

July 1, 2013-June 30, 2014

UNIVERSITY OF CALIFORNIA

Office of the President and Principal Officers of the Regents

AFFIRMATIVE ACTION PROGRAM

For

MINORITIES AND FEMALES



CONFIDENTIAL TRADE SECRET MATERIALS

The material set forth in the AAP is deemed to constitute trade secrets, operations information, confidential statistical data, and other confidential commercial and financial data, within the meaning of the Freedom of Information Act, U.S.C. 552, Title VII of the Civil Rights Act of 1964 (as amended), 42 U.S.C. 2000e et seq., the Trade Secrets Act, 18 U.S.C. 1905, and 44 U.S.C. 3508, the disclosure of which is prohibited by law and would subject the individual making the disclosure to criminal and/or civil sanctions.

University of California Nondiscrimination and Affirmative Action Policy
Regarding Academic and Staff Employment

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

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

In addition, it is the policy of the University to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for covered veterans. The University commits itself to apply every good faith effort to achieve prompt and full utilization of minorities and women in all segments of its workforce where deficiencies exist. These efforts conform to all current legal and regulatory requirements, and are consistent with University standards of quality and excellence.

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

This Policy supersedes the University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment, dated June 24, 2010.

PRINCIPLES OF COMMUNITY
FOR THE UNIVERSITY OF CALIFORNIA
OFFICE OF THE PRESIDENT

The University of California Office of the President is committed to promoting an environment that supports every person in an atmosphere of mutual respect, cooperation, professionalism, and fairness. Realization of this commitment requires awareness and active participation by every member of our community.

We strive to be

- **Service-oriented:** We seek to advance the goals of the University through responsive and efficient work practices and communications.
- **Ethical:** We practice integrity in every aspect of our work.
- **Open:** We believe that the exchange of ideas requires mutual respect and consideration of our differences.
- **Diverse:** We embrace diversity in all its forms and we strive for a community that fosters an open, inclusive and productive environment in an atmosphere of mutual respect.
- **Just:** We support fairness, respect for individual dignity and equitable access to resources, recognition and rewards.
- **Caring:** We practice mutual respect, trust and support to foster bonds that strengthen working relationships.
- **Commemorative:** We celebrate the heritage, achievements and diversity of the community and the contributions of our members.

The Office of the President is committed to establishing and enforcing policies that promote our principles of community. These policies include the University of California Personnel Policies for Staff Members (PPSM), local procedures that complement these policies (<http://hrop.ucop.edu/policies/welcome.html>) and applicable University collective bargaining agreements. For further information or inquiries, contact the Office of the President Chief Human Resource Officer.

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND FEMALES

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APPENDICES

- A. PPSM-12: Non-Discrimination in Employment

**I. EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT 41 CFR
60-1.4(A) (1)**

THE UNIVERSITY OF CALIFORNIA OFFICE OF THE PRESIDENT AND PRINCIPAL OFFICERS OF THE REGENTS (OP/POR) is firmly committed to Equal Employment Opportunity (EEO) and to compliance with all Federal, State and local laws that prohibit employment discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status and other protected classifications. This policy applies to all employment decisions including, but not limited to, recruiting, hiring, training, promotions, pay practices, benefits, disciplinary actions and terminations. (See Appendix A: PPSM-12: Non-Discrimination in Employment.)

As a government contractor, OP/POR is also committed to taking affirmative action to hire and advance minorities and women as well as qualified individuals with disabilities and covered veterans.

We invite employees who are disabled or protected veterans and who wish to be included under our Affirmative Action Program to self-identify as such with the Affirmative Action Officer. This self-identification is strictly voluntary and confidential and will not result in retaliation of any sort.

Employees of and applicants to OP/POR will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any Federal, State, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

The OP/POR's Affirmative Action Program for qualified individuals with disabilities and qualified protected veterans is available for inspection by any employee or applicant for employment upon request, between 8:00 am - 5:00 pm at the Office of Human Resources department. Any questions should be directed to the Affirmative Action Officer, your supervisor, or the Chief Human Resources Officer.

II. INTERNAL AND EXTERNAL DISSEMINATION OF POLICY 41 CFR 60-1.4

The OP/POR undertake the following to communicate their policies on nondiscrimination and affirmative action:

Internal Dissemination

1. 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.
2. Communicate the nondiscrimination and affirmative action policies to employees, including during new employee orientation sessions.
3. Conduct both formal and informal meetings with employees, managers, and supervisors to discuss nondiscrimination and affirmative action policies.
4. Publish written notices concerning training and development programs to ensure equal opportunity and nondiscrimination in participation in such programs.
5. Display equal employment opportunity and affirmative action posters on bulletin boards and in other areas designated for general information.
6. Publish feature articles and photos (when such items are prepared for newspapers, advertisements, handbooks, and other publications) that include women and minorities.
7. 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 nondiscriminatory.

External Dissemination

1. 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 and the POR for employment opportunities.
2. Include the clause, "the University of California is an Affirmative Action/Equal Opportunity Employer," in all job announcements.
3. Provide notice to all contractors, subcontractors, vendors, and suppliers of goods and services of the OP's and the POR's affirmative action and nondiscrimination policies and obligations pursuant to Executive Order 11246, as amended, and its implementing regulations. Include the clause, "the University of California is an Affirmative Action/Equal Opportunity Employer," in all the OP/POR purchase agreements, leases, and contracts.

III. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION 41 CFR 60-2.17(A)

Office of the President

Executive Vice President -- Business Operations

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 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 OP/POR 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:

1. Administer employee affirmative action programs consistent with established affirmative action objectives.
2. Ensure that consultations with managers, supervisors, and other employees are conducted regarding the University's policies governing affirmative action and nondiscrimination.
3. Ensure that appropriate monitoring and reporting systems are developed to measure the effectiveness of OP/POR 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:

1. Advise Division Heads, Department Heads, Unit Managers, and Supervisors about the application of personnel policies and their affirmative action implications.
2. Assist in the identification of problem areas concerning protected groups.
3. 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).
4. Develop and implement policies and procedures which afford minorities and women equal opportunity to participate in all OP- and POR- sponsored educational, training, recreational, and social activities.
5. 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 OP/POR Affirmative Action Plan, including the coordination, monitoring, and evaluation of the OP Affirmative Action programs, policies, and procedures. The AAO's responsibilities extend to the Principal Officers of The Regents with respect to the development of the Affirmative Action Plan and related policies, programs and procedures. Specifically, the AAO's responsibilities include the following:

1. Develop and update the Affirmative Action Plan for the OP and the POR consistent with applicable laws, regulations, and University policies.
2. Implement within the Office of the President the OP/POR 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 OP/POR Affirmative Action Plan with respect to personnel actions such as recruitment, hiring, promotion, retention, and training and development.
3. 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).
4. Develop internal and external communications to provide for broad dissemination of OP/POR's nondiscrimination and affirmative action policies and procedures (joint responsibility with CHRO).
5. Conduct informal and formal meetings, conferences, workshops, seminars, or individual or group sessions with OP/POR employees to communicate information regarding the University's policies, legal requirements, and other issues pertaining to affirmative action and nondiscrimination.
6. 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:

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

Supervisors

Supervisors' responsibilities include the following:

1. 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.
2. Circulate internal and external communications to employees regarding affirmative action and nondiscrimination policies, procedures, and programs.
3. Implement policies and procedures which afford women and minorities equal opportunities to participate in OP/POR sponsored educational, training, recreational, and social activities.

Principal Officers of The Regents

The Secretary of The Regents, The Vice President--Legal Affairs & General Counsel of The Regents, Senior Vice President of Ethics, Compliance & Audit Services and The Treasurer of The Regents

With the assistance as necessary and appropriate from the Affirmative Action Officer – UCOP Human Resources, the Secretary, the General Counsel and Vice President--Legal Affairs, and the Treasurer of The Regents are responsible for implementing the OP/POR Affirmative Action Plan in their respective offices. These responsibilities include administration of personnel policies, recruitment, hiring, promotion and retention, training, compensation, and development of administrative procedures to implement the commitments and objectives outlined in the Plan. The Affirmative Action Officer will assist in the development of the programs and procedures designed to meet the POR's affirmative action needs and objectives, and in the identification of problem areas including those resulting from underutilization. Specifically, responsibilities of the Secretary, Senior Vice President of Ethics, Compliance & Audit Services the Vice President--Legal Affairs & General Counsel, and the Treasurer of The Regents include the following:

1. Provide for equitable application of all personnel policies and procedures to provide a workplace free of employment discrimination.
2. Apply good faith efforts to achieve placement goals for minorities and women, when established.
3. Afford women and minorities equal opportunities to participate in all the OP/POR sponsored educational, training, recreational, and social activities.
4. With the assistance of the Affirmative Action Officer, develop internal and external communications to provide for the broad dissemination of the POR's nondiscrimination and affirmative action policies and procedures.

IV. WORKFORCE ANALYSIS 41 CFR 60-2.11

The Workforce Analysis lists each job title within each Department of the OP/POR, ranked from lowest to highest salary, and for each job title specifies the total number of employees, the total number of minority employees, the total number of male and female employees, and the total number of male and female employees in each minority group (Asian/Pacific Islander, Black, Hispanic, and American Indian/Alaskan Native). The Workforce Analysis reflects full- and part-time employees within the OP/POR workforce. University of California Chancellors, the Vice President—Agriculture and Natural Resources, and the Lawrence Berkeley National Laboratory Director are not included in the OP/POR workforce analysis, but are included in the OP/POR 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 OP/POR Plan, employees who hold these positions work at off-site establishments.

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

- Academic Affairs
- Business Operations
- External Relations
- Office of the Chief Financial Officer
- Health Science and Services
- Laboratory Management

The POR workforce is employed within four organizational Divisions:

- Secretary of the Regents
- General Counsel of the Regents
- Treasurer of the Regents
- Office of Ethics, Compliance, and Audit Services

The Workforce Analysis is available for viewing at the Office of Human Resources.

V. JOB GROUP ANALYSIS 41 CFR 60-2.12

In accordance with Federal affirmative action regulations, Jobs with similar content, wage rates and opportunities are combined to form job groups. For the purposes of the Utilization Analysis, the OP/POR workforce is arrayed in the 10 job groups shown in the list below.

Job Group

- 1 Senior Administrators
- 2 Senior Managers
- 3 Managers
- 4 Supervisors
- 5 Senior Professionals
- 6 Professionals
- 7 Information Technology Personnel
- 8 Finance Personnel
- 9 Operational and Technical
- 10 Academics

VI. PLACEMENT OF INCUMBENTS IN JOB GROUPS 41 CFR 60-2.13

The list below identifies the job codes that comprise each of the 10 identified UCOP/POR job groups reported in this year's plan. The Job Group Analysis is available for viewing at the Office of Human Resources.

