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OVERVIEW

The Lawrence Berkeley Laboratory's Affirmative Action Program (also referred to as "AAP" or "Program") serves as a working document that describes current policies, practices, and results in the area of affirmative action. It represents the Laboratory's framework for an affirmative approach to increasing the representation of people of color and women in segments of our work force where they have been underrepresented and taking action to increase the employment of persons with disabilities and special disabled and Vietnam era veterans. The Program describes the hierarchy of responsibility for Laboratory affirmative action, the mechanisms that exist for full Laboratory participation in the Affirmative Action Program, the policies and procedures governing recruitment at all levels, the Laboratory's plan for monitoring, reporting, and evaluating affirmative action progress, and a description of special affirmative action programs and plans the Laboratory has used and will use in its efforts to increase the representation and retention of groups historically underrepresented in our work force.

The contents of this Program are intended to implement the Laboratory's Affirmative Action policy in ways that are consistent with Federal law as specified by Executive Order 11246 as amended, Revised Order No. 4 issued by the U.S. Department of Labor, and University policy.

OVERVIEW

The following terms and definitions are used in the Laboratory's Calendar Year 1995 Affirmative Action Program (AAP). This list of definitions and terms is not intended to be exhaustive but is limited to those words that are significant to the administration of Affirmative Action/Equal Employment Opportunity (AA/EEO) programs.

AA/EEO POLICY STATEMENT

Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, sexual orientation, handicap, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law, or U.S. Department of Energy (DOE) or University of California regulations. The Laboratory also undertakes affirmative action regarding women, people of color, individuals with disabilities, and covered veterans.

LIST OF TERMS:

Adverse Impact

A substantially different rate of selection in hiring, promotion, or other employment-related personnel actions that work to the disadvantage of a particular race, sex, or ethnic group.

Affirmative Action

A concerted effort by Laboratory management to enhance the participation of protected groups that historically have been underrepresented in the work force, i.e., women, people of color, individuals with disabilities, and covered veterans.

Applicant

An individual who has submitted requisite application materials for a specific advertised Laboratory position and who meets the minimum qualifications for that position.

Applicant Flow

The number of qualified applicants by gender and ethnicity in each job group during the fiscal year.

Applicant Pool

A collection of applicants who have applied for a similar position.

Availability	<p>An estimate for each job group, by gender and ethnicity, of the population of potential employees with requisite skills based on census and educational data.</p> <p>Aggregate Availability: Composite availability for categories of associated job groups computed by the weighted average method. These aggregate availabilities are weighted by the number of employees in each job group when determining utilization levels, or by the number of placements in each job group when computing aggregate performance measures.</p>
Covered Veterans	<p>Individuals who are considered special disabled veterans or Vietnam era veterans.</p>
Equal Employment Opportunity (EEO)	<p>Federal and State laws that guarantee all people the right to apply and be evaluated for job opportunities, promotions, performance, and all other personnel-related actions, regardless of race, color, sex, national origin, religion, age, disabilities, veteran status, marital status, ancestry, sexual orientation, or medical condition (as defined in Sec. 12926 of the California Government Code). EEO gives everyone the right to be considered for a job on the basis of his or her ability.</p>
EEO-1 Categories	<p>EEO-1 categories are defined by the OFCCP and are referred to in 41 CFR 60-2.11 as primary areas for underutilization that should be monitored. These categories are: A. Officials and Managers; B. Professionals; C. Technicians; D. Office and Clerical; E. Skilled Crafts; F. Semi-Skilled; and G. Service Workers.</p>
Fiscal Year (FY)	<p>An official accounting period used by the U.S. Department of Energy (DOE) that runs from October 1 to September 30. The Laboratory uses the same accounting period. The fiscal year is designated by the calendar year in which it ends. For example, FY92 is October 1, 1991 to September 30, 1992.</p>
Individual with a Disability	<p>An individual with a disability is one who has a physical or mental impairment that substantially limits one or more of that person's major life activities, has a record of such impairment, or is regarded as having such an impairment.</p>
Internal Posting	<p>A competitive process in which the applicant population is limited to the employees in a designated organizational unit.</p>
Job Group	<p>A grouping of jobs cutting across departmental lines. Jobs that are grouped together with similar job content, wage rates, and promotional opportunities, irrespective of department or line of progression. The job group is the basic unit for successive affirmative action program analyses which will build upon it, including an availability analysis and any employment goals that may be established thereafter.</p>

