

EXECUTIVE ORDER 11246 AFFIRMATIVE ACTION PLAN (AAP)

FOR

**UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT
1111 Franklin Street
OAKLAND, CA 94607**

July 1, 2015 Through June 30, 2016

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PART I: AAP FOR MINORITIES AND WOMEN

**PART II: AAP FOR PROTECTED VETERANS
AND INDIVIDUALS WITH DISABILITIES**

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**AAP FOR
UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT
TABLE OF CONTENTS**

BACKGROUND	4
APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS	4
PROTECTED GROUPS.....	5
PROGRAM TERMINOLOGY.....	6
RELIANCE ON EEOC'S GUIDELINES.....	8
REPORTING PERIOD	8
STATEMENT OF PURPOSE FOR PARTS I AND II	9

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN 10

TABLE OF CONTENTS	11
CHAPTER 1: ORGANIZATIONAL PROFILE	12
CHAPTER 2: JOB GROUP ANALYSIS.....	13
CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS	14
CHAPTER 4: DETERMINING AVAILABILITY	15
CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY.....	16
CHAPTER 6: PLACEMENT GOALS	17
CHAPTER 7: DESIGNATION OF RESPONSIBILITY	18
CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS	21
CHAPTER 9: ACTION-ORIENTED PROGRAMS.....	22
CHAPTER 10: INTERNAL AUDIT AND REPORTING	25
CHAPTER 11: RECORDS RETENTION	26

**PART II: AFFIRMATIVE ACTION PLAN FOR PROTECTED VETERANS AND INDIVIDUALS WITH
DISABILITIES 27**

TABLE OF CONTENTS	28
CHAPTER A: DEFINITIONS	29
CHAPTER B: POLICY STATEMENT	31
CHAPTER C: REVIEW OF PERSONNEL PROCESSES.....	33
CHAPTER D: PHYSICAL AND MENTAL QUALIFICATIONS.....	34
CHAPTER E: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS	35
CHAPTER F: HARASSMENT	36
CHAPTER G: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT	37
CHAPTER H: INTERNAL DISSEMINATION OF POLICY	39
CHAPTER I: AUDIT AND REPORTING SYSTEM.....	40
CHAPTER J: RESPONSIBILITY FOR IMPLEMENTATION	41
CHAPTER K: TRAINING	42
CHAPTER L: DATA COLLECTION ANALYSIS	43
CHAPTER M: COMPENSATION	44
COMPOSITION OF AFFIRMATIVE ACTION JOB GROUPS.....	EXHIBIT A
NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICY REGARDING STAFF AND ACADEMIC EMPLOYMENT.....	EXHIBIT B
PLACEMENT GOALS REPORT.....	EXHIBIT C

INTRODUCTION TO PARTS I AND II BACKGROUND

University of California, Office of the President (UCOP) is a federal government supply and service contractor subject to the affirmative action requirements of Executive Order 11246, the Rehabilitation Act of 1973 as amended, and the Vietnam Veterans' Readjustment Assistance Act of 1974, Section 4212. Because UCOP has \$50,000 or more in annual contracts with the federal government and employs 50 or more employees, we are required to prepare annual written Affirmative Action Plans (AAP's) for minorities and women, for protected veterans, and for individuals with disabilities for our organization. Failure to comply with these laws and their implementing regulations, which are enforced by the Office of Federal Contract Compliance Programs (OFCCP), can result in debarment of the organization from future contracts and subcontracts.

Affirmative action is a term that encompasses any measure adopted by an employer to correct or to compensate for past or present discrimination or to prevent discrimination from recurring in the future. Affirmative action goes beyond the simple termination of a discriminatory practice.

As stipulated in federal regulations, a prerequisite to the development of a satisfactory affirmative action plan is the evaluation of opportunities for protected group members, as well as an identification and analysis of problem areas inherent in their employment. Also, where a statistical analysis reveals a numeric disparity between incumbency (and/or hiring rates for veterans) and availability, an adequate AAP details specific affirmative action steps to guarantee equal employment opportunity. These steps are keyed to the problems and needs of protected group members. 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 UCOP'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 UCOP was developed.

APPLICABLE AFFIRMATIVE ACTION LAWS AND REGULATIONS

UCOP'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"), Part 60-20 (Sex Discrimination Guidelines for Government Contractors), and Part 60-50 (Guidelines on Discrimination Because of Religion and National Origin).

UCOP has developed separately an affirmative action plan for protected veterans and individuals with disabilities (Part II) 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), 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).

The Jobs for Veterans Act (JFVA), Public Law 107-288, effective December 1, 2003, increased the threshold for coverage under 38 U.S.C. §4212 from \$25,000 to \$100,000; grants VEVRAA protection to those veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985 (62 Fed. Reg. 1209); changes the definition of “recently separated veteran” to include “any veteran during the three-year period beginning on the date of such veteran’s discharge or release from active duty”; changes “Special Disabled Veterans” to “Disabled Veterans,” expanding the coverage to conform to 38 U.S.C. § 4211 (3); and, following publication of the final regulations, requires contractors to post job listings with their local employment service delivery system.

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT
41 C.F.R. § 60-1.4(a)(1)

It is the policy of the UCOP not to engage in discrimination against or harassment of any person employed or seeking employment with the UCOP 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 UCOP policies. UCOP 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.

Includes threats, intimidation, reprisals, and/or adverse actions related to employment.

In addition, it is the policy of the UCOP to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for individuals with disabilities, and for protected veterans. The UCOP 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 UCOP standards of quality and excellence.

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor (DOL) is responsible for enforcing the equal employment opportunity mandate of Executive Order 11246, as amended. Guidelines for the development and implementation of affirmative action programs are set forth in the OFCCP's 41 CFR, Part 60-2. The OFCCP may review the UCOP's Affirmative Action Program (AAP) and assess UCOP's compliance.

PROTECTED GROUPS

Coverage under affirmative action laws and regulations applies to:

- Women and minorities who are recognized as belonging to or identifying with the following race or ethnic groups: Blacks/African Americans, Hispanics/Latinos, Asians/Pacific Islanders, and American Indians/Alaskan Natives.
- Any 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 Secretary of Veterans Affairs, or who was discharged or released from active duty because of a service-connected disability.

- Recently separated veterans: any veteran currently within three-years of discharge or release from active duty.
- Veterans who served on active duty in the U.S. military during a war or campaign or expedition for which a campaign badge is awarded.
- Veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.
- An individual with a disability: 1) a person who has a physical or mental impairment that substantially limits one or more of his/her major life activities; (2) has a record of such impairment, or (3) is regarded as having such impairment.

PROGRAM TERMINOLOGY

The terms, "comparison of incumbency to availability," "deficiency," and "problem area," appearing in this AAP, is terms UCOP is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance whatsoever. Although UCOP will use the terms in total good faith in connection with its AAP, such use does not necessarily signify that UCOP agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives.

The comparison of incumbency to availability contained herein is required by Government regulations to be based on certain statistical comparisons. Geographic areas and sources of statistics used herein for these comparisons were used in compliance with Government regulations, as interpreted by Government representatives. The use of certain geographic areas and sources of statistics does not indicate UCOP's agreement that the geographic areas are appropriate in all instances of use or that the sources of statistics are the most relevant.

The use of such geographic areas and statistics may have no significance outside the context of this AAP. Such statistics and geographic areas will be used, however, in total good faith with respect to this AAP.

The grouping of job titles into a given job group does not suggest that UCOP believes the jobs so grouped are of comparable worth.

Whenever the term "goal" is used, it is expressly intended that it "should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin," as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e)(2).

This AAP is not intended to create any contractual or other rights in any person or entity.

DISSEMINATION OF POLICY, OUTREACH, AND POSITIVE RECRUITMENT

41 C.F.R. § 60-300.44(f) (g); 60-741.44(f) (g)

OP undertakes the following to communicate its policies on nondiscrimination and affirmative action:

Internal Dissemination

- Include the nondiscrimination and affirmative action policies in all personnel manuals distributed to employees. Nondiscrimination and affirmative action policies are also printed on all publications and located on the UCOP employment web site.
- Communicate the nondiscrimination and affirmative action policies to employees, including during new employee orientation sessions.
- Conduct both formal and informal meetings with employees, managers, and supervisors to discuss non-discrimination and affirmative action policies.
- Publish written notices concerning training and development programs to ensure equal opportunity and non-discrimination in participation in such programs.
- Display equal employment opportunity and affirmative action posters on bulletin boards and in other areas designated for general information.
- Publish feature articles and photos (when such items are prepared for newspapers, advertisements, handbooks, and other publications) that include women and minorities.
- Advise union officials of the equal opportunity and affirmative action policies and provide for the inclusion of appropriate clauses in collective bargaining agreements. Review agreements to ensure that they are non-discriminatory.

External Dissemination

- Inform recruitment sources that the University is an affirmative action/equal opportunity employer. Encourage these sources to refer all qualified potential applicants, including minorities and women, to the OP for employment opportunities.
- Include the clause, "The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age or protected veteran status" in all job announcements.

- Provide notice to all contractors, subcontractors, vendors, and suppliers of goods and services of the OP's affirmative action and non-discrimination policies and obligations pursuant to Executive Order 11246, as amended, and its implementing regulations. Include the clause, "This contractor and subcontractor shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identify national origin, protected veteran status or disability" in all the OP purchase agreements, leases, and contracts.

Recruitment Sources

UCOP enlists numerous recruiting sources, including targeted internet sites, non-profit organizations, state agencies and relevant publications.

To augment its efforts related to the employment and advancement of qualified individuals with a disability and/or Protected Veterans. UCOP conducts outreach through the State of California Employment Development Department (EDD), Department of Rehabilitation, educational/training agencies, and organizations for individuals with a disability and protected veterans.

RELIANCE ON EEOC'S GUIDELINES

Although UCOP does not believe any violation of Title VII of the Civil Rights Act exists, it has developed this AAP in accordance with and in reliance upon the EEOC's Guidelines on Affirmative Action, Title 29 Code of Federal Regulations, Part 1608.

REPORTING PERIOD

This AAP is designed to cover the following reporting period,

- AAP implementation period: 7/1/2015 – 6/30/2016
- Transaction period: 4/1/2014 – 3/31/2015

STATEMENT OF PURPOSE FOR PARTS I AND II

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

The AAP, therefore, is a detailed, results-oriented set of procedures which, when carried out, results in full compliance with equal employment opportunity requirements through the equal treatment of all people.

The manner in which this is to be accomplished becomes technical and somewhat complicated. There are several reasons for this. First, UCOP is subject to and must address a variety of State and Federal laws and guidelines dealing with equal employment opportunity and affirmative action. These guidelines and requirements are in themselves somewhat technical and complex. In addition, relevant court decisions, which are often useful in interpreting, but sometimes conflicting with these requirements and guidelines, must be taken into account when developing and implementing the AAP. Furthermore, in determining UCOP's current equal employment opportunity and affirmative action position and its desired future achievements, numbers, percentages, statistics, and numerous calculations and computations must come into play.

The technical, legal, and mathematical aspects of the AAP, however, all have one common purpose—to allow us to properly identify three key concepts:

- Where we stand now,
- Where we must go,
- How best to get there.

These three concepts are the Affirmative Action Plan.

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT

PART I: AFFIRMATIVE ACTION PLAN FOR MINORITIES AND WOMEN

FOR

July 1, 2015 Through June 30, 2016

PART I
AAP FOR MINORITIES AND WOMEN
TABLE OF CONTENTS

CHAPTER 1:	ORGANIZATIONAL PROFILE 41 C.F.R. § 60-2.11
CHAPTER 2:	JOB GROUP ANALYSIS 41 C.F.R. § 60-2.12
CHAPTER 3:	PLACEMENT OF INCUMBENTS IN JOB GROUPS 41 C.F.R. § 60-2.13
CHAPTER 4:	DETERMINING AVAILABILITY 41 C.F.R. § 60-2.14
CHAPTER 5:	COMPARING INCUMBENCY TO AVAILABILITY 41 C.F.R. § 60-2.15
CHAPTER 6:	PLACEMENT GOALS 41 C.F.R. § 60-2.16

ADDITIONAL REQUIRED ELEMENTS OF AFFIRMATIVE ACTION PROGRAMS

CHAPTER 7:	DESIGNATION OF RESPONSIBILITY 41 C.F.R. § 60-2.17(a)
CHAPTER 8:	IDENTIFICATION OF PROBLEM AREAS 41 C.F.R. § 60-2.17(b)
CHAPTER 9:	ACTION-ORIENTED PROGRAMS 41 C.F.R. § 60-2.17(c)
CHAPTER 10:	INTERNAL AUDIT AND REPORTING SYSTEM 41 C.F.R. § 60-2.17(d)
CHAPTER 11:	RECORDS RETENTION 41 C.F.R. § 60-1.12(a)(b)

PART I: AAP FOR MINORITIES AND WOMEN
CHAPTER 1: ORGANIZATIONAL PROFILE
41 C.F.R. § 60-2.11

Workforce Analysis/Lines of Progression

UCOP conducted a workforce analysis to identify employees by gender and race/ethnicity in each job title. The data was collected from payroll records dated March 31, 2015.

