFO SYS MGR 1	9	8	1	9	0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: A12 - MSP Technical

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
1	0668	INFO SYS MGR 2	4	2	2	2	2
1	0669	INFO SYS MGR 3	1	1	0	1	0
1	0530	INFO SYS SUPV 2	6	5	1	6	0
1	0531	IT ARCHITECT 4	2	1	1	1	1
1	0661	IT SECURITY ANL 4	2	2	0	2	0
1	6019	IT SECURITY MGR 1	1	1	0	1	0
1	5937	IT SECURITY SUPV 2	1	1	0	1	0
1	0755	PHYS PLT ADM AST	2	2	0	2	0
1	0769	PHYSCN SR	1	1	0	1	0
1	0721	PLANNER PRN	1	1	0	1	0
1	0738	PROGR ANL 4	37	32	5	23	14
1	0736	PROGR ANL 5	14	11	3	7	7
1	0735	PROGR ANL 5 SUPV	1	1	0	0	1
1	5939	QA RELEASE MGT SUPV 2	1	1	0	1	0
1	0690	SCI	3	3	0	1	2
1	0689	SCI ASC	7	6	1	3	4
1	0659	SCI AST	6	5	1	0	6
1	0692	SCI PRN	3	3	0	3	0
1	0691	SCI SR	3	3	0	2	1
1	6001	STDT HEALTH PHYSCN 4	6	1	5	5	1
1	6004	STDT HEALTH PHYSCN 4 PD	4	3	1	4	0
1	6000	STDT HEALTH PHYSCN 5	1	0	1	1	0
1	6003	STDT HEALTH PHYSCN 5 PD	1	1	0	1	0
1	0520	SYS ADM 4	7	6	1	6	1
1	0526	SYS ADMST SUPV 2	2	2	0	2	0
1	0524	TCHL PROJECT MGR 1	1	1	0	1	0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: A12 - MSP Technical

EEO

EEO Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
1	0522	TCHL PROJECT MGT PROFL 4	1	0	1	1	0
1	0356	TECHNOLOGY TRANSFER OFCR 1	1	1	0	1	0
1	0368	TECHNOLOGY TRANSFER OFCR 3	1	0	1	1	0
Total (#)			190	152	38	144	46
Total (%)				80.0	20.0	75.79	24.2

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B19 - Administrative Grades K-M

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	7617	ACCOUNTANT 3	2	1	1	2	0
2	7614	ACCOUNTANT 3 SUPV	2	1	1	2	0
2	7616	ACCOUNTANT 4	2	1	1	2	0
2	7241	ADMIN ANL PRN 1	30	6	24	24	6
2	7259	ADMIN ANL PRN SUPV	11	4	7	11	0
2	7242	ADMIN ANL SR	77	20	57	57	20
2	7257	ADMIN ANL SR SUPV	12	3	9	10	2
2	7540	AST TO DEAN DIR CHAIR 2	1	0	1	1	0
2	7622	AUDITOR 3	1	1	0	1	0
2	7621	AUDITOR 4	1	1	0	1	0
2	7251	BUDGET ANL PRN 1	6	1	5	5	1
2	7266	BUDGET ANL PRN SUPV	5	0	5	4	1
2	7252	BUDGET ANL SR	13	1	12	10	3
2	7265	BUDGET ANL SR SUPV	5	1	4	2	3
2	7773	BUYER 4	1	0	1	0	1
2	7772	BUYER 5	1	0	1	1	0
2	4405	COUNSELING PSYCHOLOGIST SR	2	0	2	1	1
2	7682	EDITOR PRN	1	0	1	1	0
2	6963	EDUC FAC PLANNER	6	3	3	6	0
2	6962	EDUC FAC PLANNER SR	2	1	1	2	0
2	6964	FAC REQUIREMENTS ANL SR	2	0	2	2	0
2	7709	FINANCIAL ANL 3	2	2	0	1	1
2	7123	FINANCIAL ANL SUPV 2	1	0	1	1	0
2	4628	FINANCIAL SVC ANL 3	1	0	1	1	0
2	7511	MGT SVC OFCR 2	2	1	1	1	1
2	7514	MGT SVC OFCR 2 SUPV	23	8	15	17	6