JOB GROUP 1 - SENIOR ADMINISTRATORS

JOB CODE	JOB TITLE
0001	PRESIDENT OF THE UNIV
0010	PROVOST EXEC VP ACAD AFFAIRS
0011	ASC VP CAPITAL RESC MGT
0013	ASC VP CPO
0016	VP ANR
0021	ASC VP SYSWIDE CONTROLLER
0023	ASC VP FEDERAL GOVERNMENT REL
0024	ASC VP HS
0025	ASC VP IT AND CIO
0026	ASC VP LAB OPS ADMST
0027	ASC VP LAB PGR
0029	ASC VP STATE GOVERNMENT REL
0030	CHAN
0045	ASST VP (FUNCTIONAL AREA)
0055	SECR OF THE REGENTS
0060	TREASURER OF THE REGENTS
0065	AST TREASURER OF THE REGENTS
0068	EXEC VP BUS OPS
0072	EXEC VP CFO
0073	SR MGN DIR FIXED INCOME
0074	SR MGN DIR PUBL EQUITY INV
0075	SR MGN DIR RISK MGT
0076	SVP EXTERNAL REL
0077	SVP HS AND SVC
0080	GENERAL COUNSEL VP LEGAL AFFAI
0081	DEPUTY GENERAL COUNSEL
0088	EXECUTIVE DIRECTOR-EXECUTIVE
0093	DIRECTOR (FUNCTL AREA)-EXEC
0113	SPEC ASST (FUNCTL AREA)-EXEC
0116	SVP CCAO
0136	VICE PROVOST ACAD PERSONNEL
0141	VP BUDGET AND CAPITAL RESC
0142	VP HR
0143	VP LAB MGT

0144 VP RSCH AND GRAD STUDIES
 0146 VP STDT AFFAIRS
 0171 ASSOCIATE VICE PRESIDENT
 2980 LABORATORY DIRECTOR

JOB GROUP 2 - SENIOR MANAGERS

JOB CODE	JOB TITLE
0203	MGN COUNSEL 3
0214	FINANCIAL ANL MGR 3
0217	SYSWIDE ACAD HR MGR 3
0221	ORGANIZATIONAL DEV MGR 3
0227	ABSOLUTE RETURNS 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
0304	ADMISSIONS RECRMT MGR 3
0312	K to 14 ACAD PREP MGR 3
0321	STDT LIFE DEV MGR 3
0342	DESIGN AND CONST MGR 3
0362	ENTERPRISE RISK MGR 3
0397	COMPENSATION MGR 4
0400	PROJECT POLICY ANL MGR 3
0411	COMM MGR 4
0415	MEDIA COMM MGR 3
0459	EXTERNAL REL MGR 3
0466	FUNDRAISING MGR 3
0475	EHS MGR 3
0486	EMPLOYEE REL MGR 3
0487	PLANNING MGR 3
0529	AUDIT MGR 4
0549	ADMIN MGR 3
0550	ADMIN MGR 4
0553	CONTRACT ADMST MGR 3
0559	EXEC ADVISOR MGR 3

0589 CONTRACT ADMST MGR 4
 0626 HR 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
 5900 BENEFITS PRG STRAT MGR 3

JOB GROUP 3 - MANAGERS

JOB CODE	JOB TITLE
0212	FINANCIAL ANL MGR 1
0213	FINANCIAL ANL MGR 2
0218	FINANCIAL SVC MGR 1
0219	FINANCIAL SVC MGR 2
0245	DIR
0259	DIR AST
0267	FEDERAL GOVERNMENT REL MGR 2
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
0279	SYSWIDE ACAD HR MGR 1
0280	MGR
0282	SYSWIDE BUDGET MGR 1
0287	BENEFITS PRG STRAT MGR 2
0288	BENEFITS PRG STRAT MGR 1
0291	BENEFITS MGR 2
0303	ADMISSIONS RECRMT MGR 2
0310	K to 14 ACAD PREP MGR 1
0311	K to 14 ACAD PREP MGR 2
0328	ENTERPRISE RISK MGR 2
0355	ADM CRD OFCR
0371	INTELLECTUAL PROPERTY MGR 1
0390	FAC MGR 1
0391	FAC MGR 2
0404	ELECTR COMM MGR 1
0408	COMM MGR 1
0409	COMM MGR 2
0414	MEDIA COMM MGR 2

0428 TAX CMLPNC MGR 1
0439 TRAINING DEV MGR 1
0440 TRAINING DEV MGR 2
0455 PROJECT POLICY ANL MGR 2
0493 LABOR REL MGR 1
0517 SYS ADMST MGR 1
0524 TCHL PROJECT MGR 1
0525 TCHL PROJECT MGR 2
0547 ADMIN MGR 1
0548 ADMIN MGR 2
0556 EXEC ADVISOR MGR 2
0565 ORGANIZATIONAL DEV MGR 2
0568 PROJECT POLICY ANL MGR 1
0592 IT SECURITY MGR 2
0605 PAYROLL MGR 1
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
0619 PRODUCT DEV MGR 2
0621 EMPLOYMENT MGR 1
0624 HR MGR 1
0629 INSTITUTIONAL RSCH MGR 1
0630 INSTITUTIONAL RSCH MGR 2
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
0667 INFO SYS MGR 1
0668 INFO SYS MGR 2
0672 COMM AND NETWORK TCHL MGR 1
0674 PARALEGAL MGR 1
0679 AUDIT MGR 1
0685 ACCOUNTING MGR 1
0706 LOAN SVC MGR 1
0722 WRITTEN COMM MGR 2