Job titles are listed by organizational unit. Job titles are listed from lowest to highest paid. The list includes all job titles, including departmental supervision, exempt, and nonexempt titles.

For each job title, UCOP identified the total number of employees, the number of male and female employees, the total number of minority employees, the male and female minority employees, the total number of employees who are White, Black, Hispanic, Asian, American Indian or Alaskan Native employees, Native Hawaiian or Pacific Islander, and Two or More races, and the male and female employees within each of these race/ethnic groups.

University of California Chancellors, the Vice President—Agriculture and Natural Resources, and the Lawrence Berkeley Laboratory Director are not included in the UCOP workforce analysis, but are included in the UCOP job group and utilization analyses because selection decisions for these positions are made at the Office of the President and/or by The Board of Regents. While reported in the Plan, employees who hold these positions work at off-site establishments.

Currently, the OP workforce is employed within 12 organizational Divisions:

- Academic Affairs
- Division of Agriculture & Natural Resources
- Government Relations
- Office of the Chief Financial Officer
- Office of the Chief Operating Officer
- Office of the National Laboratories
- President's Executive Office
- Public Affairs
- Regents Officers
- Systemwide Academic Senate
- UC Health
- UCOP Expenses and Provisions

See the ***Workforce Analysis*** for the results per organizational unit.

CHAPTER 2: JOB GROUP ANALYSIS

41 C.F.R. § 60-2.12

For the purpose of this Affirmative Action Program, UCOP has analyzed its jobs and organized them into specific job groups. In creating these job groups, UCOP considered job content (i.e., duties and responsibilities of the same type or level); wage or salary rates; and opportunities (i.e., similar training, transfer, promotion, pay, mobility, and other career advancement opportunities). In addition, we considered the availability of requisite skill data and the number of total job incumbents in developing job groups in order to allow for meaningful statistical analysis of the groups.

UCOP divides its job titles into 26 job groups. Whenever possible we have avoided crossing EEO categories.

- 1A - Management - Senior Administrators/Managers
- 1B - Management - Managers/Supervisors
- 1C - Management Professionals
- 2A - Senior Business & Financial Administrators/Managers/Supervisors
- 2B - Senior Business & Financial Professionals
- 2C - Senior Business & Financial Analysts
- 2D - Business & Financial Professionals
- 2E - Business & Financial Analysts
- 2F - Finance Personnel
- 3A - Senior Legal & Social Administrators/Managers/Supervisors
- 3B - Senior Legal & Social Professionals
- 3C - Legal & Social Professionals
- 4A - Engineering & Science Supervisors
- 4B - Senior Engineering & Science Professionals
- 4C - Engineering & Science Professionals
- 4D - Information Technology Personnel
- 5A - Administrative Supervisors
- 5B - Administrative Professionals
- 5C - Administrative Operations Professionals
- 6A - Library Professionals
- 7A - Maintenance Professionals
- 8A - Postsecondary Academic Professionals
- 9A - Production Professionals
- 10A - Sales Occupations
- 11A - Service Professionals
- 12A - Academic Affairs Professionals

A list of job codes in each Job Group is included on Exhibit A.

UCOP did not combine job titles with different content, wages, or opportunities if doing so would have obscured problem areas (e.g., job groups which combine jobs in which minorities or women are concentrated with jobs in which they are underrepresented).

CHAPTER 3: PLACEMENT OF INCUMBENTS IN JOB GROUPS

41 C.F.R. § 60-2.13

Each job group appears on a Job Group Report with a job group name and number. The report lists each job title in the job group. For each job title, the worksheet provides the following information: EEO reporting category, job title, employee headcounts for each job title, and overall percentages by gender and race/ethnicity as of March 31, 2015.

See the *Job Group Analysis* for the listing of the job titles and the associated race and gender headcounts per job group.

CHAPTER 4: DETERMINING AVAILABILITY

41 C.F.R. § 60-2.14

Pursuant to 41 C.F.R. § 60-2.14, The Availability Analysis estimates the percentages of qualified minorities and women available for employment in each identified job group. In estimating availability, the UCOP is required by the Executive Order to consider at least two factors. The factors that must be taken into account and weighted according to their importance in terms of total availability are listed below.

- **Required Skills--Recruiting Area:** the percentage of minorities and women with the requisite skills in the reasonable recruitment area. The reasonable recruitment area is defined as the geographical area from which the OP reasonably could find qualified applicants.
- **Internal Market:** the percentage of minorities and women among those promotable, transferable, and trainable within the organization.

Personnel are recruited from within the University and external sources on multi-geographic levels. In general, external sources from which the University recruits come from three geographic levels: local (San Francisco Bay Area for Job Groups 5-10), state (California for Job Group 3-4), and national (United States for Job Groups 1-2).

Availability data was collected to address both factors, and weighted according to applicant availability.

See the ***Availability Analysis*** for the availability breakdown for each job group.

CHAPTER 5: COMPARING INCUMBENCY TO AVAILABILITY

41 C.F.R. § 60-2.15

Once final availability estimates were made for each job group, UCOP compared the percentage of incumbents in each job group to their corresponding availability. A comparison was made between the percentage employed as of March 31, 2015 and that group's final availability.

See the *Comparison of Incumbency to Availability* for the results per job group.

CHAPTER 6: PLACEMENT GOALS

41 C.F.R. § 60-2.16

UCOP has established an annual percentage placement goal whenever it found that minority or female 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 women and/or minorities, as appropriate for that job group. These goals take into account the availability of basically qualified persons in the relevant labor area. They also take into account anticipated employment opportunities with our organization. Goals are not rigid and inflexible 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 female applicants and through implementation of our action-oriented programs (see Chapter 9). Selections will occur only from among qualified applicants. Goals do not require the hiring of a person when there are no vacancies or the hiring of a person who is less likely to do well on the job ("less qualified") over a person more likely to do well on the job ("better qualified"), under valid selection procedures. Goals do not require that UCOP hire a specified number of minorities or women.

Goals are not rigid and inflexible 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. A goal is a guidepost against which UCOP, a community group, or a compliance agency can measure progress in remedying identified deficiencies in UCOP'S workforce. By setting realistic goals, based on expected vacancies and anticipated availability of skills within the relevant labor area, and using a job-related selection system, UCOP should be able to meet the goals, assuming we conduct effective recruitment and advertising efforts to ensure an adequate pool of qualified minority and/or female qualified applicants from which to make selections.

In establishing goals, UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT considered the results which could reasonably be expected from putting forth every good faith effort to make our overall AAP work. We involved personnel-relations staff, department heads, and unit managers and supervisors in the goal-setting process. Goals were not established that would exclude any gender or race/ethnic group.

See the **Placement Goals** report (Exhibit C) for each job group.

CHAPTER 7: DESIGNATION OF RESPONSIBILITY

41 C.F.R. § 60-2.17(a)

As part of its efforts to ensure equal employment opportunity to all individuals, UCOP has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the Executive Vice President Business Operation and Chief Operating Officer, the Vice President-Human Resources, the Chief Human Resources Officers, the Affirmative Action Officer, and those employed as supervisors and managers have undertaken the responsibilities described below.

Executive Vice President -- Business Operations Chief Operating Officer

The Executive Vice President--Business Operations is the Chief Operating Officer for the University of California, Office of the President (OP) and has overall responsibility for affirmative action. The Executive Vice President--Business Operations Chief Operating Officer has delegated specific authorities and responsibilities for affirmative action as outlined below:

Vice President -- Human Resources

The Vice President – Human Resources has oversight responsibility for the UCOP Affirmative Action Plan, and oversees overall implementation of the commitments and objectives outlined in the Plan.

Chief Human Resources Officer (CHRO)

Affirmative Action Officer (AAO)

The AAO and CHRO have shared responsibility for the following:

- Administer employee affirmative action programs consistent with established affirmative action objectives.
- Ensure that consultations with managers, supervisors, and other employees are conducted regarding the University's policies governing affirmative action and non-discrimination.
- Ensure that appropriate monitoring and reporting systems are developed to measure the effectiveness of UCOP affirmative action and nondiscrimination policies, programs, and actions. Ensure identification of problem areas and development of action-oriented programs.

The CHRO's responsibilities include the following:

- Advise Division Heads, Department Heads, Unit Managers, and Supervisors about the application of personnel policies and their affirmative action implications.
- Assist in the identification of problem areas concerning protected groups.
- Oversee systems to collect information that is used to measure the effectiveness of affirmative action programs, identify any need for remedial action, and determine the attainment of affirmative action goals (joint responsibility with AAO).

- Develop and implement policies and procedures which afford minorities and women equal opportunity to participate in all OP- sponsored educational, training, recreational, and social activities.
- Ensure the implementation of policies and procedures governing equal employment opportunity and affirmative action efforts (joint responsibility with AAO).

The AAO is responsible for the development of affirmative action plans, policies, and programs at the OP, and has responsibility for the day-to-day implementation of the UCOP Affirmative Action Plan, including the coordination, monitoring, and evaluation of the OP Affirmative Action programs, policies, and procedures. Internal and external inquiries concerning Affirmative Action/Equal Employment Opportunity issues for the Office of the President should be directed to the following individual:

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510-987-0104

Specifically, the AAO's responsibilities include the following:

- Develop and update the Affirmative Action Plan for the OP consistent with applicable laws, regulations, and University policies.
- Implement within the Office of the President the UCOP Affirmative Action Plan with respect to administration of personnel policies, recruitment, hiring, promotion, retention, and training and development. The AAO works with the Principal Officers of The Regents in their implementation of the UCOP Affirmative Action Plan with respect to personnel actions such as recruitment, hiring, promotion, retention, and training and development.

Design and implement audit and reporting systems that will:

- Measure the effectiveness of affirmative action programs.
- Identify any needs for remedial action.
- Determine the degree to which affirmative action goals and objectives are being attained.
- Identify problem areas and assist in the development of corrective programs and actions (joint responsibility with CHRO).

Develop internal and external communications to provide for broad dissemination of UCOP's nondiscrimination and affirmative action policies and procedures (joint responsibility with CHRO).

Conduct informal and formal meetings, conferences, workshops, seminars, or individual or group sessions with UCOP employees to communicate information regarding the University's policies, legal requirements, and other issues pertaining to affirmative action and non-discrimination.

- Conduct confidential informal discussions with employees and/or supervisors and formal investigations regarding suspected or alleged discriminatory actions or behavior.

Division Heads, Department Heads, Unit Managers

Division Heads', Department Heads', and Unit Managers' responsibilities include the following:

- Provide for equitable application of all personnel policies and procedures to provide a workplace free of employment discrimination.
- Afford women and minorities equal opportunity to participate in the UCOP sponsored educational, training, recreational, and social activities.
- Apply good faith efforts to achieve placement goals when established.

Supervisors' responsibilities include the following:

- Apply equitably all personnel policies and practices to provide a workplace free of discrimination. Upon request, provide employees with copies of written policy and procedural statements.
- Circulate internal and external communications to employees regarding affirmative action and non-discrimination policies, procedures, and programs.
- Implement policies and procedures which afford women and minorities equal opportunities to participate in UCOP sponsored educational, training, recreational, and social activities.

CHAPTER 8: IDENTIFICATION OF PROBLEM AREAS

41 C.F.R. § 60-2.17(b)

Terminology

The phrases “comparison of incumbency to availability,” and “problem area” appearing in this chapter are terms UCOP is required by government regulations to use. The criteria used in relation to these terms are those specified by the government. These terms have no independent legal or factual significance. Although UCOP will use the terms in good faith in connection with its AAP, such use does not necessarily signify UCOP agrees that these terms are properly applied to any particular factual situation and is not an admission of non-compliance with EEO laws, regulations, and objectives. Whenever the term “goal” is used, it is expressly intended that it “should not be used to discriminate against any applicant or employee because of race, color, religion, gender, or national origin,” as stated in Title 41 Code of Federal Regulations, Part 60-2.16(e).