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B19 - Administrative Grades K-M

EEO

EEO Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
2	7510	MGT SVC OFCR 3	3	1	2	3	0
2	7515	MGT SVC OFCR 3 SUPV	6	3	3	4	2
2	7661	PERSONNEL ANL PRN	4	0	4	4	0
2	7638	PERSONNEL ANL PRN 1 SUPV	1	0	1	1	0
2	7662	PERSONNEL ANL SR	7	1	6	3	4
2	7637	PERSONNEL ANL SR SUPV	3	0	3	2	1
2	7671	PUBL INFO REPR SR	3	3	0	3	0
2	7678	PUBLICATIONS MGR SR	1	0	1	1	0
Total (#)			240	64	176	187	53
Total (%)				26.7	73.3	77.92	22.1

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B20 - Student Affairs Grades K-M

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	4006	COACH SPEC	10	3	7	9	1
2	4403	COUNSELING PSYCHOLOGIST 2 EX	18	4	14	14	4
2	4005	INTERCOL ATH HEAD COACH EX	12	8	4	12	0
2	4414	LRNG SKLS CNSLR PRN	11	3	8	7	4
2	4423	LRNG SKLS CNSLR PRN SUPV	3	1	2	2	1
2	4352	STDT AFFAIRS OFCR 4	16	4	12	9	7
2	4357	STDT AFFAIRS OFCR 4 SUPV	8	3	5	6	2
2	4351	STDT AFFAIRS OFCR 5	2	1	1	2	0
2	7964	STDT AFFAIRS OFCR 5 SUPV EX	22	6	16	10	12
Total (#)			102	33	69	71	31
Total (%)				32.4	67.6	69.61	30.4

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B21 - Administrative Grades H-J

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	7618	ACCOUNTANT 1	6	1	5	6	0
2	7860	ACCOUNTANT 2 EX	5	0	5	4	1
2	7619	ACCOUNTANT AST	1	1	0	0	1
2	7243	ADMIN ANL	74	16	58	58	16
2	7863	ADMIN ANL SUPV NEX	3	1	2	3	0
2	7376	ADMIN OFCR 2	1	1	0	1	0
2	7646	ADMIN SPEC	63	7	56	48	15
2	7659	ADMIN SPEC SUPV	6	1	5	4	2
2	7538	AST TO BLANK 1 SUPV	17	4	13	16	1
2	7541	AST TO DEAN DIR CHAIR 1	23	2	21	21	2
2	7253	BUDGET ANL	30	1	29	25	5
2	7254	BUDGET ANL AST	3	0	3	2	1
2	7774	BUYER 2	3	0	3	2	1
2	7776	BUYER 3	3	0	3	3	0
2	4620	COLLECTIONS MGR	1	0	1	1	0
2	7683	EDITOR SR	2	1	1	2	0
2	5194	FAC MGT SPEC 2	1	0	1	0	1
2	6284	HOUSE MGR AST	2	0	2	2	0
2	6758	LIBRARY AST 5	5	0	5	4	1
2	6757	LIBRARY AST 5 SUPV	3	0	3	3	0
2	7512	MGT SVC OFCR 1	43	17	26	28	15
2	7513	MGT SVC OFCR 1 SUPV	12	7	5	10	2
2	7663	PERSONNEL ANL	6	1	5	2	4
2	7664	PERSONNEL ANL AST	1	1	0	0	1
2	7676	PRG PROMOTION MGR 1	2	1	1	2	0
2	6452	PRG REPR 3	6	3	3	3	3

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B21 - Administrative Grades H-J

EEO

EEO Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
2	6447	PRG REPR 3 SUPV	2	1	1	2	0
2	7694	PUBL CRD SR	2	0	2	1	1
2	7672	PUBL INFO REPR	1	0	1	1	0
2	5070	STORES SUPV SR	2	2	0	1	1
Total (#)			329	69	260	255	74
Total (%)				21.0	79.0	77.51	22.5