JOB GROUP 4 - SUPERVISORS

JOB CODE	JOB TITLE
0407	ELECTR COMM SUPV 2
0510	TCHL PROJECT SUPV 2
0526	SYS ADMST SUPV 2
0530	INFO SYS SUPV 2
0664	APPLICATIONS PRG SUPV 2
4512	ADMISSIONS RECRMT SUPV 2
4567	STDT LIFE DEVT SUPV 1
4630	FINANCIAL SVC SUPV 1
4710	RCDS SUPV 1
5869	ADMISSIONS RECRMT SUPV 2 OP
5891	ACCOUNTANT SUPV 2 OP
6295	EVENTS SUPV 2
6914	CUSTOMER SVC SUPV 2
7306	INFO SYS SUPV 1
7374	ADMIN SUPV 1
7375	ADMIN SUPV 2
7381	LEGAL SUPP SUPV 2
7561	BUS TCHL SUPP SUPV 2
7598	ACCOUNTING SUPV 2
7723	BENEFITS SUPV 2
9362	PUBLICATIONS PROD SUPV 2

JOB GROUP 5 - SENIOR PROFESSIONALS

JOB CODE	JOB TITLE
0200	COUNSEL 5
0201	COUNSEL 4
0204	AUDITOR 4
0216	FINANCIAL ANL 5
0226	ABSOLUTE RETURNS INV DIR
0228	ABSOLUTE RETURNS INV OFCR
0229	ABSOLUTE RETURNS INV ANL 3
0230	FIXED INCOME INV DIR
0231	FIXED INCOME INV OFCR
0232	FIXED INCOME INV ANL 3
0234	REAL ESTATE INV MGR 3
0235	REAL ESTATE INV OFCR
0238	REAL ESTATE OFCR 5
0239	PRIVATE EQUITY INV DIR
0241	PRIVATE EQUITY INV OFCR

0242 PRIVATE EQUITY INV ANL 3
0243 PUBL EQUITY INV OFCR
0247 ENERGY MGT ANL 5
0257 INV RISK MGT INV OFCR
0258 INV RISK ANL 3
0261 LABOR REL REPR 5
0263 ADMISSIONS RECRMT SPEC 5
0265 STATE GOVERNMENT REL PROFL 5
0266 SUSTAINABILITY OFCR 4
0268 SYSWIDE BUDGET ANL 4
0269 FEDERAL GOVERNMENT REL PROFL 5
0284 SYSWIDE BUDGET ANL 5
0289 BENEFITS PRG STRAT ANL 5
0306 K to 14 ACAD PREP SPEC 5
0343 DESIGN AND CONST MGT SPEC 5
0345 CONTRACT ADM 4
0348 FEDERAL GOVERNMENT REL PROFL 4
0358 EHS SPEC 4
0364 FAC PROJECT MGT SPEC 4
0370 ENERGY MGT ANL 4
0374 RSCH CMLPNC ANL 5
0399 FAC MGT SPEC 5
0406 ELECTR COMM SPEC 5
0433 COUNSEL SR
0435 BENEFITS PRG STRAT ANL 4
0461 SPEC
0462 FUNDRAISER 4
0463 FUNDRAISER 5
0476 CAPITAL MARKETS FINANCE OFCR 4
0488 PLANNING SPEC 4
0489 PLANNING SPEC 5
0491 EHS SPEC 5
0495 LABOR REL REPR 4
0499 INFO SYS ANL 4
0508 EMPLOYMENT REPR 4
0516 EMPLOYEE REL REPR 5
0520 SYS ADM 4
0522 TCHL PROJECT MGT PROFL 4
0523 TCHL PROJECT MGT PROFL 5
0531 IT ARCHITECT 4
0532 IT ARCHITECT 5
0536 USER EXPERIENCE DESIGNER 4
0539 DESIGN AND CONST MGT SPEC 4
0545 COMM AND NETWORK TCHL ANL 4

0554 EXEC ADVISOR 4
0555 EXEC ADVISOR 5
0557 EXEC AST 5
0562 ORGANIZATIONAL CNSLT 4
0563 ORGANIZATIONAL CNSLT 5
0566 PROJECT POLICY ANL 5
0571 SYSTEMWIDE ACAD HR ANL 4
0597 DATABASE ADM 4
0599 DATA SYS ANL 4
0613 COMPENSATION ANL 4
0620 PRODUCT DEV PROFL 4
0623 EMPLOYMENT REPR 5
0633 INSTITUTIONAL RSCH ANL 5
0652 APPLICATIONS PROGR 4
0653 APPLICATIONS PROGR 5
0657 BUS SYS ANL 4
0658 BUS SYS ANL 5
0662 IT SECURITY ANL 5
0663 QA RELEASE MGT ANL 4
0665 STATE GOVERNMENT REL PROFL 4
0683 AUDITOR 5
0695 REAL ESTATE OFCR 4
0707 BUYER 5
4510 ADMISSIONS RECRMT SPEC 4
4565 STDT LIFE DEV SPEC 4
4629 FINANCIAL SVC ANL 4
5662 LOAN ORIGINATION OFCR 4
5865 WRITER EDITOR 4 OP
5867 TRAINER 4 OP
5870 ADMISSIONS RECRMT SPEC 4 OP
5871 K TO 14 ACAD PREP SPEC 4 OP
5872 EEO REPR 4 OP
5873 FAC MGT SPEC 4 OP
5876 INSTITUTIONAL RSCH ANL 4 OP
5879 ENTERPRISE RISK MGT ANL 4 OP
5882 ADMIN OFCR 4 OP
5883 PROJECT POLICY ANL 4 OP
5885 MEDIA COMM SPEC 4 OP
5887 COMM SPEC 4 OP
5890 HR GENERALIST 4 OP
5892 ACCOUNTANT 4 OP
5893 FINANCIAL ANL 4 OP
5894 ACAD HR ANL 4 OP
5895 BENEFITS ANL 4 OP