In addition to comparing incumbency to availability within job groups, UCOP has conducted studies to identify problem areas in each of its selection procedures (i.e., hires, promotions, and terminations). UCOP will continue to monitor and update these studies during each AAP year. In each case where potential problem areas have been identified, affirmative actions, as appropriate, will be taken consistent with any of the action-oriented programs described in Chapter 9 of this AAP.

Goals are established within each of the job groups at no less than the current availability data for the job group.

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

An analysis of minority and female distribution within each organizational unit was accomplished by a thorough investigation of the *Workforce analysis*.

An analysis of minority and female utilization within each job group was accomplished by a thorough investigation of the *Comparison of Incumbency to Availability* reports.

41 C.F.R. § 60-2.17(b)(2): Personnel Activity

Applicant flow, hires, promotions, and terminations were analyzed by job group. An analysis of selection disparities in personnel activity between men/women and whites/minorities was accomplished by a thorough examination of transaction data. See the *Summary of Personnel Transactions Report* for each job group.

41 C.F.R. § 60-2.17(b)(3): Compensation Systems

Compensation analyses were conducted by comparing the salaries for men v. women, and whites v. minorities in each job title to determine whether there are gender, race, or ethnicity-based disparities.

CHAPTER 9: ACTION-ORIENTED PROGRAMS

41 C.F.R. § 60-2.17(c)

UCOP tailors our action-oriented programs each year to ensure they are specific to the problem identified.

Action-Oriented Program:

Action programs have been instituted to eliminate identified problem areas and to help achieve specific Affirmative Action goals. These programs may include, but are not limited to, the following:

Conducting appropriate analyses of job descriptions to ensure they accurately reflect job functions.

Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes.

Evaluating the total selection process to ensure freedom from bias through:

- Reviewing job applications and other pre-employment forms to ensure information requested is job-related.
- Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity.
- Training personnel and management staff on proper interview techniques.
- Training in EEO for management and supervisory staff.

Using techniques to improve recruitment and increase the flow of qualified applicants, including minority and female applicants. The UCOP may undertake the following actions:

- Include the phrase "Equal Opportunity/Affirmative Action Employer" or other acceptable tagline in all printed employment advertisements.
- Place help wanted advertisements in local minority news media and women's interest media.
- Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur.
- Encourage all employees to refer qualified applicants.
- Actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments.
- Request employment agencies to refer qualified minorities and women.

Preparing a self-audit of the UCOP's compensation practices.

Facilitating internal equal opportunity for promotion by posting promotional opportunities and offering training and educational programs to enhance promotions and opportunities.

Evaluating job requirements for promotion.

To continue achieving placement goals and to address areas of concern, UCOP has initiated the following specific activities and programs:

Special Recruitment Efforts

- Ensure that all new Human Resources staff participates in an orientation to gain an understanding of their role in the overall strategic plan to enhance diversity and inclusion within the organization.
- Post all job openings on the World Wide Web at <https://jobs.ucop.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1150414633468>
As a service to applicants and employees, job openings from other University locations are also available for viewing on the OP Website.
- Develop partnerships with strategic organizations for outreach to underutilized groups.
- Advertising and outreach has been used to enlarge and diversify the applicant pool and has allowed for increased opportunities to meet affirmative action goals through the following organizations:

African American Hires.com

All Veteran Jobs.com All gbtjobs.com America's Job Exchange Asianhires.com

Asians for Job Opportunities Black MBA Association Blacks in Higher Education

California Department of Rehabilitation- San Francisco District

California Department of Rehabilitation-Oakland District

California Employment Development Department-Contra Costa County California Employment

Development Department-Marin County California Employment Development Department-Sacramento

California Employment Development Department-San Mateo

California Minority Counsel Program California Job Journal Career Fair Career Link One Stop

Career Resources Development Center

City Career Fair

Department of Rehabilitation – local offices

Disability Job Exchange

Disability Management Employer Coalition

Diverse Education.com

Diverse Military Resource and Career Fair

Diversity.com

Diversity Jobs.com

Eastbay Works Career Center

Goodwill Industries

Goodwill Industries Greater East bay INC Higher Education Recruiting Consortium Hispanics in Higher Education

Hispanic Job Exchange

National Association of Hispanic Journalist OFCCP – Napa College Veteran's Conference

Sacramento Job Corps Center
Swords to Plowshares Travis Air Force Base Trades Woman, INC
Treasure Island Job Corps Center U.S. Department of Veteran Affairs VeteranJobs. Net
Veteran Job Exchange
Visitation Valley Jobs Education and Training
Women in Communications
Women's Job Exchange
Workforce Development Collaborative
Workforce Investment Board

Employee Networking and Interest Groups

Employee networking and interest groups have been established at the Office of the President to help maintain a work environment that is inviting, nurturing, and hospitable to all employees. All Office of the President staff is invited to participate in the activities of these groups. The Affirmative Action Officer will be working diligently to strengthen the collaboration between UCOP and the following networking groups: the Black Staff and Faculty Organization (BSFO), the Latino Staff Association (LaSA), UCOP Pride, and the UCOP Staff Assembly (OPSA), the President's Advisory Committee on the Status of Women (PACSW), and the Asian and Pacific Islander Staff Association (APISA). Each group has a link on the Human Resources website at <http://ucop.edu/local-human-resources/op-life/staff-affinity-groups/index.html>

Employee Development Programs

- University-wide Staff Development Programs
 - Management Skills Assessment Program (MSAP)
 - Business Officers Institute (BOI)
 - Sexual Harassment Prevention Training Program
- UCOP Training and Development Offerings

The Office of the President recognizes the importance of providing enrichment programs to build job skills and foster career development. Employees can access course offerings at <http://www.ucop.edu/ucoplearningcenter/>

CHAPTER 10: INTERNAL AUDIT AND REPORTING

41 C.F.R. § 60-2.17(d)

UCOP believes that one of the most important elements in effectively implementing a written Affirmative Action Program is an adequate internal audit and reporting system. Through this system, the total program can be monitored for effectiveness, and management can be kept informed. The UCOP's audit and reporting system is designed to:

- Measure the effectiveness of the AAP/EEO program.
- Document personnel activities.
- Identify problem areas where remedial action is needed.
- Determine the degree to which the UCOP's AAP goals and objectives have been attained.

The following personnel activities are reviewed, as necessary and desirable, to ensure nondiscrimination and EEO for all individuals without regard to their race, color, gender, religion, national origin:

- Recruitment, advertising, and job application procedures.
- Hiring, promotion, upgrading, layoff, recall from layoff.
- Rates of pay and any other forms of compensation including fringe benefits.
- Job assignments, job classifications, job descriptions, and seniority lists.
- Sick leave leaves of absence, or any other leave.
- Training, attendance at professional meetings and conferences.
- Any other term, condition, or privilege of employment.

The following documents may be maintained as a component of the UCOP's internal audit

- An applicant flow log.
- Summary data of external job offers, hires, promotions, resignations and terminations.
- Summary data of applicant flow.
- Employment applications.
- Records pertaining to UCOP's compensation system.

The UCOP's audit system includes periodic review of employment decisions. Managers and supervisors are asked to report any current or foreseeable EEO problem areas and are asked to outline their suggestions/recommendations for solutions. If problem areas arise, the manager or supervisor is to report problem areas immediately to the Affirmative Action Officer. During the reporting cycle, the following occurs:

- The Affirmative Action Officer will discuss any problems relating to significant rejection ratios, EEO charges, etc., with management.
- The Affirmative Action Officer will report the status of the UCOP's AAP goals and objectives to management and will recommend remedial actions for the effective implementation of the AAP.

CHAPTER 11: RECORD RETENTION
41 C.F.R. § 60-1.12(a)(b)

Any personnel or employment record made or kept by UCOP shall be preserved at least two years from the date of making of the record or the personnel action involved, whichever occurs later.

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT

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

FOR

July 1, 2015 Through June 30, 2016

PART II
AAP FOR PROTECTED VETERANS AND INDIVIDUALS WITH DISABILITIES
TABLE OF CONTENTS

CHAPTER A:	DEFINITION OF “PROTECTED VETERAN AND INDIVIDUALS WITH DISABILITIES” 41 C.F.R. § 60-300.2(n,p,q,r) and 41 C.F.R. § 60-741.2
CHAPTER B:	POLICY STATEMENT 41 C.F.R. §§ 60-300.44(a); 60-741.44(a)
CHAPTER C:	REVIEW OF PERSONNEL PROCESSES 41 C.F.R. §§ 60-300.44(b); 60-741.44(b)
CHAPTER D:	PHYSICAL AND MENTAL QUALIFICATIONS 41 C.F.R. §§ 60-300.44(c); 60-741.44(c)
CHAPTER E:	REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS 41 C.F.R. §§ 60-300.44(d); 60-741.44(d)
CHAPTER F:	HARASSMENT 41 C.F.R. §§ 60-300.44(e); 60-741.44(e)
CHAPTER G:	EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT 41 C.F.R. §§ 60-300.44(f); 60-741.44(f)
CHAPTER H:	INTERNAL DISSEMINATION OF POLICY 41 C.F.R. §§ 60-300.44(g); 60-741.44(g)
CHAPTER I:	AUDIT AND REPORTING SYSTEM 41 C.F.R. §§ 60-300.44(h); 60-741.44(h)
CHAPTER J:	RESPONSIBILITY FOR IMPLEMENTATION 41 C.F.R. §§ 60-300.44(i); 60-741.44(i)
CHAPTER K:	TRAINING 41 C.F.R. §§ 60-300.44(j); 60-741.44(j)
CHAPTER L:	DATA COLLECTION ANALYSIS 41 C.F.R. §§ 60-300.44(k); 60-741.44(k)
CHAPTER M:	COMPENSATION 41 C.F.R. §§ 60-300.21(i); 60-741.21(i)

**CHAPTER A: DEFINITION OF PROTECTED VETERAN AND INDIVIDUALS WITH
DISABILITIES**

41 C.F.R. § 60-300.2(n,p,q,r) and 41 C.F.R. § 60-741.2

Protected Veterans

Definition of “Protected Veteran” is a veteran who is protected under the non-discrimination and affirmative action provisions of the Act; specifically, a veteran who may be classified as a “disabled veteran,” “recently separated veteran,” “active duty wartime or campaign badge veteran,” or an “Armed Forces service medal veteran.”

Definition of “Act”

Act means the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, also referred to throughout this regulation as “VEVRAA.”

Definition of a “Disabled Veteran”

For purposes of this affirmative action plan, a “disabled veteran” means:

(1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs; or (2) A person who was discharged or released from active duty because of a service connected disability.

Definition of “Active Duty War/Campaign Badge Veteran”

In addition, “protected veteran” includes any 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. A list of qualifying wars, campaigns, and expeditions is available at <http://www.opm.gov/staffingportallvgmedal2.asp> (Appendix A of the U.S. Office of Personnel Management *VetGuide*).

Definition of “Recently Separated Veteran”

For purposes of this affirmative action plan, a “recently separated veteran” is 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.

Definition of “Armed Forces Service Medal Veteran”

For purposes of this affirmative action plan, an “Armed Forces service medal veteran” is 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 Fed. Reg. 1209).

Individuals with Disability

The purpose of this part is to set forth the standards for compliance with section 503 of the Act, which prohibits discrimination against individuals with disabilities and requires Government contractors and subcontractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

Definition of “Act”

Act means the Rehabilitation Act of 1973, as amended, 29 U.S.C. 706 and 793.

Definition of “Qualified Individuals”

Qualified individual means an individual 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. See §60-741.3 for exceptions to this definition

As prescribed under sections 41 CFR §60-300.42 and §60-741.42 UCOP complies with the requirements and procedures to invite voluntary self-identification of the protected veterans and individuals with disabilities identified under this section.