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B22 - Student Affairs Grades H-J

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	4007	INTERCOL ATH COACH AST EX	19	9	10	16	3
2	4416	LRNG SKLS CNSLR	4	3	1	1	3
2	4001	RECREATION SUPV PRN	1	1	0	1	0
2	4002	RECREATION SUPV SR	9	6	3	8	1
2	4354	STDT AFFAIRS OFCR 1	73	11	62	50	23
2	4353	STDT AFFAIRS OFCR 2	107	29	78	54	53
2	4358	STDT AFFAIRS OFCR 2 SUPV	4	0	4	3	1
2	7965	STDT AFFAIRS OFCR 3 EX	43	14	29	23	20
2	4356	STDT AFFAIRS OFCR 3 SUPV	15	3	12	5	10
Total (#)			275	76	199	161	114
Total (%)				27.6	72.4	58.55	41.5

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B30 - Technical Grades K-M

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	8118	AGRICULTURE SUPT PRN	3	3	0	2	1
2	7300	APPLICATIONS PROGR 3	21	13	8	17	4
2	6953	ARCHITECT SR	1	1	0	0	1
2	6952	ARCHITECT SR SUPV	2	0	2	1	1
2	6954	ARCHITECTURAL ASC EX	5	2	3	2	3
2	6101	ARTIST PRN	1	1	0	1	0
2	9402	BIOINFORMATICS PROGR 2	3	3	0	3	0
2	9401	BIOINFORMATICS PROGR 3	5	3	2	4	1
2	7584	BUS SYS ANL 3	2	0	2	2	0
2	7559	BUS TCHL SUPP ANL 3	2	1	1	1	1
2	7560	BUS TCHL SUPP SUPV 1	2	2	0	2	0
2	7561	BUS TCHL SUPP SUPV 2	2	1	1	1	1
2	8795	CLIN APPLICATIONS PROFL 2	1	1	0	0	1
2	7876	CLIN LAB SCI SPEC SUPV SR EX	1	1	0	1	0
2	7565	COMM AND NETWORK TCHL ANL 2	1	1	0	1	0
2	7566	COMM AND NETWORK TCHL ANL 3	11	7	4	8	3
2	7563	COMM AND NETWORK TCHL SUPV 1	1	1	0	0	1
2	7477	COMM SPEC 3	1	0	1	1	0
2	7198	DATA SYS ANL 2	1	0	1	1	0
2	7199	DATA SYS ANL 3	1	0	1	0	1
2	7176	DATABASE ADM 2	1	0	1	1	0
2	7182	DEV ENGR ASC	6	4	2	5	1
2	7181	DEV ENGR SR	6	6	0	6	0
2	7455	DIGITAL COMM SPEC 3	3	1	2	3	0
2	7133	EHS SPEC 1 EX	6	5	1	5	1
2	7135	EHS SPEC 2 EX	4	2	2	4	0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B30 - Technical Grades K-M

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	7136	EHS SPEC 3 SUPV	4	2	2	4	0
2	7152	ENGR SR	6	5	1	6	0
2	5441	FOOD SVC CRD	1	1	0	1	0
2	7309	INFO SYS ANL 3	22	16	6	21	1
2	8650	MECH SHOP SUPT	1	1	0	1	0
2	8649	MECH SHOP SUPT SR	1	1	0	1	0
2	9721	MUSEUM SCI PRN	3	2	1	3	0
2	9726	MUSEUM SCI PRN SUPV	2	1	1	2	0
2	9720	MUSEUM SCI SR SUPV	1	0	1	1	0
2	9249	PHARMACIST PD	2	0	2	2	0
2	7932	PHARMACIST SR EX	1	0	1	1	0
2	8115	PHYS PLT SUPT	5	5	0	4	1
2	8114	PHYS PLT SUPT SR	4	4	0	4	0
2	6967	PLANNER SR	3	1	2	3	0
2	4524	PROD CNTRL SUPV 1	1	1	0	0	1
2	7275	PROGR ANL 3	15	13	2	9	6
2	6937	QA RELEASE MGT ANL 2	4	2	2	4	0
2	6938	QA RELEASE MGT ANL 3	1	0	1	1	0
2	9609	SRA 5	1	0	1	1	0
2	9608	SRA 5 SUPV	2	0	2	0	2
2	7303	SYS ADM 2	3	3	0	2	1
2	7304	SYS ADM 3	20	15	5	17	3
2	8822	TCHL PROJECT MGT PROFL 3	10	2	8	8	2
2	7113	TELEVISION ENGR	2	2	0	2	0
2	7349	USER EXPERIENCE DESIGNER 2	1	1	0	1	0
2	7350	USER EXPERIENCE DESIGNER 3	1	1	0	1	0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B30 - Technical Grades K-M