5897 BUYER 4 OP
 7237 ANL 4
 7378 ADMIN OFCR 4
 7383 PARALEGAL 4
 7385 EXEC AST 4
 7399 PROJECT POLICY ANL 4
 7445 ELECTR COMM SPEC 4
 7467 VISUAL COMM SPEC 4
 7616 ACCOUNTANT 4
 7666 PARALEGAL SPEC SR
 7710 FINANCIAL ANL 4
 7721 BENEFITS ANL 4
 7773 BUYER 4

JOB GROUP 6 - PROFESSIONALS

JOB CODE	JOB TITLE
0202	COUNSEL 3
0236	REAL ESTATE INV ANL 2
0262	FIXED INCOME INV ANL 2
0420	PUBL EQUITY INV ANL 2
0731	ADMIN ANL PRN 2
0733	BUDGET ANL PRN 2
4017	WRITER EDITOR 3
4116	PRODUCT DEV PROFL 3
4122	RSMT ADVISOR
4163	TRAINER 3
4334	STATE GOVERNMENT REL PROFL 3
4335	STATE GOVERNMENT REL PROFL 2
4337	FEDERAL GOVERNMENT REL PROFL 3
4508	ADMISSIONS RECRMT SPEC 2
4509	ADMISSIONS RECRMT SPEC 3
4523	CURRICULUM PLANNER 3
4534	K to 14 ACAD PREP SPEC 2
4535	K to 14 ACAD PREP SPEC 3
4575	STDT SVC ADVISOR 3
4712	RECORDS ANL 3
4713	RECORDS ANL 2
5195	FAC MGT SPEC 3
5659	SUSTAINABILITY OFCR 3
5674	VENDOR REL SPEC 3
5675	VENDOR REL SPEC 2
5677	REAL ESTATE OFCR 3

5866 PRODUCT DEV PROFL 3 OP
5868 TRAINER 3 OP
5877 INSTITUTIONAL RSCH ANL 3 OP
5884 PROJECT POLICY ANL 3 OP
5886 MEDIA COMM SPEC 3 OP
5888 COMM SPEC 3 OP
6206 RSCH ADM 3
6213 PRODUCER DIR SR
6291 EVENTS SPEC 2
6292 EVENTS SPEC 3
6299 EXTERNAL REL SPEC 3
6916 CUSTOMER SVC REPR 2
6948 INSTITUTIONAL RSCH ANL 3
6980 DESIGN AND CONST MGT SPEC 2
7082 PLANNING SPEC 2
7083 PLANNING SPEC 3
7235 ANL 2
7236 ANL 3
7241 ADMIN ANL PRN 1
7242 ADMIN ANL SR
7243 ADMIN ANL
7252 BUDGET ANL SR
7372 ADMIN AST 2
7373 ADMIN AST 3
7376 ADMIN OFCR 2
7377 ADMIN OFCR 3
7379 CONTRACT ADM 2
7380 CONTRACT ADM 3
7382 LEGAL SUPP SPEC 3
7384 EXEC AST 3
7386 PARALEGAL 2
7387 PARALEGAL 3
7394 ORGANIZATIONAL CNSLT 3
7396 PROJECT POLICY ANL 1
7397 PROJECT POLICY ANL 2
7398 PROJECT POLICY ANL 3
7455 ELECTR COMM SPEC 3
7457 PUBLICATIONS PROD SPEC 2
7458 PUBLICATIONS PROD SPEC 3
7477 COMM SPEC 3
7511 MGT SVC OFCR 2
7512 MGT SVC OFCR 1
7546 FUNDRAISER 2 NEX
7547 FUNDRAISER 3

7552 MARKETING SPEC 3
 7592 HR AST 2
 7593 HR AST 3
 7595 HR GENERALIST 2
 7596 HR GENERALIST 3
 7622 AUDITOR 3
 7646 ADMIN SPEC
 7661 PERSONNEL ANL PRN
 7676 PRG PROMOTION MGR 1
 7678 PUBLICATIONS MGR SR
 7682 EDITOR PRN
 7683 EDITOR SR
 7693 PUBL CRD PRN
 7719 BENEFITS ANL 2
 7720 BENEFITS ANL 3
 9927 EXEC SECR

JOB GROUP 7 - INFORMATION TECHNOLOGY PERSONNEL

JOB CODE	JOB TITLE
5880	SYS ADM 3 OP
5881	INFO SYS ANL 3 OP
5889	BUS SYS ANL 3 OP
5899	TCHL PROJECT MGT PROFL 3 OP
7199	DATA SYS ANL 3
7300	APPLICATIONS PROGR 3
7304	SYS ADM 3
7308	INFO SYS ANL 2
7309	INFO SYS ANL 3
7310	PROGR ANL 1 UCOP
7314	PROGR ANL 3 UCOP
7316	IT ARCHITECT 3
7338	IT SECURITY ANL 3
7340	IT RESC MGR 1
7347	TECHNOLOGY SUPP ANL 2
7348	TECHNOLOGY SUPP ANL 3
7350	USER EXPERIENCE DESIGNER 3
7558	BUS TCHL SUPP 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
8822	TCHL PROJECT MGT PROFL 3