CHAPTER B: POLICY STATEMENT
41 C.F.R. §§ 60-300.44(a); 60-741.44(a)

It is the policy of UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT and my personal commitment that equal employment opportunity be provided in the employment and advancement for all persons regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity, and status as a protected veteran or individual with a disability at all levels of employment, including the executive level. UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT does not and will not discriminate against any applicant or employee regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity, and status as a protected veteran and/or individual with a disability to any position for which the applicant or employee is qualified. In addition, UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT is committed to a policy of taking affirmative action to employ and advance in employment qualified protected veteran employees. Such affirmative action shall apply to all employment practices, including, but not limited to hiring, upgrading, demotion or transfer, recruitment, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions related to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation. UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT will make every effort to provide reasonable accommodations to any physical and mental limitations of individuals with disabilities and to disabled veterans.

Employee and applicants shall not be subjected to harassment, intimidations, threats, coercion or discrimination because they have engaged in or may engage in any activity protected by state, federal or local anti-discrimination laws including the following activities.

- Filing a complaint;
- Assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of the affirmative action provisions of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended (VEVRAA) or any other Federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or Section 503 of the Rehabilitation Act of 1973, as amended (Section 503) or any other federal, state or local law requiring equal opportunity for disabled individuals;
- Opposing any act or practice made unlawful by VEVRAA or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled veterans, recently separated veterans, active wartime or campaign badge veterans, or Armed Forces service medal veterans or section 503 or its implementing regulations or any other federal, state or local law requiring equal opportunity for disabled individuals; or
- Exercising any other right protected by VEVRAA or Section 503 or their implementing regulations.

Our obligations in this area stem from not only adherence to various state and federal regulations, but also from our commitment as an employer in this community to provide job opportunities to all persons regardless of race, religion, color, national origin, sex, age, sexual orientation, gender identity, and

status as a protected veteran or an individual with disability. UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT's EEO policy and affirmative action obligations include the full support from EVP Business Operations/COO, Rachael Nava.

UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT will also continually design and implement audit and reporting systems that will measure the effectiveness and the compliance of the AAP, identify the need for remedial actions, determine if objectives were attained, and determine if opportunities to participate in company-sponsored activities were extended to all employees and applicants.

If you have any questions regarding our equal employment opportunity, harassment policies or the complaint procedure, you may contact your local Human Resources representative. Parts of the Affirmative Action Plan may be reviewed, as appropriate, by making an appointment with a local Human Resources representative.

Rachael Nava
EVP-Business Operations/ COO

July 1, 2015

CHAPTER C: REVIEW OF PERSONNEL PROCESSES

41 C.F.R. §§ 60-300.44(b); 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all known protected veterans and employees and applicants with disabilities, reviews are periodically made of UCOP's examination and selection methods to identify barriers to employment, training, and promotion.

- UCOP periodically conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of 1) known protected veteran applicants and employees; and 2) 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.
- UCOP ensures that its personnel processes do not stereotype individuals with disabilities or protected veterans in a manner which limits their access to jobs for which they are qualified.
- UCOP ensures that applicants and employees with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies.
- UCOP provides reasonable accommodations, unless such accommodations will cause undue hardship to the organization, to applicants and employees with disabilities to ensure that equal employment opportunity are extended in the operation of its personnel processes.
- UCOP ensures that information and communications systems are accessible to all employees and applicants with disabilities even in the absence of a specific request for accommodation.

CHAPTER D: PHYSICAL AND MENTAL QUALIFICATIONS

41 C.F.R. §§ 60-300.44(c); 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known protected veterans and employees and applicants with qualified disabilities, reviews are periodically made of UCOP's physical and mental qualifications and requirements as they relate to employment, training, and promotion.

UCOP's physical and mental job requirements are reviewed to determine whether or not they are job-related and consistent with business necessity and safe performance on the job.

Schedule for Review: Any previously reviewed classification will be reviewed again if there is a change in working conditions which affects the job's physical or mental requirements (e.g., new requirements, new equipment, etc.)

CHAPTER E: REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS

41 C.F.R §§ 60-300.44(d); 60-741.44(d)

UCOP will make every effort to provide reasonable accommodations to physical and mental limitations of applicants and employees with disabilities or who are disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. Such reasonable accommodations are implemented in UCOP's electronic and/or online application systems. UCOP ensures that qualified applicants and employees with disabilities, who are unable to fully utilize the system, are provided equal opportunities to apply and be considered for all jobs. UCOP will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

Employees may also contact the following at any time to formally request an accommodation:

Nina Chew
Accommodations and Leave Services Manager
Phone: (510) 587-6094
Email: Nina.Chew@ucop.edu

CHAPTER F: HARASSMENT
41 C.F.R. §§ 60-300.44(e); 60-741.44(e)

UCOP has developed and implemented a set of procedures to ensure that its employees with disabilities and protected veterans are not harassed due to those conditions. A copy of the [*Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment*](#) policy, which includes a section prohibiting harassment of individuals with disabilities or protected veterans, is available for distribution to new as well as to existing employees.

CHAPTER G: EXTERNAL DISSEMINATION OF POLICY, OUTREACH AND POSITIVE RECRUITMENT

41 C.F.R. §§ 60-300.44(f); 60-741.44(f)

Based upon UCOP's review of its personnel policies as described in Chapter C, the following activities could be implemented or continued to further enhance our affirmative action efforts.

- Initiate and maintain communication with organizations having special interests in the recruitment of and job accommodations for protected veterans and individuals with disabilities.
- Include workers with disabilities when employees are pictured in consumer, promotional, or help wanted advertising.
- Disseminate information concerning employment opportunities to radio and television stations, and to publications that primarily reach protected veterans and individuals with disabilities.
- Provide information emphasizing job opportunities for protected veterans and individuals with disabilities to all local educational institutions, public and private.
- Inform all recruiting sources, in writing and orally, of UCOP's affirmative action policy for protected veterans and individuals with disabilities.
- List with the State Employment Development Department all suitable job openings.

The exemptions for posting jobs are when positions are,

- executive and top management positions,
- positions that will be filled from within the contractor's organization,
- and positions lasting three days or less.

This is an on-going activity. A listing of job opportunities reported to the local State Employment Service Delivery System is always kept current.

- Send written notification of the UCOP's affirmative action policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part. This includes their obligation to annually file their EEO Reporting form and VETS-100 form and, for employers with 50 or more employees and contracts of \$50,000 or more, their obligation to develop a written affirmative action plan.

- Conduct formal briefing sessions with representatives from recruiting sources. Include as part of the briefing sessions, facility tours, clear and concise explanations of current and future job openings, position descriptions, worker specifications, explanations of UCOP's selection process, and recruiting literature. Arrange for referral of applicants, follow up with sources, and feedback on disposition of applicants.
- Participate in veterans "job fairs" and work study programs with Veterans' Administration rehabilitation facilities and schools which specialize in training or educating protected veterans.
- UCOP will also grant leaves of absence to employees who participate in honor guards for the funeral of veterans.

CHAPTER H: INTERNAL DISSEMINATION OF POLICY
41 C.F.R. §§ 60-300.44(g); 60-741.44(g)

OP UNDERTAKES THE FOLLOWING TO COMMUNICATE ITS POLICIES ON NONDISCRIMINATION AND AFFIRMATIVE ACTION:
INTERNAL DISSEMINATION

- Include the nondiscrimination and affirmative action policies in all personnel manuals distributed to employees. Nondiscrimination and affirmative action policies are also printed on all publications and located on the UCOP employment website.
- Communicate the nondiscrimination and affirmative action policies to employees, including during the new employee orientation sessions.
- Conduct both formal and informal meetings with employees, managers and supervisors to discuss non-discrimination and affirmative action policies.
- Publish written notices concerning training and development programs to ensure equal opportunity and non-discrimination in participation in such programs.
- Display equal employment opportunity and affirmative action posters on bulletin boards and in other areas designated for general information.

Publish feature articles and photos (when such items are prepared for newspapers, advertisements, handbooks and other publications) that include individuals with disabilities.

- Advise union officials of the equal opportunity and affirmative action policies and provide for the inclusion of appropriate clauses in collective bargaining agreements. Review agreements to ensure that they are non-discriminatory.

CHAPTER I: AUDIT AND REPORTING SYSTEM

41 C.F.R. §§ 60-300.44(h); 60-741.44(h)

UCOP has developed and currently implements an audit and reporting system that addresses the following:

- Measures the effectiveness of UCOP's overall affirmative action program and whether the organization is in compliance with specific obligations.
- Indicates the need for remedial action.
- Measures the degree to which UCOP's objectives are being met.
- Whether there are any undue hurdles for individuals with disabilities and protected veterans regarding UCOP's sponsored educational, training, recreational and social activities.

CHAPTER J: RESPONSIBILITY FOR IMPLEMENTATION

41 C.F.R. §§ 60-300.44(i); 60-741.44(i)

The responsibility for implementation has been identified in Chapter 7 Volume I of Affirmative Action Plan for Females and Minorities.

CHAPTER K: TRAINING
41 C.F.R. §§ 60-300.44(j); 60-741.44(j)

UCOP trains all employees involved in any way with the recruitment, selection, promotion, disciplinary actions, training, and related processes of individuals with disabilities or protected veterans to ensure commitment to the UCOP's stated affirmative action goals.

CHAPTER L: DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-300.44(k); 60-741.44(k)

UCOP has adopted the current national percentage of veterans in the civilian labor force of 7.0% as its hiring benchmark for protected veterans. UCOP will update its hiring benchmark as new data is published and updated via the OFCCP's website. The 7.0% hiring benchmark is applied to each job group within UCOP.

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

Goals and/or benchmarks do not require that UCOP hire, promote, train, and/or retain a specified number of individuals with disabilities and/or protected veterans. These goals/benchmarks are not rigid and inflexible quotas which must be met, but are instead targets reasonably by means of applying every good faith effort to make all aspects of the entire AAP work. A goal is a guidepost against which UCOP, a community group, or a compliance agency can measure progress in remedying identified deficiencies in UCOP's workforce.

UCOP has collected the required data and conducted studies to identify areas of opportunities in the employment of protected veterans and individuals with disabilities. UCOP will continue to monitor and update these studies periodically during each AAP year. In each case where the hiring benchmark for protected veterans and/or the utilization goal for individuals with disabilities are not met, affirmative actions, as appropriate, will be taken consistent with the activities mentioned in Chapter G (External Dissemination of Policy and Outreach and Positive Recruitment) and measures described in Chapter I (Internal Audit and Reporting) of this AAP.

As required under 41 CFR §60-300.80 and §60-74 1.80, all records related to external outreach, recruitment, hiring benchmarks and data analysis will be documented and retained for a period of three years.

See the ***Hiring Benchmark and Utilization Goals Analyses***.

CHAPTER M: COMPENSATION
41 C.F.R. §§ 60-300.21(i); 60-741.21(i)

It is the policy of UCOP that when offering employment or promotion to protected veterans or individuals with disabilities, the amount of compensation offered will not be reduced because of any disability income, pension, or other benefit the applicant or employee receives from another source.