EEO

			Total				
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	9532	VETERINARIAN LAM ASC	1	1	0	1	0
Total (#)			211	139	72	173	38
Total (%)				65.9	34.1	81.99	18.0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B31 - Technical Grades H-J

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	7299	APPLICATIONS PROGR 2	3	2	1	1	2
2	6102	ARTIST SR	3	0	3	3	0
2	9458	ATH TRAINER	3	2	1	1	2
2	7343	AV IT SPEC 3	1	0	1	1	0
2	7344	AV IT SUPV 1	1	1	0	1	0
2	9551	BOTANICAL GARDEN ARBOR MGR SR	2	2	0	2	0
2	7583	BUS SYS ANL 2 NEX	2	0	2	2	0
2	7558	BUS TCHL SUPP ANL 2	3	1	2	3	0
2	8939	CLIN LAB SCI SPEC	1	0	1	1	0
2	8959	CLIN LAB SCI SPEC PD	1	1	0	1	0
2	7183	DEV ENGR AST	1	1	0	1	0
2	7154	ENGR AST	3	2	1	3	0
2	7151	ENGR AST SUPV	1	1	0	1	0
2	5444	FOOD SVC MGR	6	4	2	4	2
2	5443	FOOD SVC MGR SR	12	8	4	8	4
2	8502	GARAGE MGR	1	1	0	0	1
2	7328	GEOGRAPHIC INFO SYS PROGR 2	1	1	0	1	0
2	7308	INFO SYS ANL 2	8	7	1	5	3
2	9618	MARINE TCHN 2 NEX	1	1	0	1	0
2	9634	MUSEUM PREPARATOR	1	1	0	1	0
2	9632	MUSEUM PREPARATOR PRN	1	1	0	1	0
2	9723	MUSEUM SCI	7	5	2	5	2
2	9722	MUSEUM SCI SR	3	1	2	3	0
2	8116	PHYS PLT SUPT AST	2	2	0	2	0
2	9203	PHYSCN AST	1	0	1	1	0
2	6214	PRODUCER DIR	1	1	0	0	1

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: B31 - Technical Grades H-J

EEO

EEO Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
2	6212	PRODUCER DIR PRN	1	1	0	1	0
2	6213	PRODUCER DIR SR	2	2	0	1	1
2	9617	SRA 2 NEX	14	2	12	10	4
2	9615	SRA 3 SUPV	2	2	0	2	0
2	9614	SRA 4 SUPV	1	1	0	1	0
Total (#)			90	54	36	68	22
Total (%)				60.0	40.0	75.56	24.4

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: C40 - Technical High-Mid Level