Major Life Activities	Primary attention is given to those life activities that affect employability. (This may include communication, ambulation, self-care, socialization, education, vocational training, transportation, adapting to housing, and, of course, employment.)
Numerical Parity	Numerical parity is achieved when underutilization is eliminated, i.e., when representation is at or above availability.
Organizational Units	Officially recognized sections, groups, offices, centers, divisions, and departments that make up the entire Laboratory.
Outreach	Outreach is a long-term process to inform the public about the Laboratory, with an emphasis on building and sustaining a multicultural organization. The process includes sharing the Laboratory's mission, vision, and strategic direction with all segments of society, educating the public about science and research, and informing potential applicants about Laboratory employment and career opportunities.
Performance /Progress Review	A written evaluation of a Laboratory employee's work performance over a specified period of time.
Placement Goal	An objective to attain a percentage of hires (placement rates) comparable to availability pools for protected classes that are underutilized in specific job groups.
Placement Rate	The percentage of hires of a protected class in all open recruitments for a given job group.
Promotion	The change of an employee from one position to another in a classification having a higher salary range maximum.
Protected Class	Legally identified groups that are specifically protected by statute against employment discrimination. Unlike "affected class," which must be demonstrated, protected class status is established by law. Protected class includes, but is not limited to, women, historically underrepresented people of color, disabled individuals, and special disabled veterans and Vietnam era veterans.
Qualified Individual with a Disability	An individual who is capable of performing a particular job with reasonable accommodation to a disability.
Qualified Special Disabled Veteran	A special disabled veteran who is capable of performing a particular job with reasonable accommodation to a disability.
Recruitment Procedures	Methods designed to attract members of a particular race, sex, or ethnic group that were previously denied employment opportunities or that are currently underutilized. An essential element of any effective affirmative action program and may be necessary to bring an employer into compliance with Federal law.

<i>Regulations and Procedures Manual (RPM)</i>	This manual identifies Laboratory administrative policies and procedures, defines responsibilities of supervisors and employees, and promotes conformity and consistency in the application of the policies and procedures throughout the Laboratory.
Selection Procedures	Any measure, combination of measures, or procedure, other than a bona fide seniority system, used as a basis for any employment decision. Selection procedures include a full range of assessment techniques from traditional paper and pencil tests, performance tests, training programs, or probationary periods and physical, educational, and work experience requirements through informal or casual interviews and unscored application forms.
Special Disabled Veteran	A person who is entitled to disability and compensation under laws administered by the Veterans Administration (1) for a disability rated at 30% or more, (2) for a disability rated at 10 or 20% in the case of a veteran who has been determined by the Veterans Administration to have a serious employment disability, or (3) for a person who was discharged or released from active duty because of a service-connected or service-aggravated disability.
Statistically Significant	In utilization analyses, identified underutilization is said to be statistically significant if the probability is 5% or less that differences between the utilization rate and the availability rate have occurred as a result of random chance. Statistically significant differences typically occur when the number of employees in a given job group is high, availability is high, and representation is low.
Underutilization	Having fewer women or people of color in a particular job group than would reasonably be expected by their availability.
Utilization Analysis	A comparison between availability estimates and the actual work force for women and people of color in a given job group.
Vietnam Era Veteran	A person who served on active duty for a period of more than 180 days from August 5, 1964 through May 7, 1975 and was discharged or released with other than a dishonorable discharge or was discharged or released from active duty for a service-connected disability.
Weighted Average	A weighted average is used like a simple average when the populations of the groups in question vary in size. For example, if Job Group 1 has an availability of 50% and Job Group 2 has an availability of 30%, then the simple average availability for the two job groups combined would be 40%. If the job groups have different population sizes, the simple average is not an accurate estimate of the expected percentage composite availability. The appropriate measure of composite availability would be the weighted average. If Job Group 1 contains 100 employees and Job Group 2 contains 50 employees, then the composite availability computed with a weighted average would be $(100 \times 50\% + 50 \times 30\%) \div 150 = 43.3\%$.