JOB GROUP 8 - FINANCE PERSONNEL

JOB CODE	JOB TITLE
4612	CASH MGR 3
4627	FINANCIAL SVC ANL 2
4628	FINANCIAL SVC ANL 3
5663	LOAN ORIGINATION OFCR 3
5664	LOAN ORIGINATION OFCR 2
5667	LOAN SVC ANL 2
5668	TAX CMLPNC ANL 3
5671	TREASURY ANL 3
5874	CAPITAL MARKETS FIN OFCR 3 OP
5898	BUYER 3 OP
6943	PAYROLL ANL 2
7203	ENTERPRISE RISK MGT ANL 2
7204	ENTERPRISE RISK MGT ANL 3
7617	ACCOUNTANT 3
7620	ACCOUNTANT 2
7624	AUDITOR 2
7708	FINANCIAL ANL 2
7709	FINANCIAL ANL 3
7732	SYSWIDE BUDGET ANL 3
7733	SYSWIDE BUDGET ANL 2
7767	TRAVEL MGT OFCR 3
7776	BUYER 3
7861	ACCOUNTANT 2 NEX

JOB GROUP 9 - OPERATIONS AND TECHNICAL

JOB CODE	JOB TITLE
4722	BLANK AST 3
4723	BLANK AST 2
4724	BLANK AST 1
4764	REPROGRAPHICS TCHN SR
4806	COMPUTER RESC SPEC 2 UCOP
4822	MAIL PROCESSOR SR
4823	MAIL PROCESSOR
4921	STDT 2
5061	STOREKEEPER LD
5063	STORES WORKER
5070	STORES SUPV SR
6102	ARTIST SR

7191 DATA PROC PROD CRD PRN
8212 BLDG MAINT WORKER SR

JOB GROUP 10 - ACADEMICS

JOB CODE	JOB TITLE
0845	ACADEMIC COORD III-FY

VII. DETERMINING AVAILABILITY 41 CFR 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 OP/POR 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.

- 1) 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 or POR reasonably could find qualified applicants.

- 2) Internal Market: the percentage of minorities and women among those promotable, transferable, and trainable within the OP and the POR.

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.

VIII. COMPARING INCUMBENCY TO AVAILABILITY 41 CFR 60-2.15

An availability analysis determines the expected proportions for women and minorities to be represented in a job group, based on their availability in the relevant labor market. This analysis creates the basis for determining whether women or minorities are underutilized within a job group, whereby goals will be established, equal to availability and will serve as reasonably attainable objectives in correcting underutilization. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected by their availability, a placement goal is established equal to the availability figure for that job group. The OP/POR utilizes the Two-Standard Deviation Rule and the exact binomial tests to determine if the difference between availability and utilization is significant. Detailed underutilization tables are available for viewing at the Office of Human Resources.

IX. IDENTIFICATION OF PROBLEM AREAS 41 CFR 60-2.17(B)

The OP/POR performs in-depth analysis of its total employment process to determine if there are areas where minority and/or female groups may face impediments to equal opportunity. The following analyses are conducted in order to reveal any potential problem areas:

1. **Placement Goals:** An analysis of incumbency versus availability is performed to determine whether there are problems of minority or female utilization. Whenever a problem exists, as defined by the methodology the OP/POR uses, Placement Goals are set (see the Placement Goals report which follows this section).

For job groups that have Placement Goals, steps will be taken to encourage and increase the percentage of qualified females and/or minorities applying for positions both externally and internally. These steps may include, as appropriate, but are not limited to the following:

1. Recruiting at colleges and universities with a significant percentage of minority and female students.
2. Publishing job advertisements in newspapers and/or magazines that target females and/or minorities.
3. Offering mentorship programs for female and minority employees.
4. Offering job training to females and minorities currently employed by the OP/POR in order to increase their chances of advancing within the OP/POR.
5. Offering tuition reimbursement to employees to obtain training that will increase their chances of advancing within the OP/POR.
6. Use of recruitment companies that specifically target females and minorities.
7. Continuing to use services from local State Employment Service agencies.

2. **Review of Employment Decisions:** Review of employment decisions is made in order to determine whether or not females/minorities are selected at a less favorable rate than males/non-minorities.

3. **Review of Hires/Promotions:** Whenever females/minorities are selected at a lower rate than males/non-minorities, a review of the applicant flow is conducted to determine possible reasons why females/minorities were not selected at a more favorable rate. If the OP/POR is attracting fewer than expected females/minorities that fit the qualifications for the job groups, good faith efforts will be put into place to attempt to improve the applicant flow of qualified females/minorities.

2. **Review of Terminations:** For non-voluntary terminations, if females/minorities are being terminated at a higher rate than males/non-minorities, a review of the employee files will be made to ensure that the OP/POR is applying its policies and procedures for termination equally for protected as well as non-protected classes.

5. **Compensation:** Compensation is reviewed at least annually in order to determine if there are significant discrepancies in pay when comparing female to male rates of pay and minorities versus non-minorities rates of pay. If discrepancies do exist, a thorough review is conducted to determine if the difference in pay is justified due to appropriate factors. If the difference in pay cannot be justified, the OP/POR will put a plan in place to address the issue.

X. PLACEMENT GOALS REPORT 41 CFR 60-2.16

Placement goals may not be rigid and inflexible quotas, which must be met, nor are they to be considered as either a ceiling or a floor for the employment of particular groups, quotas are expressly forbidden. In all employment decisions, UCOP/POR makes selections in a nondiscriminatory manner. Placement goals do not provide the justification to extend a preference to any individuals, select an individual, select an individual or adversely affect an individual's employment status, on the basis of that person's race, color, religion, sex, or national origin.

Placement goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results. Placement goals are not used to supersede merit selection principals. Affirmative action programs do not require UCOP/POR to hire a person who lacks qualifications to perform the job successfully, or hire a less qualified person in preference to a more qualified individual.