EEO		Total					
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
3	9521	ANIMAL RESC MGR	1	1	0	0	1
3	9139	CLIN NURSE 2	2	1	1	2	0
3	9138	CLIN NURSE 3	2	0	2	2	0
3	4804	COMPUTER RESC SPEC 2	15	13	2	9	6
3	7003	CONST INSP ASC	4	4	0	2	2
3	7001	CONST INSP SR SUPV	1	1	0	1	0
3	7171	DEV TCHN 4	2	1	1	0	2
3	7170	DEV TCHN 5	4	3	1	3	1
3	7134	EHS SPEC AST	3	2	1	3	0
3	7141	EHS TCHN PRN	1	1	0	0	1
3	8301	ELECTR TCHN PRN	6	4	2	6	0
3	8302	ELECTR TCHN SR	4	3	1	1	3
3	9604	LAB AST 3 SUPV	1	1	0	1	0
3	9601	LAB AST 4	2	1	1	1	1
3	8651	LAB MECHN PRN	1	1	0	1	0
3	8652	LAB MECHN SR	1	1	0	1	0
3	9119	NURSE PD	4	0	4	4	0
3	9147	NURSE PRACTITIONER 2	1	0	1	1	0
3	9146	NURSE PRACTITIONER 3	1	0	1	1	0
3	9160	NURSE PRACTITIONER PD	3	0	3	3	0
3	9149	NURSE PRACTITIONER SUPV 3	1	0	1	1	0
3	9239	PHLEBOTOMIST	1	0	1	1	0
3	9237	PHLEBOTOMIST PD	1	0	1	1	0
3	8773	PIANO TCHN	1	1	0	1	0
3	9017	RADLG TCHNO PRN SUPV	1	0	1	1	0
3	9022	RADLG TCHNO SR	1	0	1	0	1

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: C40 - Technical High-Mid Level

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
3	9613	SRA 1	7	5	2	5	2
3	9612	SRA 2	4	2	2	3	1
3	9611	SRA 3	8	2	6	8	0
3	9610	SRA 4	5	2	3	4	1
3	8323	TELESCOPE TCHN	2	1	1	2	0
3	8321	TELESCOPE TCHN PRN	6	6	0	5	1
3	6331	THEATER PROD SUPV	1	1	0	1	0
3	7968	THEATER PROD SUPV SR EX	1	1	0	1	0
3	8916	VOC NURSE SR	2	0	2	2	0
3	6316	WARDROBE TCHN PRN	1	1	0	1	0
Total (#)			102	60	42	79	23
Total (%)				58.8	41.2	77.45	22.5

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: C41 - Technical Entry Level

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
3	8542	AGRICULTURAL TCHN	2	0	2	2	0
3	8541	AGRICULTURAL TCHN SR	2	0	2	2	0
3	9525	ANIMAL TCHN	2	2	0	1	1
3	9523	ANIMAL TCHN PRN	3	1	2	2	1
3	9524	ANIMAL TCHN SR	1	1	0	0	1
3	6103	ARTIST	2	0	2	2	0
3	9403	BIOINFORMATICS PROGR 1	1	1	0	1	0
3	7564	COMM AND NETWORK TCHL ANL 1	2	2	0	1	1
3	4805	COMPUTER RESC SPEC 1	8	5	3	5	3
3	7172	DEV TCHN 3	1	1	0	1	0
3	8303	ELECTR TCHN	1	1	0	1	0
3	9605	LAB AST 1	1	0	1	1	0
3	9603	LAB AST 2	20	6	14	14	6
3	9602	LAB AST 3	21	10	11	16	5
3	8994	MED AST 2	10	1	9	8	2
3	8992	MED AST PD	2	0	2	2	0
3	6192	MUSICIAN SR	11	9	2	10	1
3	9282	PHARMACY TCHN 2	2	1	1	0	2
3	6227	PHOTOGRAPHIC TCHN	1	1	0	1	0
3	6215	PRODUCER DIR AST	1	0	1	0	1
3	6254	RECORDING TCHN	1	1	0	1	0
3	4768	REPROGRAPHICS SUPV	1	0	1	1	0
3	6334	SCENE TCHN AST	6	4	2	3	3
3	6318	WARDROBE TCHN	2	0	2	2	0
Total (#)			104	47	57	77	27
Total (%)				45.2	54.8	74.04	26.0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: E50 - Clerical/Admin. High Level