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

1A	Management - Senior Administrators/Managers
0001	PRESIDENT OF THE UNIV
0002	ASC VC AND ASC DEAN SR SOM
0004	ASC VC DVRSTY AND CEO
0005	ASC VP ACAD PRG AND STRAT
0006	ASC VP BUDGET AND FAC MGT
0007	ASC VP BUS OPS
0008	ASC VP BUS OPS ANR
0009	EXEC VP
0010	PROVOST EXEC VP ACAD AFFAIRS
0011	ASC VP CAPITAL RESC MGT
0012	SVP DESIGNATE
0013	ASC VP CPO
0014	SVP BUS AND FIN
0015	VP FUNC AREA
0016	VP ANR
0017	VP HEALTH AFFAIRS
0018	SVP UNIV AFFAIRS
0019	VP CLIN SVC DEV
0020	AST PRESIDENT FUNC AREA
0021	ASC VP SYSWIDE CONTROLLER
0022	ASC VP CSO
0023	ASC VP FEDERAL GOVERNMENT REL
0024	ASC VP HS
0025	VP IT AND CIO
0026	ASC VP LAB OPS ADMST
0027	ASC VP LAB PRG
0028	VP IR AND ACAD PLANNING
0029	ASC VP STATE GOVERNMENT REL
0030	CHAN
0031	ASC VP SYSWIDE COMM
0032	VC RESTRICTED USE
0033	VC FUNC AREA
0034	SR VC RESTRICTED USE
0035	SR VC FUNC AREA
0036	AST VP FINANCIAL CNTRL ACCTBLY
0037	AST VP INSTITUTIONAL ADV
0039	EXEC VP UC HEALTH
0040	UNIV PROVOST
0041	CQO MED CTR
0042	PROVOST FUNC AREA
0043	DEPUTY AST VP
0044	DEPUTY ASC VP
0045	AST VP FUNC AREA

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0046	CRO
0047	DEAN UNIV EXT
0049	DIR CONTINUING EDUC OF THE BAR
0050	ASC VP ACAD AFFAIRS
0051	DIR CONTRACTS MGT
0052	DIR UNIV PRESS
0053	EXEC DIR AND COO PHYSCN SUPP
0054	EXEC DIR EXTERNAL FIN
0055	SECR OF THE REGENTS
0056	EXEC DIR INNOV ALLNS AND SVC
0057	ASC SECR OF THE REGENTS
0058	AST SECR OF THE REGENTS
0059	EXEC DIR MED GROUP
0060	TREASURER OF THE REGENTS
0062	EXEC DIR RGPO
0063	ASC TREASURER OF THE REGENTS
0064	ASC TREASURER REAL ESTATE
0065	AST TREASURER OF THE REGENTS
0066	EXEC VC AND PROVOST
0067	AST TREASURER REAL ESTATE
0068	EXEC VP BUS OPS
0069	AST TREASURER INV
0070	AST TREASURER FUNC AREA
0071	FINANCIAL OFCR
0072	EXEC VP CFO
0073	SR MGN DIR FIXED INCOME ASSETS
0074	SR MGN DIR PUBL EQUITY INV
0075	SR MGN DIR RISK MGT
0076	SVP EXTERNAL REL
0077	SVP HS AND SVC
0078	VC ACAD PERSONNEL
0079	VC AND DEAN GRAD STUDIES
0086	VC AND DEAN MARINE SCI
0087	VC AND DEAN SOM
0088	EXEC DIR EXEC
0090	EXEC ASC VC FUNC AREA
0091	EXEC AST VC FUNC AREA
0092	EXEC AST VC SAFETY
0093	EXEC DIR FUNC AREA
0094	EXEC DEPUTY DIR FUNC AREA
0095	EXEC ASC DIR FUNC AREA
0096	EXEC AST DIR FUNC AREA
0097	FUNC AREA EXEC DIR
0098	FUNC AREA EXEC AND DIR
0099	EXEC MGR FUNC AREA
0100	MGT PRG UNTTL
0101	FUNC AREA EXEC MGR
0102	EXEC OFCR FUNC AREA
0103	FUNC AREA EXEC AND OFCR

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0104	EXEC ADM FUNC AREA
0105	FUNC AREA EXEC ADM
0106	EXEC CRD FUNC AREA
0107	FUNC AREA EXEC CRD
0108	EXEC DEAN FUNC AREA
0109	FUNC AREA EXEC AND DEAN
0110	EXEC AST DEAN FUNC AREA
0111	EXEC ASC DEAN FUNC AREA
0112	EXEC STAFF AST FOR PLANNING
0114	EXEC AST EXEC FUNC AREA
0118	UNIV LIBRARIAN
0119	EXEC ASC UNIV LIBRARIAN
0120	EXEC SUPT FUNC AREA
0122	EXEC VICE PROVOST FUNC AREA
0123	ASC VICE PROVOST FUNC AREA
0124	VC BUDGET AND PLANNING
0126	VC BUS ADMST
0127	VC DEV AND UNIV REL
0128	VC EQUITY AND INCLUSION
0129	VC FAC
0131	VC IT
0132	VC RSCH
0133	VC STDT AFFAIRS
0134	VICE DEAN SOM
0135	VICE PROVOST ACAD INFO
0136	VICE PROVOST ACAD PERSONNEL
0137	VICE PROVOST EDUC PARTNERSHIP
0138	ACTG CHAN
0139	ASC TO CHAN
0140	AST CHAN FUNC AREA
0141	VP BUDGET AND CAPITAL RESC
0142	VP HR
0143	VP LAB MGT
0144	VP RSCH AND GRAD STUDIES
0145	EXEC AST TO CHAN
0146	VP STDT AFFAIRS
0147	SVP PUBL AFFAIRS
0148	SVP GOVERNMENT REL
0150	AST TO CHAN FUNC AREA
0155	SPC AST TO CHAN FUNC AREA
0160	EXEC DEAN SAC
0161	EXEC DIR MED CTR
0162	CAO MED CTR
0163	EXEC ACTG DEAN SAC
0164	CEO MED CTR
0165	CFO MED CTR
0166	CHF NURSE OFCR
0167	EXEC PROVOST SAC
0168	EXEC ACTG PROVOST SAC

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0169	CHF AMBUL AND MGD CARE OFCR
0171	ASC VP
0172	COO MED CTR
0173	CIO MED CTR
0174	CMO MED CTR
0175	CSO MED CTR
0214	FINANCIAL ANL MGR 3
0215	FINANCIAL ANL MGR 4
0217	SYSWIDE ACAD HR MGR 3
0220	FINANCIAL SVC MGR 3
0221	ORGANIZATIONAL DEV MGR 3
0227	ABSOLUTE RETURNS INV MGR 3
0234	REAL ESTATE INV MGR 3
0237	REAL ESTATE MGR 4
0240	PRIVATE EQUITY MGR 3
0246	ENERGY MGR 4
0248	EMPLOYMENT MGR 4
0249	PROJECT POLICY ANL MGR 4
0260	LABOR REL MGR 3
0264	EXEC ADVISOR MGR 4
0278	CUSTOMER SVC MGR 3
0281	SYSWIDE BUDGET MGR 3
0286	BENEFITS PRG STRAT MGR 4
0290	BENEFITS MGR 3
0299	CAREER SVC MGR 3
0304	ADMISSIONS RECRMT MGR 3
0309	FINANCIAL AID MGR 3
0312	K to 14 ACAD PREP MGR 3
0321	STDT LIFE DEV MGR 3
0324	STDT SVC MGR 3
0325	STDT SVC MGR 4
0342	DESIGN AND CONST MGR 3
0362	ENTERPRISE RISK MGR 3
0373	INTELLECTUAL PROPERTY MGR 3
0377	RSCH CMPLNC MGR 3
0383	CONTRACTS AND GRANTS MGR 3
0392	FAC MGR 3
0397	COMPENSATION MGR 4
0400	PROJECT POLICY ANL MGR 3
0405	TCHL PROJECT MGR 3
0410	COMM MGR 3
0411	COMM MGR 4
0415	MEDIA COMM MGR 3
0459	EXTERNAL REL MGR 3
0466	FUNDRAISING MGR 3
0467	FUNDRAISING MGR 4
0475	EHS MGR 3
0482	FAC PROJECT MGR 3
0483	FAC PROJECT MGR 4

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

0486	EMPLOYEE REL MGR 3
0487	PLANNING MGR 3
0519	SYS ADMST MGR 3
0529	AUDIT MGR 4
0544	IT SECURITY MGR 3
0549	ADMIN MGR 3
0550	ADMIN MGR 4
0553	CONTRACT ADMST MGR 3
0559	EXEC ADVISOR MGR 3
0589	CONTRACT ADMST MGR 4
0591	STDT LIFE DEV MGR 4
0609	PROCUREMENT MGR 3
0610	PROCUREMENT MGR 4
0626	HR MGR 3
0627	HR MGR 4
0631	INSTITUTIONAL RSCH MGR 3
0651	APPLICATIONS PROGM MGR 3
0654	TCHL PROJECT MGR 4
0669	INFO SYS MGR 3
0670	INFO SYS MGR 4
0681	AUDIT MGR 3
0687	ACCOUNTING MGR 3
0688	ACCOUNTING MGR 4
5900	BENEFITS PRG STRAT MGR 3
5910	REGL POLICY AND INTEL MGR 3
5918	STRAT SOURCING MGR 3
5924	BUS SYS ANL MGR 3
5925	COMM AND NETWORK TCHL MGR 3
5928	ADMISSIONS RECRMT MGR 4
5932	STATE GOVERNMENT REL MGR 3
5934	COMM AND NETWORK TCHL MGR 4
5935	IT ARCHITECT MGR 3
5944	ENTERPRISE RISK MGR 4
5949	CUSTOMER SVC MGR 4
5968	ENERGY MGR 3
6017	ASSET ALLOC AND INV STRAT MGR3
6018	INV RISK MGR 3
6020	CAPITAL MARKETS FIN MGR 3
6022	Public Equity Mgr 3

1B	Management - Managers/Supervisors
0212	FINANCIAL ANL MGR 1
0213	FINANCIAL ANL MGR 2
0218	FINANCIAL SVC MGR 1
0219	FINANCIAL SVC MGR 2
0245	DIR
0256	DIR ASC
0259	DIR AST
0267	FEDERAL GOVERNMENT REL MGR 2

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0270	TRAVEL MGR 1
0271	TREASURY MGR 2
0272	TREASURY MGR 1
0273	VENDOR REL MGR 2
0274	VENDOR REL MGR 1
0275	RECORDS MGR 1
0276	CUSTOMER SVC MGR 1
0279	SYSWIDE ACAD HR MGR 1
0280	CHAN ASC MSP
0282	SYSWIDE BUDGET MGR 1
0287	BENEFITS PRG STRAT MGR 2
0288	BENEFITS PRG STRAT MGR 1
0291	BENEFITS MGR 2
0297	CAREER SVC MGR 1
0298	CAREER SVC MGR 2
0300	ACAD ACHIEVEMENT MGR 1
0302	ADMISSIONS RECRMT MGR 1
0303	ADMISSIONS RECRMT MGR 2
0305	PUBL EDUC MGR 1
0307	FINANCIAL AID MGR 1
0308	FINANCIAL AID MGR 2
0310	K to 14 ACAD PREP MGR 1
0311	K to 14 ACAD PREP MGR 2
0313	STDT ADVISOR MGR 1
0314	STDT ADVISOR MGR 2
0315	STDT ACAD MGR 1
0316	STDT ACAD MGR 2
0317	STDT DISABILITY MGR 1
0318	STDT DISABILITY MGR 2
0319	STDT LIFE DEV MGR 1
0320	STDT LIFE DEV MGR 2
0322	STDT SVC MGR 1
0323	STDT SVC MGR 2
0327	ENTERPRISE RISK MGR 1
0328	ENTERPRISE RISK MGR 2
0355	ADM CRD OFCR
0360	FIELD RSCH MGR 1
0371	INTELLECTUAL PROPERTY MGR 1
0372	INTELLECTUAL PROPERTY MGR 2
0375	RSCH CMLPNC MGR 1
0376	RSCH CMLPNC MGR 2
0381	CONTRACTS AND GRANTS MGR 1
0382	CONTRACTS AND GRANTS MGR 2
0389	ACAD PRG MGR 2
0390	FAC MGR 1
0391	FAC MGR 2
0396	MAIL SVC MGR 1
0404	DIGITAL COMM MGR 1
0408	COMM MGR 1

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0409	COMM MGR 2
0412	PUBLICATIONS PROD MGR 2
0413	MEDIA COMM MGR 1
0414	MEDIA COMM MGR 2
0417	PUBLICATIONS PROD MGR 1
0418	VISUAL COMM MGR 1
0419	WRITTEN COMM MGR 1
0428	TAX CMLPNC MGR 1
0439	TRAINING DEV MGR 1
0440	TRAINING DEV MGR 2
0448	CONTRACT ADMST MGR 2
0455	PROJECT POLICY ANL MGR 2
0457	EXTERNAL REL MGR 1
0458	EXTERNAL REL MGR 2
0464	FUNDRAISING MGR 1
0465	FUNDRAISING MGR 2
0468	EVENTS MGR 1
0471	MARKETING MGR 1
0472	MARKETING MGR 2
0473	EHS MGR 1
0474	EHS MGR 2
0481	FAC PROJECT MGR 2
0493	LABOR REL MGR 1
0494	LABOR REL MGR 2
0510	TCHL PROJECT SUPV 2
0515	EMPLOYEE REL MGR 2
0517	SYS ADMST MGR 1
0518	SYS ADMST MGR 2
0524	TCHL PROJECT MGR 1
0525	TCHL PROJECT MGR 2
0535	PROD CNTRL MGR 1
0547	ADMIN MGR 1
0548	ADMIN MGR 2
0552	CONTRACT ADMST MGR 1
0556	EXEC ADVISOR MGR 2
0564	ORGANIZATIONAL DEV MGR 1
0565	ORGANIZATIONAL DEV MGR 2
0568	PROJECT POLICY ANL MGR 1
0592	IT SECURITY MGR 2
0594	ACAD HR MGR 1
0595	ACAD HR MGR 2
0605	PAYROLL MGR 1
0606	PAYROLL MGR 2
0607	PROCUREMENT MGR 1
0608	PROCUREMENT MGR 2
0611	LOAN ORIGINATION MGR 2
0612	LOAN ORIGINATION MGR 1
0614	BENEFITS MGR 1
0617	COMPENSATION MGR 2