Plan: 8000 - UC OFFICE OF THE PRESIDENT

Job Group	Class	Goal Placement %
03- Managers	Hispanic	12.6
05- Senior Professionals	Minority	46.26

XI. ACCOMPLISHMENT OF PRIOR YEAR PLACEMENT GOALS (41 CFR 60-1.40(C)) 41 CFR 60-1.12(B), -2.1(C) AND -2.16

The OP/POR developed action-oriented programs (see Section XII) designed to accomplish the established goals and objectives, thereby enhancing employment and advancement opportunities in the OP/POR for females and minorities. The results of the prior year's Affirmative Action Program are identified on the following report.

Goal Attainment Report

Plan: 8000 - UC OFFICE OF THE PRESIDENT

Job Group	Class	Employees at plan date #	Goal Placement Rate %	Total Job Group	Actual Placements #	Actual Placement Rate %	Goal Attained
03- Managers & Senior Professionals		560		154			
	Hispanic	41	10.19		11	7.14	NO
08- Clerical & Secretarial		158		48			
	Female	126	89.53		39	81.25	NO

**XII. THE DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS 41
CFR 60-2.17(C)**

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:

1. Conducting periodical analyses of job descriptions to ensure they accurately reflect job functions.
2. Making job descriptions available to recruiting sources and available to all members of management involved in the recruiting, screening, selection and promotion processes.
3. Evaluating the total selection process to ensure freedom from bias through:
 - a. Reviewing job applications and other pre-employment forms to ensure information requested is job-related.
 - b. Evaluating selection methods that may have a disparate impact to ensure that they are job-related and consistent with business necessity.
 - c. Training personnel and management staff on proper interview techniques.
 - d. Training in EEO for management and supervisory staff.
4. Using techniques to improve recruitment and increase the flow of qualified applicants, including minority and female applicants. The OP/POR may undertake the following actions:
 - a. Include the phrase "Equal Opportunity/Affirmative Action Employer" or other acceptable tagline in all printed employment advertisements.
 - b. Place help wanted advertisements in local minority news media and women's interest media.
 - c. Disseminate information on job opportunities to organizations representing minorities, women and employment development agencies when job opportunities occur.
 - d. Encourage all employees to refer qualified applicants.
 - e. Actively recruit at secondary schools, junior colleges, colleges and universities with predominantly minority or female enrollments.
 - f. Request employment agencies to refer qualified minorities and women.
5. Preparing a self-audit of the OP/POR's compensation practices.
6. Ensuring that all employees are given equal opportunity for promotion. This is achieved by:
 - a. Posting promotional opportunities.
 - b. Offering counseling to assist employees in identifying promotional opportunities, training and educational programs to enhance promotions and opportunities for job rotation or transfer.
 - c. Evaluating job requirements for promotion.

To continue achieving placement goals and to address areas of concern identified in Section IX, OP/POR 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 local community organizations for outreach to underutilized groups by weekly communicating current employment opportunities and coordinating quarterly presentations to their staff and clients.
- 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 are invited to participate in the activities of these groups. The Affirmative Action Officer will be working diligently to strengthen the collaboration between OP/POR 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). 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 (<http://www.ucop.edu/human-resources/staff/talent-management--acquisition/talent-management-staff-development.html>):
 - Management Skills Assessment Program (MSAP)
 - Business Officers Institute (BOI)
 - Sexual Harassment Prevention Training Program
- UCOP Training and Development Offerings (<http://ucop.edu/local-human-resources/files/learning-development/ucop-learning-development-2012-brochure.pdf>)

Family-Friendly Policies and Programs

The OP/POR has developed and implemented family-friendly policies and programs that include family illness and bereavement leave, pregnancy disability leave, family and medical leave, and lactation accommodation. Links to these policies and programs, as well as links to childcare and eldercare referral resources are listed on the Human Resources web site at <http://ucop.edu/pacsw/resources/>.

XIII. INTERNAL AUDIT AND REPORTING SYSTEMS 41 CFR 60-2.17(D)

The OP/POR 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 OP/POR's audit and reporting system is designed to:

1. Measure the effectiveness of the AAP/EEO program.
2. Document personnel activities.
3. Identify problem areas where remedial action is needed.
4. Determine the degree to which the OP/POR'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:

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

The following documents may be maintained as a component of the OP/POR's internal audit

1. An applicant flow log.
2. Summary data of external job offers, hires, promotions, resignations and terminations.
3. Summary data of applicant flow.
4. Employment applications.
5. Records pertaining to OP/POR's compensation system.

The OP/POR'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:

1. The Affirmative Action Officer will discuss any problems relating to significant rejection ratios, EEO charges, etc., with management.
2. The Affirmative Action Officer will report the status of the OP/POR's AAP goals and

objectives to management and will recommend remedial actions for the effective implementation of the AAP.

XIV. COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES 41 CFR 60-20

The OP/POR prohibits discrimination in employment practices on the basis of sex. Internal personnel policies, procedures, and practices comply with the Sex Discrimination Guidelines set forth below:

1. Employees of both sexes are recruited for all jobs, unless sex is a bona fide occupational qualification.
2. Advertisements do not express a sex preference, unless sex is a bona fide occupational qualification.
3. Written personnel policies expressly indicate that there shall be no discrimination against employees on the basis of sex.
4. Employees of both sexes have equal opportunity to any available job for which they are qualified, unless sex is a bona fide occupational qualification. Both sexes are afforded equal access to all training programs, including any management trainee programs.
5. There are no distinctions on the basis of sex in: employment opportunities, wages, hours, or other conditions of employment.
6. There is no distinction between married and unmarried applicants or employees, or between applicants or employees with young children.
7. Policies and practices ensure appropriate physical facilities to both sexes.
8. Women are not penalized in their conditions of employment because they require leave for childbearing. UC maintains a maternity leave policy which meets all applicable legal requirements.
9. Provisions in collective bargaining agreements relating to conditions of employment are reviewed to assure consistency with the OFCCP Sex Discrimination Guidelines
10. There is no specification of differences on the basis of sex in mandatory or optional retirement age.
11. Seniority lines and lists are not based on sex.
12. The same wage schedules are applied to employees of both sexes.
13. Affirmative action is taken to recruit women to apply for jobs in which they have been previously underutilized.
14. Steps are taken to make jobs available to all qualified employees without regard to sex, and ensure that members of one sex are not discriminatorily restricted to certain job classifications; ensure that women are not denied the right to jobs for which they are qualified on the basis of any state "protective" law.

The University's Sexual Harassment Policy is located on the OP/POR Human Resources web site at http://hrop.ucop.edu/employees/sexual_harassment.html

**XV. COMPLIANCE WITH GUIDELINES ON DISCRIMINATION
BECAUSE OF RELIGION OR NATIONAL ORIGIN 41 CFR 60-50**

The OP/POR prohibits discrimination in employment practices on the basis of religious beliefs or national origin, and complies with the Guidelines on Discrimination Because of Religion or National Origin, as follows:

1. Applicants for employment and employees are treated fairly without regard to religious beliefs or national origin.
2. The OP/POR commitment to nondiscrimination on the basis of religion or national origin is communicated in the Affirmative Action Plan, personnel policy manuals, and other appropriate documents.
3. Personnel procedures are audited to insure that policies regarding equal employment opportunity are implemented without regard to religion or national origin.
4. Employees are periodically informed of the commitment to equal employment opportunity without regard to religion or national origin.
5. Assistance and support are enlisted of organizations and recruitment sources which maintain contacts with individuals of varying religious beliefs and national origins in order to uphold OP/POR's commitment to provide equal employment opportunity without regard to religious beliefs or national origin.
6. Efforts are made to accommodate religious observances and practices of employees or applicants for employment, unless it causes undue hardship on the conduct of business. In determining the feasibility of such accommodations, the OP/POR will consider business necessity, financial costs and expenses, and resulting personnel problems.

APPENDIX A

AFFIRMATIVE ACTION PROGRAM FOR MINORITIES AND FEMALES

PPSM-12: Non-Discrimination in Employment



PPSM-12: Nondiscrimination in Employment

Responsible Officer:	Vice President – Human Resources
Responsible Office:	Human Resources
Issuance Date:	July 1, 2012
Effective Date:	July 1, 2012
Scope:	Professional & Support Staff, Managers & Senior Professionals, and Senior Management Group Members

Contact:	Charles Barragan
Email:	Charles.Barragan@ucop.edu
Phone #:	(510) 987-0863

I. POLICY SUMMARY

The University of California is committed to nondiscrimination in employment and creating and maintaining a workplace free of harassment.

II. DEFINITIONS

Executive Officer: The University President or Chancellor.

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

A. General

It is the policy of the University not to engage in discrimination against or harassment of any person employed by 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 is intended to be consistent with the provisions of applicable state and federal laws and University policies.

B. Sexual Harassment

The University of California is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual. Specifically, every member of the University community should be aware that the University is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by University policy. It is the intention of the University to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy.

C. Retaliation

University policy 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.

D. Complaints

Information regarding applicable policies and procedures for resolving complaints of discrimination and harassment and for pursuing available remedies is available in the local [Human Resources office](#).

IV. COMPLIANCE / RESPONSIBILITIES

A. Implementation of the Policy

The Vice President–Human Resources is the Responsible Officer for this policy and has the authority to implement the policy. The 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 President–Human Resources has 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.

All actions applicable to PPSM-covered staff employees who are not Senior Management Group members that exceed this policy, or that are not expressly provided for under any policy, must be approved by the Vice President–Human Resources.

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 Director–HR Compliance may periodically monitor compliance to this policy.

E. Noncompliance with the Policy

Noncompliance with the policy is handled in accordance with the Personnel Policies for Staff Members 61, 62, 63, 64, 65, and 67 pertaining to disciplinary and separation matters.

V. PROCEDURES

The Responsible Officer may develop procedures or other supplementary information to support the implementation of this policy. Such supporting documentation does not require the approval of the President.

VI. RELATED INFORMATION

University of California Nondiscrimination and Affirmative Action Policy Regarding Academic and Staff Employment

University of California Policy on Sexual Harassment

University of California Procedures for Responding to Reports of Sexual Harassment

VII. FREQUENTLY ASKED QUESTIONS

How is military service defined under USERRA?

For purposes of this policy, the University uses the definition of “service in the uniformed services” found in the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA), which states that this term “means the performance of duty on a voluntary or involuntary basis in a uniformed service under competent authority and includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to any such duty, and a period for which a person is absent from employment for the purpose of performing funeral honors duty.”

USERRA defines “uniformed services” as “the Armed Forces, the Army National Guard and the Air National Guard when engaged in active duty for training, inactive duty training, or full-time National Guard duty, the commissioned corps of the Public Health Service, and any other category of persons designated by the President in time of war or national emergency.”

VIII. REVISION HISTORY

This policy was reformatted into the standard University of California policy template effective July 1, 2012.

Policy changes effective as of July 1, 2012:

- New language, in compliance with California Assembly Bill 887.
- 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:

- *Personnel Policies for Staff Members 12 (Nondiscrimination in Employment)*, dated May 3, 2010