EEO

Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
12	7244	ADMIN ANL AST	23	7	16	18	5
12	4722	BLANK AST 3	181	28	153	132	49
12	4726	BLANK AST 3 SUPV	2	0	2	1	1
12	4621	COLLECTIONS REPR SR	1	1	0	0	1
12	7684	EDITOR	3	1	2	3	0
12	6453	PRG REPR 2	4	2	2	4	0
12	6309	PUBL EVENTS MGR SUPV NEX	1	0	1	1	0
Total (#)			215	39	176	159	56
Total (%)				18.1	81.9	73.95	26.0

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: E51 - Clerical/Admin. Mid Level

EEO

Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
12	4723	BLANK AST 2	81	16	65	47	34
12	4727	BLANK AST 2 SUPV	3	1	2	1	2
12	4105	CHILD DEV CTR TEACHER 2	3	1	2	2	1
12	4771	KEY ENTRY SUPV 1	1	0	1	1	0
12	4822	MAIL PROCESSOR SR	2	1	1	0	2
12	4011	RECREATION PRG INSTR	58	27	31	49	9
Total (#)			148	46	102	100	48
Total (%)				31.1	68.9	67.57	32.4

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: E52 - Clerical/Admin. Entry Level

EEO

Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
12	4724	BLANK AST 1	7	0	7	6	1
12	4107	CHILD DEV CTR TEACHER 1	11	0	11	5	6
12	4672	CLERK SR OR SECR	23	15	8	21	2
12	4773	KEY ENTRY OPR	1	0	1	1	0
12	4772	KEY ENTRY OPR LD	1	0	1	1	0
12	4823	MAIL PROCESSOR	3	3	0	2	1
Total (#)			46	18	28	36	10
Total (%)				39.1	60.9	78.26	21.7

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: E53 - Library Assistants

EEO

EEO Cat	Job Code	Job Title	Total				
			EMP	MALE	FEMALE	WHITE	MIN
12	6760	LIBRARY AST 3	12	1	11	10	2
12	6759	LIBRARY AST 4	12	3	9	8	4
12	6765	LIBRARY AST 4 SUPV	2	0	2	1	1
Total (#)			26	4	22	19	7
Total (%)				15.4	84.6	73.08	26.9

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: F60 - Staff Skilled Crafts

EEO

			Total				
Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
14	8155	MATERIAL PLANNER	1	0	1	1	0
14	8174	PHYS PLT MECH	47	46	1	36	11
14	7935	PHYS PLT MECH SUPV NEX	5	5	0	4	1
Total (#)			53	51	2	41	12
Total (%)				96.2	3.8	77.36	22.6

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: G70 - Staff Operatives/Semi-Skilled

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
13	8485	AUTO EQUIP OPR PRN	5	5	0	2	3
13	8489	AUTO EQUIP OPR PRN SUPV	1	1	0	1	0
13	8486	AUTO EQUIP OPR SR	41	23	18	33	8
13	8473	AUTO TCHN	2	2	0	2	0
13	8210	BLDG MAINT SUPV SR	4	4	0	2	2
13	8213	BLDG MAINT WORKER	2	2	0	2	0
13	8211	BLDG MAINT WORKER LD	1	1	0	0	1
13	8212	BLDG MAINT WORKER SR	26	24	2	16	10
13	8563	EQUIP OPR	1	1	0	1	0
13	8476	HVY DUTY EQUIP TCHN	3	3	0	3	0
13	5064	STOREKEEPER	2	1	1	1	1
13	5061	STOREKEEPER LD	4	3	1	3	1
13	5062	STOREKEEPER SR	9	8	1	4	5
13	5060	STOREKEEPER SR LD	1	1	0	0	1
13	5063	STORES WORKER	2	2	0	1	1
Total (#)			104	81	23	71	33
Total (%)				77.9	22.1	68.27	31.7

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: I90 - Protective Service

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
2	5332	PARKING REPR LD	1	1	0	1	0
2	5333	PARKING REPR SR	1	1	0	1	0
2	5323	POLICE OFCR	11	8	3	7	4
2	5313	POLICE SERGEANT	5	5	0	3	2
2	5328	PROCTOR	23	18	5	12	11
2	5340	PROCTOR SR SUPV	3	3	0	1	2
2	5216	PUBL SAFETY DISPATCHER	9	1	8	7	2
Total (#)			53	37	16	32	21
Total (%)				69.8	30.2	60.38	39.6