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0619	PRODUCT DEV MGR 2
0621	EMPLOYMENT MGR 1
0622	EMPLOYMENT MGR 2
0624	HR MGR 1
0625	HR MGR 2
0629	INSTITUTIONAL RSCH MGR 1
0630	INSTITUTIONAL RSCH MGR 2
0632	QUALITY AND PERFORMANCE MGR 1
0638	IT RESOURCE MGR 2
0648	PLANNING MGR 1
0649	APPLICATIONS PROGM MGR 1
0650	APPLICATIONS PROGM MGR 2
0655	BUS SYS ANL MGR 2
0656	BUS SYS ANL MGR 1
0666	QA RELEASE MGT MGR 2
0667	INFO SYS MGR 1
0668	INFO SYS MGR 2
0671	BUS TCHL SUPP MGR 1
0672	COMM AND NETWORK TCHL MGR 1
0673	COMM AND NETWORK TCHL MGR 2
0674	PARALEGAL MGR 1
0675	DATA SYS MGR 1
0676	DATA SYS MGR 2
0677	AV IT MGR 1
0679	AUDIT MGR 1
0680	AUDIT MGR 2
0685	ACCOUNTING MGR 1
0686	ACCOUNTING MGR 2
0706	LOAN SVC MGR 1
0722	WRITTEN COMM MGR 2
4530	FINANCIAL AID SUPV 1
4531	FINANCIAL AID SUPV 2
5903	ACQUISITIONS MGR 2
5904	ACQUISITIONS MGR 1
5911	REGL POLICY AND INTEL MGR 2
5912	REGL POLICY AND INTEL MGR 1
5919	STRAT SOURCING MGR 2
5920	STRAT SOURCING MGR 1
5922	PLANNING MGR 2
5936	IT ARCHITECT MGR 2
5938	QA RELEASE MGT MGR 1
5945	PRODUCT DEV MGR 1
5955	EXEC ADVISOR MGR 1
5956	FAC PROJECT MGR 1
5964	STATE GOVERNMENT REL MGR 2
5987	SYSWIDE BUDGET MGR 2
6019	IT SECURITY MGR 1
6021	CAPITAL MARKETS FIN MGR 2
6033	TAX CMLPNC MGR 2

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

6216	CONTRACTS AND GRANTS SUPV 2
6956	FAC PROJECT SUPV 2
7370	CONTRACT ADMST SUPV 2

1C	Management Professionals
0345	CONTRACT ADM 4
0364	FAC PROJECT MGT SPEC 4
0378	ACAD PRG MGT OFCR 4
0379	ACAD PRG MGT OFCR 5
0387	RSCH ADM 5
0522	TCHL PROJECT MGT PROFL 4
0523	TCHL PROJECT MGT PROFL 5
0551	CONTRACT ADM 5
0695	REAL ESTATE OFCR 4
0845	ACADEMIC COORD III-FY
1067	ACADEMIC ADMINISTRATOR VII
4330	ACAD PRG MGT OFCR 3
4526	FINANCIAL AID OFCR 2
4527	FINANCIAL AID OFCR 3
4528	FINANCIAL AID OFCR 4
5677	REAL ESTATE OFCR 3
5899	TCHL PROJECT MGT PROFL 3 OP
6204	RSCH ADM 1
6205	RSCH ADM 2
6206	RSCH ADM 3
6207	RSCH ADM 4
7077	FAC PROJECT MGT SPEC 2
7078	FAC PROJECT MGT SPEC 3
7340	IT RESC MGR 1
7379	CONTRACT ADM 2
7380	CONTRACT ADM 3
8820	TCHL PROJECT MGT PROFL 1
8821	TCHL PROJECT MGT PROFL 2
8822	TCHL PROJECT MGT PROFL 3

2A	Senior Business & Financial Administrators/Managers/Supervisors
0003	ASC VC AND CEACO
0038	CHF CMLPNC OFCR
0048	DEPUTY TO ASC VP LAB OPS
0061	CNSLT TO THE TREASURER
0113	EXEC SPC AST FUNC AREA
0116	SVP CCAO
0117	EXEC CHF AUDITOR
0125	AST TO PRESIDENT FUNC AREA
0130	SPC AST TO PRESIDENT
0179	SPC AST TO SVP
0180	SPC AST TO VP
0181	SPC AST TO VP FUNC AREA

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

0596	ACAD HR MGR 3
4623	FINANCIAL ANL SUPV 1
4630	FINANCIAL SVC SUPV 1
4631	FINANCIAL SVC SUPV 2
4710	RCDS SUPV 1
5658	VENDOR REL SUPV 1
5660	ACCOUNTING SUPV 1
5672	VENDOR REL SUPV 2
5891	ACCOUNTANT SUPV 2 OP
5913	RSCH GNT PRG MGR 2
5931	PLANNING SUPV 2
6233	RSCH CMLPNC SUPV 2
6294	EVENTS SUPV 1
6295	EVENTS SUPV 2
6911	PROCUREMENT SUPV 1
6912	PROCUREMENT SUPV 2
6940	PAYROLL SUPV 1
6941	PAYROLL SUPV 2
7123	FINANCIAL ANL SUPV 2
7395	PROJECT POLICY ANL SUPV 2
7542	FUNDRAISING SUPV 1
7598	ACCOUNTING SUPV 2
7699	HR SUPV 1
7700	HR SUPV 2
7711	ACAD HR SUPV 2
7722	BENEFITS SUPV 1
7723	BENEFITS SUPV 2
7749	EMPLOYMENT SUPV 1

2B	Senior Business & Financial Professionals
0204	AUDITOR 4
0226	ABSOLUTE RETURNS INV DIR
0228	ABSOLUTE RETURNS INV OFCR
0230	FIXED INCOME INV DIR
0231	FIXED INCOME INV OFCR
0233	REAL ESTATE INV DIR
0235	REAL ESTATE INV OFCR
0239	PRIVATE EQUITY INV DIR
0241	PRIVATE EQUITY INV OFCR
0243	PUBL EQUITY INV OFCR
0257	INV RISK MGT INV OFCR
0261	LABOR REL REPR 5
0333	TRAINER 5
0339	INTELLECTUAL PROPERTY OFCR 4
0340	INTELLECTUAL PROPERTY OFCR 5
0343	DESIGN AND CONST MGT SPEC 5
0399	FAC MGT SPEC 5
0438	CAPITAL MARKETS FIN OFCR 5
0453	EVENTS SPEC 5

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0461	SPEC
0462	FUNDRAISER 4
0463	FUNDRAISER 5
0476	CAPITAL MARKETS FIN OFCR 4
0480	FAC PROJECT MGT SPEC 5
0488	PLANNING SPEC 4
0489	PLANNING SPEC 5
0495	LABOR REL REPR 4
0497	EMPLOYEE REL REPR 4
0508	EMPLOYMENT REPR 4
0516	EMPLOYEE REL REPR 5
0539	DESIGN AND CONST MGT SPEC 4
0554	EXEC ADVISOR 4
0555	EXEC ADVISOR 5
0562	ORGANIZATIONAL CNSLT 4
0563	ORGANIZATIONAL CNSLT 5
0620	PRODUCT DEV PROFL 4
0623	EMPLOYMENT REPR 5
0628	HR GENERALIST 5
0683	AUDITOR 5
0684	ACCOUNTANT 5
0707	BUYER 5
4164	TRAINER 4
4611	CASH MGR 4
4635	EEO REPR 4
5196	FAC MGT SPEC 4
5662	LOAN ORIGATION OFCR 4
5867	TRAINER 4 OP
5872	EEO REPR 4 OP
5873	FAC MGT SPEC 4 OP
5890	HR GENERALIST 4 OP
5892	ACCOUNTANT 4 OP
5897	BUYER 4 OP
5908	REGL POLICY AND INTEL PROFL 5
5909	REGL POLICY AND INTEL PROFL 4
5914	RSCH GNT PRG OFCR 5
5915	RSCH GNT PRG OFCR 4
5916	STRAT SOURCING PROFL 5
5917	STRAT SOURCING PROFL 4
5930	VENDOR REL SPEC 4
5970	GEN ACCOUNTANT 5
5972	AUDIT PROFL 5
5973	AUDIT PROFL 4
5980	GEN ACCOUNTANT 4 OP
5984	PUBL EQUITY INV DIR
6293	EVENTS SPEC 4
7597	HR GENERALIST 4
7616	ACCOUNTANT 4
7734	GEN ACCOUNTANT 4

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

7773	BUYER 4
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2C	Senior Business & Financial Analysts
0216	FINANCIAL ANL 5
0247	ENERGY MGT ANL 5
0268	SYSWIDE BUDGET ANL 4
0284	SYSWIDE BUDGET ANL 5
0289	BENEFITS PRG STRAT ANL 5
0292	BENEFITS ANL 5
0326	ENTERPRISE RISK MGT ANL 5
0370	ENERGY MGT ANL 4
0374	RSCH CMLPNC ANL 5
0435	BENEFITS PRG STRAT ANL 4
0533	SYSWIDE ACAD HR ANL 5
0566	PROJECT POLICY ANL 5
0571	SYSWIDE ACAD HR ANL 4
0593	ACAD HR ANL 5
0604	PAYROLL ANL 5
0613	COMPENSATION ANL 4
0615	COMPENSATION ANL 5
0633	INSTITUTIONAL RSCH ANL 5
4629	FINANCIAL SVC ANL 4
5665	LOAN SVC ANL 4
5670	TREASURY ANL 4
5876	INSTITUTIONAL RSCH ANL 4 OP
5879	ENTERPRISE RISK MGT ANL 4 OP
5883	PROJECT POLICY ANL 4 OP
5893	FINANCIAL ANL 4 OP
5894	ACAD HR ANL 4 OP
5895	BENEFITS ANL 4 OP
5923	FINANCIAL SVC ANL 5
5974	PROCUREMENT ANL 5
5975	PROCUREMENT ANL 4 OP
6231	RSCH CMLPNC ANL 4
6945	PAYROLL ANL 4
6949	INSTITUTIONAL RSCH ANL 4
7205	ENTERPRISE RISK MGT ANL 4
7237	ANL 4
7399	PROJECT POLICY ANL 4
7710	FINANCIAL ANL 4
7716	ACAD HR ANL 4
7721	BENEFITS ANL 4
7738	PROCUREMENT ANL 4
9407	SYSWIDE ACAD HR ANL 2

2D	Business & Financial Professionals
0338	INTELLECTUAL PROPERTY OFCR 3
4116	PRODUCT DEV PROFL 3
4117	PRODUCT DEV PROFL 2

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

4161	TRAINER 1
4162	TRAINER 2
4163	TRAINER 3
4341	EXECUTIVE ADVISOR 3
4632	EEO REPR 1
4633	EEO REPR 2
4634	EEO REPR 3
5193	FAC MGT SPEC 1
5194	FAC MGT SPEC 2
5195	FAC MGT SPEC 3
5674	VENDOR REL SPEC 3
5675	VENDOR REL SPEC 2
5676	VENDOR REL SPEC 1
5866	PRODUCT DEV PROFL 3 OP
5868	TRAINER 3 OP
5927	RSCH GNT PRG OFCR 3 OP
6236	INTELLECTUAL PROPERTY OFCR 1
6237	INTELLECTUAL PROPERTY OFCR 2
6290	EVENTS SPEC 1
6291	EVENTS SPEC 2
6292	EVENTS SPEC 3
6979	DESIGN AND CONST MGT SPEC 3
6980	DESIGN AND CONST MGT SPEC 2
7082	PLANNING SPEC 2
7083	PLANNING SPEC 3
7393	ORGANIZATIONAL CNSLT 2
7394	ORGANIZATIONAL CNSLT 3
7400	PROJECT POLICY ANL 3 PD
7453	AUDITOR 2 NEX
7511	MGT SVC OFCR 2
7512	MGT SVC OFCR 1
7545	FUNDRAISER 1 NEX
7546	FUNDRAISER 2 NEX
7547	FUNDRAISER 3
7575	AUDIT PROFL 3
7576	AUDIT PROFL 2
7577	AUDIT PROFL 1
7594	HR GENERALIST 1
7595	HR GENERALIST 2
7596	HR GENERALIST 3
7622	AUDITOR 3
7623	AUDITOR 1
7646	ADMIN SPEC
7742	EMPLOYEE REL REPR 1
7743	EMPLOYEE REL REPR 2
7744	EMPLOYEE REL REPR 3
7746	EMPLOYMENT REPR 1
7747	EMPLOYMENT REPR 2
7748	EMPLOYMENT REPR 3

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

8078	LABOR REL REPR 1
8079	LABOR REL REPR 2
8080	LABOR REL REPR 3
8823	REGL POLICY AND INTEL PROFL 3
8824	REGL POLICY AND INTEL PROFL 2
8825	REGL POLICY AND INTEL PROFL 1
8826	RSCH GNT PRG OFCR 3

2E	Business & Financial Analysts
0229	ABSOLUTE RETURNS INV ANL 3
0232	FIXED INCOME INV ANL 3
0236	REAL ESTATE INV ANL 2
0242	PRIVATE EQUITY INV ANL 3
0244	PUBL EQUITY INV ANL 3
0258	INV RISK ANL 3
0262	FIXED INCOME INV ANL 2
0420	PUBL EQUITY INV ANL 2
0514	ABSOLUTE RETURNS INV ANL 2
0731	ADMIN ANL PRN 2
0733	BUDGET ANL PRN 2
4712	RECORDS ANL 3
4713	RECORDS ANL 2
5657	ENERGY MGT ANL 3
5877	INSTITUTIONAL RSCH ANL 3 OP
5884	PROJECT POLICY ANL 3 OP
5961	PRIVATE EQUITY INV ANL 2
5962	REAL ESTATE INV ANL 3
6228	RSCH CMLPNC ANL 1
6229	RSCH CMLPNC ANL 2
6230	RSCH CMLPNC ANL 3
6946	INSTITUTIONAL RSCH ANL 1
6947	INSTITUTIONAL RSCH ANL 2
6948	INSTITUTIONAL RSCH ANL 3
7235	ANL 2
7236	ANL 3
7238	ANL 5
7241	ADMIN ANL PRN 1
7242	ADMIN ANL SR
7243	ADMIN ANL
7252	BUDGET ANL SR
7396	PROJECT POLICY ANL 1
7397	PROJECT POLICY ANL 2
7398	PROJECT POLICY ANL 3
7661	PERSONNEL ANL PRN
7714	ACAD HR ANL 2
7715	ACAD HR ANL 3
7717	ACAD HR ANL 1
7718	BENEFITS ANL 1
7719	BENEFITS ANL 2

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

7720	BENEFITS ANL 3
7724	COMPENSATION ANL 1
7725	COMPENSATION ANL 2
7726	COMPENSATION ANL 3
7727	PERFORMANCE METRICS ANL 3
7729	BENEFITS PRG STRAT ANL 3
7730	BENEFITS PRG STRAT ANL 2
7731	SYSWIDE ACAD HR ANL 3

2F	Finance Personnel
4612	CASH MGR 3
4613	CASH MGR 2
4626	FINANCIAL SVC ANL 1
4627	FINANCIAL SVC ANL 2
4628	FINANCIAL SVC ANL 3
5661	CAPITAL MARKETS FIN OFCR 3
5663	LOAN ORIGINATION OFCR 3
5664	LOAN ORIGINATION OFCR 2
5666	LOAN SVC ANL 3
5667	LOAN SVC ANL 2
5668	TAX CMLPNC ANL 3
5669	TAX CMLPNC ANL 2
5671	TREASURY ANL 3
5874	CAPITAL MARKETS FIN OFCR 3 OP
5898	BUYER 3 OP
5976	PROCUREMENT ANL 3 OP
6942	PAYROLL ANL 1
6943	PAYROLL ANL 2
6944	PAYROLL ANL 3
7202	ENTERPRISE RISK MGT ANL 1
7203	ENTERPRISE RISK MGT ANL 2
7204	ENTERPRISE RISK MGT ANL 3
7617	ACCOUNTANT 3
7620	ACCOUNTANT 2
7624	AUDITOR 2 EX
7707	FINANCIAL ANL 1
7708	FINANCIAL ANL 2
7709	FINANCIAL ANL 3
7732	SYSWIDE BUDGET ANL 3
7733	SYSWIDE BUDGET ANL 2
7735	GEN ACCOUNTANT 3
7736	GEN ACCOUNTANT 2
7737	GEN ACCOUNTANT 1
7739	PROCUREMENT ANL 3
7740	PROCUREMENT ANL2
7741	PROCUREMENT ANL 1
7774	BUYER 2
7775	BUYER 1
7776	BUYER 3

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

7861	ACCOUNTANT 2 NEX
8827	STRAT SOURCING PROFL 3
8828	STRAT SOURCING PROFL 2

3A	Senior Legal & Social Administrators/Managers/Supervisors
0080	GEN COUNSEL VP LEGAL AFFAIRS
0081	DEPUTY GEN COUNSEL
0082	CHF CAMPUS COUNSEL
0083	DEPUTY GEN COUNSEL OF REGENTS
0084	MGN UNIV COUNSEL OF REGENTS
0085	UNIV COUNSEL OF THE REGENTS
0089	COUNSEL OF THE REGENTS
0115	EXEC CAMPUS COUNSEL
0152	CHF DEPUTY GENERAL COUNSEL
0203	MGN COUNSEL 3
4010	WRITTEN COMM SUPV 2
4333	STATE GOVERNMENT REL SUPV 1
4504	ACAD ACHIEVEMENT SUPV 2
4519	CAREER SVC SUPV 1
4520	CAREER SVC SUPV 2
4538	K to 14 ACAD PREP SUPV 2
4540	STDT ADVISOR SUPV 1
4541	STDT ADVISOR SUPV 2
4553	STDT ACAD SUPV 2
4559	STDT DISABILITY SUPV 1
4560	STDT DISABILITY SUPV 2
4567	STDT LIFE DEVT SUPV 1
4568	STDT LIFE DEVT SUPV 2
4578	STDT SVC SUPV 1
4579	STDT SVC SUPV 2
5929	STATE GOVERNMENT REL SUPV 2
6301	EXTERNAL REL SUPV 2
7200	EXTERNAL REL SUPV 1
7344	AV IT SUPV 1
7345	AV IT SUPV 2
7381	LEGAL SUPP SUPV 2
7448	BROADCAST COMM SUPV 1
7466	VISUAL COMM SUPV 2
7479	COMM SUPV 2
7553	MARKETING SUPV 1
7554	MARKETING SUPV 2

3B	Senior Legal & Social Professionals
0200	COUNSEL 5
0201	COUNSEL 4
0265	STATE GOVERNMENT REL PROFL 5
0269	FEDERAL GOVERNMENT REL PROFL 5
0293	ACAD ACHIEVEMENT CNSLR 5

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0295	CAREER SVC SPEC 5
0306	K to 14 ACAD PREP SPEC 5
0348	FEDERAL GOVERNMENT REL PROFL 4
0416	MEDIA COMM SPEC 5
0433	COUNSEL SR
0456	EXTERNAL REL SPEC 5
0469	MARKETING SPEC 5
0560	OMBUDSPERSON 5
0665	STATE GOVERNMENT REL PROFL 4
4015	ACQUISITIONS EDITOR 4
4018	WRITER EDITOR 4
4502	ACAD ACHIEVEMENT CNSLR 4
4517	CAREER SVC SPEC 4
4536	K to 14 ACAD PREP SPEC 4
4546	STDT ACAD ADVISOR 4
4551	STDT ACAD SPEC 4
4557	STDT DISABILITY SPEC 4
4565	STDT LIFE DEV SPEC 4
4576	STDT SVC ADVISOR 4
5865	WRITER EDITOR 4 OP
5871	K TO 14 ACAD PREP SPEC 4 OP
5885	MEDIA COMM SPEC 4 OP
5887	COMM SPEC 4 OP
5905	ACQUISITIONS EDITOR 5
5921	COMM SPEC 5
6300	EXTERNAL REL SPEC 4
7352	AV IT SPEC 4
7355	AV IT ENGR 4
7383	PARALEGAL 4
7452	BROADCAST COMM SPEC 4
7463	MEDIA COMM SPEC 4
7467	VISUAL COMM SPEC 4
7478	COMM SPEC 4
7555	MARKETING SPEC 4
7666	PARALEGAL SPEC SR
9406	LEGAL SUPP SPEC 4

3C	Legal & Social Professionals
0202	COUNSEL 3
4016	ACQUISITIONS EDITOR 3
4017	WRITER EDITOR 3
4334	STATE GOVERNMENT REL PROFL 3
4335	STATE GOVERNMENT REL PROFL 2
4336	STATE GOVERNMENT REL PROFL 1
4337	FEDERAL GOVERNMENT REL PROFL 3
4338	FEDERAL GOVERNMENT REL PROFL 2
4339	FEDERAL GOVERNMENT REL PROFL 1
4500	ACAD ACHIEVEMENT CNSLR 2
4501	ACAD ACHIEVEMENT CNSLR 3

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

4515	CAREER SVC SPEC 2
4516	CAREER SVC SPEC 3
4533	K to 14 ACAD PREP SPEC 1
4534	K to 14 ACAD PREP SPEC 2
4535	K to 14 ACAD PREP SPEC 3
4544	STDT ACAD ADVISOR 2
4545	STDT ACAD ADVISOR 3
4549	STDT ACAD SPEC 2
4550	STDT ACAD SPEC 3
4555	STDT DISABILITY SPEC 2
4556	STDT DISABILITY SPEC 3
4562	STDT LIFE DEV SPEC 1
4563	STDT LIFE DEV SPEC 2
4564	STDT LIFE DEV SPEC 3
4573	STDT SVC ADVISOR 1
4574	STDT SVC ADVISOR 2
4575	STDT SVC ADVISOR 3
5886	MEDIA COMM SPEC 3 OP
5888	COMM SPEC 3 OP
5947	COUNSEL 2
5948	COUNSEL 1
6102	ARTIST SR
6213	PRODUCER DIR SR
6297	EXTERNAL REL SPEC 1
6298	EXTERNAL REL SPEC 2
6299	EXTERNAL REL SPEC 3
7343	AV IT SPEC 3
7351	AV IT ENGR 3
7382	LEGAL SUPP SPEC 3
7386	PARALEGAL 2
7387	PARALEGAL 3
7388	PARALEGAL 1
7449	BROADCAST COMM SPEC 1
7450	BROADCAST COMM SPEC 2
7451	BROADCAST COMM SPEC 3
7460	MEDIA COMM SPEC 1
7461	MEDIA COMM SPEC 2
7462	MEDIA COMM SPEC 3
7477	COMM SPEC 3
7550	MARKETING SPEC 1
7551	MARKETING SPEC 2
7552	MARKETING SPEC 3
7676	PRG PROMOTION MGR 1
7678	PUBLICATIONS MGR SR
7682	EDITOR PRN
7683	EDITOR SR
7684	EDITOR
7693	PUBL CRD PRN

Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

4A	Engineering & Science Supervisors
0296	EHS SUPV 2
0407	DIGITAL COMM SUPV 2
0526	SYS ADMST SUPV 2
0527	COMM AND NETWORK TCHL SUPV 2
0528	DATA SYS SUPV 2
0530	INFO SYS SUPV 2
0534	PROD CNTRL SUPV 2
0540	BUS SYS ANL SUPV 2
0664	APPLICATIONS PRG SUPV 2
4524	PROD CNTRL SUPV 1
5198	FAC SUPV 1
5937	IT SECURITY SUPV 2
5939	QA RELEASE MGT SUPV 2
6240	FIELD RSCH SUPV 1
6241	FIELD RSCH SUPV 2
6259	SURVEY RESEARCHER SUPV 1
6260	SURVEY RESEARCHER SUPV 2
6957	FAC SUPV 2
7148	EHS SUPV 1
7306	INFO SYS SUPV 1
7560	BUS TCHL SUPP SUPV 1
7561	BUS TCHL SUPP SUPV 2
7563	COMM AND NETWORK TCHL SUPV 1