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: I91 - Food Custodial & Grounds High

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
13	5502	BAKER SR	2	2	0	1	1
13	5522	COOK SR	20	10	10	9	11
13	5113	CUSTODIAN LD	10	7	3	0	10
13	5110	CUSTODIAN PRN SUPV	1	1	0	1	0
13	5111	CUSTODIAN SR SUPV	5	3	2	2	3
13	5447	FOOD SVC MGR AST SUPV	10	4	6	7	3
13	8153	GARDENER GROUNDSKEEPER	16	10	6	16	0
13	8134	GROUNDNS EQUIP OPR	2	2	0	1	1
13	8130	GROUNDNS SR SUPV EX	2	1	1	0	2
13	8132	GROUNDNSKEEPER LD	3	3	0	1	2
13	8090	IRRIGATION SPEC	1	1	0	0	1
13	8091	IRRIGATION SPEC LD	1	1	0	1	0
13	8083	TREE TRIMMER	2	2	0	1	1
Total (#)			75	47	28	40	35
Total (%)				62.7	37.3	53.33	46.7

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 1 - University of California, Santa Cruz

June 1, 2016 - May 31, 2017

Job Group Analysis

Job Group: 192 - Food Custodial & Grounds Entry-Mid

			Total				
EEO Cat	Job Code	Job Title	EMP	MALE	FEMALE	WHITE	MIN
13	5503	BAKER	3	3	0	0	3
13	5523	COOK	22	15	7	5	17
13	5524	COOK AST	15	6	9	2	13
13	5116	CUSTODIAN SR	116	59	57	23	93
13	5650	FOOD SVC WORKER PRN	28	10	18	9	19
13	5651	FOOD SVC WORKER SR	71	26	45	2	69
13	8133	GROUNDSKEEPER	9	9	0	5	4
13	5114	WINDOW CLEANER	1	1	0	1	0
Total (#)			265	129	136	47	218
Total (%)				48.7	51.3	17.74	82.3

(+) indicates this job title contains employees who are included from another facility.

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: A10 - Senior Management
Test: Whole Person
Total Employees: 10

Total		
	FEMALE	MINORITY
Employees (#)	7	2
Employees (%)	70.0	20.0
Availability (%) Goal	41.8	24.7
Test: Whole Person	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: A11 - MSP Administrative
Test: Whole Person
Total Employees: 164

Total		
	FEMALE	MINORITY
Employees (#)	88	27
Employees (%)	53.7	16.5
Availability (%) Goal	45.7	26.7
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	16

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: A12 - MSP Technical
Test: Whole Person
Total Employees: 190

Total		
	FEMALE	MINORITY
Employees (#)	38	46
Employees (%)	20.0	24.2
Availability (%) Goal	28.9	34.3
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	16	19

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B19 - Administrative Grades K-M
Test: Whole Person
Total Employees: 240

Total		
	FEMALE	MINORITY
Employees (#)	176	53
Employees (%)	73.3	22.1
Availability (%) Goal	60.9	24.2
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	5

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B20 - Student Affairs Grades K-M
Test: Whole Person
Total Employees: 102

Total		
	FEMALE	MINORITY
Employees (#)	69	31
Employees (%)	67.6	30.4
Availability (%) Goal	68.6	36.1
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	5

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B21 - Administrative Grades H-J

Test: Whole Person

Total Employees: 329

Total		
	FEMALE	MINORITY
Employees (#)	260	74
Employees (%)	79.0	22.5
Availability (%) Goal	64.4	25.7
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	10

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B22 - Student Affairs Grades H-J
Test: Whole Person
Total Employees: 275

Total		
	FEMALE	MINORITY
Employees (#)	199	114
Employees (%)	72.4	41.5
Availability (%) Goal	74.5	36.9
Test: Whole Person	YES	NO
Add'l Needed to Eliminate Problem Area (#)	5	0

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B30 - Technical Grades K-M
Test: Whole Person
Total Employees: 211

Total		
	FEMALE	MINORITY
Employees (#)	72	38
Employees (%)	34.1	18.0
Availability (%) Goal	27.1	28.6
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	22

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: B31 - Technical Grades H-J
Test: Whole Person
Total Employees: 90

	Total	
	FEMALE	MINORITY
Employees (#)	36	22
Employees (%)	40.0	24.4
Availability (%) Goal	36.3	27.3
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	2

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: C40 - Technical High-Mid Level

Test: Whole Person

Total Employees: 102

Total		
	FEMALE	MINORITY
Employees (#)	42	23
Employees (%)	41.2	22.5
Availability (%) Goal	40.0	26.0
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	3

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: C41 - Technical Entry Level

Test: Whole Person

Total Employees: 104

Total		
	FEMALE	MINORITY
Employees (#)	57	27
Employees (%)	54.8	26.0
Availability (%) Goal	53.6	34.0
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	8

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: E50 - Clerical/Admin. High Level

Test: Whole Person

Total Employees: 215

Total

	FEMALE	MINORITY
Employees (#)	176	56
Employees (%)	81.9	26.0
Availability (%) Goal	80.8	33.6
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	16

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: E51 - Clerical/Admin. Mid Level

Test: Whole Person

Total Employees: 148

Total		
	FEMALE	MINORITY
Employees (#)	102	48
Employees (%)	68.9	32.4
Availability (%) Goal	76.7	31.8
Test: Whole Person	YES	NO
Add'l Needed to Eliminate Problem Area (#)	11	0

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: E52 - Clerical/Admin. Entry Level

Test: Whole Person

Total Employees: 46

Total

	FEMALE	MINORITY
Employees (#)	28	10
Employees (%)	60.9	21.7
Availability (%) Goal	67.5	35.1
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	3	6

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: E53 - Library Assistants
Test: Whole Person
Total Employees: 26

Total		
	FEMALE	MINORITY
Employees (#)	22	7
Employees (%)	84.6	26.9
Availability (%) Goal	74.6	27.0
Test: Whole Person	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: F60 - Staff Skilled Crafts
Test: Whole Person
Total Employees: 53

Total		
	FEMALE	MINORITY
Employees (#)	2	12
Employees (%)	3.8	22.6
Availability (%) Goal	10.0	43.4
Test: Whole Person	YES	YES
Add'l Needed to Eliminate Problem Area (#)	3	11

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: G70 - Staff Operatives/Semi-Skilled

Test: Whole Person

Total Employees: 104

Total		
	FEMALE	MINORITY
Employees (#)	23	33
Employees (%)	22.1	31.7
Availability (%) Goal	16.3	56.5
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	25

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: I90 - Protective Service
Test: Whole Person
Total Employees: 53

Total		
	FEMALE	MINORITY
Employees (#)	16	21
Employees (%)	30.2	39.6
Availability (%) Goal	35.8	31.3
Test: Whole Person	YES	NO
Add'l Needed to Eliminate Problem Area (#)	2	0

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: I91 - Food Custodial & Grounds High
Test: Whole Person
Total Employees: 75

Total		
	FEMALE	MINORITY
Employees (#)	28	35
Employees (%)	37.3	46.7
Availability (%) Goal	31.2	67.7
Test: Whole Person	NO	YES
Add'l Needed to Eliminate Problem Area (#)	0	15

EXHIBIT 2 - University of California, Santa Cruz
June 1, 2016 - May 31, 2017
Comparison of Incumbency to Availability and Placement Goals

Job Group: I92 - Food Custodial & Grounds Entry-Mid

Test: Whole Person

Total Employees: 265

Total		
--------------	--	--

	FEMALE	MINORITY
Employees (#)	136	218
Employees (%)	51.3	82.3
Availability (%) Goal	35.6	60.5
Test: Whole Person	NO	NO
Add'l Needed to Eliminate Problem Area (#)	0	0