4B	Senior Engineering & Science Professionals
0266	SUSTAINABILITY OFCR 4
0358	EHS SPEC 4
0406	DIGITAL COMM SPEC 5
0491	EHS SPEC 5
0499	INFO SYS ANL 4
0500	INFO SYS ANL 5
0520	SYS ADM 4
0521	SYS ADM 5
0531	IT ARCHITECT 4
0532	IT ARCHITECT 5
0536	USER EXPERIENCE DESIGNER 4
0537	USER EXPERIENCE DESIGNER 5
0545	COMM AND NETWORK TCHL ANL 4
0597	DATABASE ADM 4
0598	DATABASE ADM 5
0599	DATA SYS ANL 4
0600	DATA SYS ANL 5
0652	APPLICATIONS PROGR 4
0653	APPLICATIONS PROGR 5
0657	BUS SYS ANL 4
0658	BUS SYS ANL 5
0660	COMM AND NETWORK TCHL ANL 5
0661	IT SECURITY ANL 4

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

0662	IT SECURITY ANL 5
0663	QA RELEASE MGT ANL 4
5940	SYS INTEGRATION ENGR 5
5941	SYS INTEGRATION ENGR 4
6239	FIELD RESEARCHER 4
7445	DIGITAL COMM SPEC 4

4C	Engineering & Science Professionals
4529	PROD CNTRL ANL 3
4532	PROD CNTRL ANL 2
5659	SUSTAINABILITY OFCR 3
6262	SURVEY RESEARCHER 2
6263	SURVEY RESEARCHER 3
7144	EHS SPEC 1 NEX
7145	EHS SPEC 2 NEX
7146	EHS SPEC 3
7455	DIGITAL COMM SPEC 3

4D	Information Technology Personnel
0738	PROGR ANL 4
4525	PROD CNTRL OPR 3
4806	COMPUTER RESC SPEC 2
5880	SYS ADM 3 OP
5881	INFO SYS ANL 3 OP
5889	BUS SYS ANL 3 OP
6936	QA RELEASE MGT ANL 1
6937	QA RELEASE MGT ANL 2
6938	QA RELEASE MGT ANL 3
7175	DATABASE ADM 1
7176	DATABASE ADM 2
7177	DATABASE ADM 3
7197	DATA SYS ANL 1
7198	DATA SYS ANL 2
7199	DATA SYS ANL 3
7298	APPLICATIONS PROGR 1
7299	APPLICATIONS PROGR 2
7300	APPLICATIONS PROGR 3
7302	SYS ADM 1
7303	SYS ADM 2
7304	SYS ADM 3
7307	INFO SYS ANL 1
7308	INFO SYS ANL 2
7309	INFO SYS ANL 3
7310	PROGR ANL 1
7314	PROG ANL 3
7316	IT ARCHITECT 3
7336	IT SECURITY ANL 1
7337	IT SECURITY ANL 2
7338	IT SECURITY ANL 3

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

7347	TECHNOLOGY SUPP ANL 2
7348	TECHNOLOGY SUPP ANL 3
7349	USER EXPERIENCE DESIGNER 2
7350	USER EXPERIENCE DESIGNER 3
7367	SYS INTEGRATION ENGR 3
7368	SYS INTEGRATION ENGR 2
7369	SYS INTEGRATION ENGR 1
7558	BUS TCHL SUPP ANL 2
7559	BUS TCHL SUPP ANL 3
7564	COMM AND NETWORK TCHL ANL 1
7565	COMM AND NETWORK TCHL ANL 2
7566	COMM AND NETWORK TCHL ANL 3
7582	BUS SYS ANL 1 NEX
7583	BUS SYS ANL 2 NEX
7584	BUS SYS ANL 3

5A	Administrative Supervisors
5040	MAIL SVC SUPV 1
5191	GENERAL SVC OTHER SUPV 1
6913	CUSTOMER SVC SUPV 1
6914	CUSTOMER SVC SUPV 2
7374	ADMIN SUPV 1
7375	ADMIN SUPV 2
7456	PUBLICATIONS PROD SUPV 1
9362	PUBLICATIONS PROD SUPV 2

5B	Administrative Professionals
0557	EXEC AST 5
5882	ADMIN OFCR 4 OP
6915	CUSTOMER SVC REPR 3
6916	CUSTOMER SVC REPR 2
6917	CUSTOMER SVC REPR 1
7371	ADMIN AST 1
7372	ADMIN AST 2
7373	ADMIN AST 3
7376	ADMIN OFCR 2
7377	ADMIN OFCR 3
7378	ADMIN OFCR 4
7384	EXEC AST 3
7385	EXEC AST 4
7457	PUBLICATIONS PROD SPEC 2
7458	PUBLICATIONS PROD SPEC 3
7459	PUBLICATIONS PROD SPEC 4
7592	HR AST 2
7593	HR AST 3
9927	EXEC SECR

5C	Administrative Operations Professionals
4672	CLERK SR OR SECR

Exhibit A
 Affirmative Action Job Groups
 UCOP- 2015/2016 AAP

4722	BLANK AST 3
4723	BLANK AST 2
4724	BLANK AST 1
4822	MAIL PROCESSOR SR
4823	MAIL PROCESSOR
4997	LEGAL SECR PRN
5061	STORKEEPER LD
5063	STORES WORKER
5070	STORES SUPV SR
7191	DATA PROC PROD CRD PRN

6A	Library Professionals
0541	LIBRARY MGR 1
6268	LIBRARY PROFL 4
6286	LIBRARY SUPV 1
6287	LIBRARY SUPV 2

7A	Maintenance Professionals
8211	BLDG MAINT WORKER LD
8212	BLDG MAINT WORKER SR

8A	Postsecondary Academic Professionals
1634	LECT-FY
1650	LECT-MISCELLANEOUS/PART TIME
3252	POSTDOC-EMPLOYEE

9A	Production Professionals
4762	REPROGRAPHICS TCHN LD
4764	REPROGRAPHICS TCHN SR

10A	Sales Occupations
0238	REAL ESTATE OFCR 5
5041	STOREKEEPING SUPV 1
7556	SALES SPEC 3
7557	SALES SPEC 4
7581	SALES SPEC 2
7766	TRAVEL MGT OFCR 4
7767	TRAVEL MGT OFCR 3

11A	Service Professionals
0121	EXEC CHF OF POLICE
4122	RSMT ADVISOR
4570	RSMT ADVISOR 2

12A	Academic Affairs Professionals
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Exhibit A
Affirmative Action Job Groups
UCOP- 2015/2016 AAP

0263	ADMISSIONS RECRMT SPEC 5
4165	PUBL EDUC SUPV 2
4166	PUBL EDUC SPEC 1
4167	PUBL EDUC SPEC 2
4168	PUBL EDUC SPEC 3
4169	PUBL EDUC SPEC 4
4507	ADMISSIONS RECRMT SPEC 1
4508	ADMISSIONS RECRMT SPEC 2
4509	ADMISSIONS RECRMT SPEC 3
4510	ADMISSIONS RECRMT SPEC 4
4512	ADMISSIONS RECRMT SUPV 2
4523	CURRICULUM PLANNER 3
5869	ADMISSIONS RECRMT SUPV 2 OP
5870	ADMISSIONS RECRMT SPEC 4 OP



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.

Exhibit B
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.

Exhibit B
University of California – Policy
Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff
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

Exhibit B
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.

Job Group	Gender /Race groups	Employees (#)	Employees (%)	Availability (%)	Establish Goal? Yes / No	Utilization Test #
1A - Management - Senior Administrators/Managers <i>Total Employees: 113</i>	Females Minority	51 27	45.13% 23.89%	49.60% 26.60%	YES YES	5 3
1B - Management - Managers/Supervisors <i>Total Employees: 164</i>	Females Minority	100 55	60.98% 33.54%	49.10% 38.90%	NO YES	0 8
1C - Management Professionals <i>Total Employees: 27</i>	Females Minority	20 9	74.07% 33.33%	49.10% 32.40%	NO NO	0 0
2A - Senior Business & Financial Administrators/Managers/Supervisors <i>Total Employees: 29</i>	Females Minority	23 14	79.31% 48.28%	69.40% 50.30%	NO NO	0 0
2B - Senior Business & Financial Professionals <i>Total Employees: 114</i>	Females Minority	61 42	53.51% 36.84%	54.40% 41.40%	NO YES	0 5
2C - Senior Business & Financial Analysts <i>Total Employees: 104</i>	Females Minority	77 43	74.04% 41.35%	52.40% 41.00%	NO NO	0 0
2D - Business & Financial Professionals <i>Total Employees: 76</i>	Females Minority	49 29	64.47% 38.16%	65.60% 42.60%	NO YES	0 3
2E - Business & Financial Analysts <i>Total Employees: 102</i>	Females Minority	71 65	69.61% 63.73%	60.40% 44.50%	NO NO	0 0
2F - Finance Personnel <i>Total Employees: 96</i>	Females Minority	59 72	61.46% 75.00%	53.00% 49.10%	NO NO	0 0
3A - Senior Legal & Social Administrators/Managers/Supervisors <i>Total Employees: 12</i>	Females Minority	8 4	66.67% 33.33%	63.00% 30.20%	NO NO	0 0
3B - Senior Legal & Social Professionals <i>Total Employees: 81</i>	Females Minority	48 22	59.26% 27.16%	55.70% 30.30%	NO YES	0 2
3C - Legal & Social Professionals <i>Total Employees: 62</i>	Females Minority	44 26	70.97% 41.94%	68.10% 44.60%	NO YES	0 1
4A - Engineering & Science Supervisors <i>Total Employees: 22</i>	Females Minority	8 15	36.36% 68.18%	37.30% 57.60%	NO NO	0 0
4B - Senior Engineering & Science Professionals <i>Total Employees: 121</i>	Females Minority	40 53	33.06% 43.80%	32.50% 46.90%	NO YES	0 3
4C - Engineering & Science Professionals <i>Total Employees: 8</i>	Females Minority	4 3	50.00% 37.50%	38.20% 38.70%	NO NO	0 0
4D - Information Technology Personnel <i>Total Employees: 141</i>	Females Minority	59 92	41.84% 65.25%	31.50% 44.20%	NO NO	0 0
5A - Administrative Supervisors <i>Total Employees: 11</i>	Females Minority	9 9	81.82% 81.82%	72.60% 54.30%	NO NO	0 0
5B - Administrative Professionals <i>Total Employees: 132</i>	Females Minority	112 82	84.85% 62.12%	79.90% 48.10%	NO NO	0 0

Job Group	Gender /Race groups	Employees (#)	Employees (%)	Availability (%)	Establish Goal? Yes / No	Utilization Test #
5C - Administrative Operations Professionals <i>Total Employees: 108</i>	Females	87	80.56%	92.50%	YES	12
	Minority	79	73.15%	43.40%	NO	0
6A - Library Professionals <i>Total Employees: 1</i>	Females	0	0.00%	81.50%	NO	0
	Minority	0	0.00%	23.70%	NO	0
7A - Maintenance Professionals <i>Total Employees: 1</i>	Females	0	0.00%	10.50%	NO	0
	Minority	1	100.00%	50.40%	NO	0
8A - Postsecondary Academic Professionals <i>Total Employees: 9</i>	Females	1	11.11%	48.00%	YES	3
	Minority	0	0.00%	25.20%	YES	2
9A - Production Professionals <i>Total Employees: 1</i>	Females	0	0.00%	43.70%	NO	0
	Minority	1	100.00%	50.40%	NO	0
10A - Sales Occupations <i>Total Employees: 9</i>	Females	5	55.56%	58.30%	NO	0
	Minority	2	22.22%	37.40%	YES	1
11A - Service Professionals <i>Total Employees: 4</i>	Females	1	25.00%	63.50%	YES	1
	Minority	3	75.00%	46.30%	NO	0
12A - Academic Affairs Professionals <i>Total Employees: 17</i>	Females	17	100.00%	78.20%	NO	0
	Minority	7	41.18%	45.70%	NO	0

The Whole Person Rule was followed in declaring underutilization and establishing goals. When the actual employment of minorities or females is less than their availability and that difference is at least one whole person (1.0), then a goal is established. Utilization Test # indicates the number needed to eliminate underutilization based on the utilization test selected.