Weighted Average
(continued)

All composite availability estimates will be computed by the weighted average method and will be referred to by the term "aggregate availability."

Work Force Analysis

A statistical array of the total number of employees by sex and ethnicity compiled by organizational unit and ranked from the lowest to the highest salary conforming to OFCCP 41 CFR 60-2.11(a).

OVERVIEW

Lawrence Berkeley Laboratory is managed under Contract No. DE AC03-76SF300098 (Contract 98) for the U.S. Department of Energy (DOE) by the University of California. As a federal government contractor, the Laboratory is subject to executive orders and regulations pertaining to equal employment opportunity.

**PROGRAMS FOR CAREER
DEVELOPMENT**

In 1993, the Employee Development and Training Unit in the Human Resources Department introduced a department-based career development training program. In 1994, this program was expanded to include several new developmental tools to assist employees in assessing their career paths. The Employee Development Plan and the Tuition Reimbursement forms were updated and placed in the Laboratory's Public Access Folder. The Unit's library expanded its selection of reference materials to include books on topics related to career planning and development. A networking system was established for employees who are interested in conducting information interviews for accessing.

**AA/EEO POLICY
STATEMENT**

Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, sex, sexual orientation, disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law or by DOE or University of California regulations. The Laboratory also undertakes affirmative action regarding women, people of color, individuals with disabilities, and covered veterans.

In developing affirmative action programs, the Laboratory follows the objectives of the University of California, which are:

- To ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunity to compete for jobs and to have their qualifications assessed fairly; and
- To achieve a diversified work force at all levels.

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor 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 Revised Order No. 4 (41 CFR, Part 60-2). The OFCCP reviews the Laboratory's Affirmative Action Program (AAP) and assesses Laboratory compliance.

AA/EEO PROGRAM RESPONSIBILITIES

Affirmative Action and Equal Employment Opportunity (AA/EEO) Program responsibilities are shared between specific organizations and their employees. The AA/EEO responsibilities for line supervisors are located in the Laboratory's *Regulations and Procedures Manual*.

The Laboratory Director has overall responsibility for the implementation of AA/EEO policies. The Director's annual reaffirmation of the Laboratory's commitment to the principles of affirmative action and equal employment opportunity clearly states that implementation of AA/EEO policy is a line supervisor's responsibility. In addition to the Director, the following individuals and offices have specifically stated AA/EEO program responsibilities:

- Head, Work Force Diversity Office/
Equal Employment Opportunity Officer
- Equal Opportunity Administrator
- All line managers and supervisors
- Committee on Diversity
- Head, Human Resources
- Human Resources Staffing Unit
- Human Resources Employee Development and
Training Unit

Employees are expected to foster a work environment that is free from discrimination and is supportive of women, people of color, individuals with disabilities, special disabled veterans, and Vietnam era veterans.

**DISSEMINATION OF
AA/EEO INFORMATION**

The Laboratory distributes information concerning its Affirmative Action Program in a variety of ways. The Laboratory AAP is revised and distributed annually. The dissemination of internal AA/EEO information includes a policy statement in the *Regulations and Procedures Manual*, EEO posters, and new-hire orientation. Information concerning significant AA/EEO-related activities and achievements are presented in the Laboratory's weekly newspaper, which is available in the library and is accessible electronically.

**MATERIEL AND
SITE LOGISTICS
RESPONSIBILITIES**

Programs for socioeconomically disadvantaged businesses, facilitated by the Materiel and Site Logistics Department for the Laboratory, ensure that small and small-disadvantaged businesses are aware that the Laboratory practices affirmative action when purchasing materials and services. The Laboratory incorporates the AA/EEO employer clause as an article in all purchase orders, leases, contracts, and other appropriate publications covered by Executive Order 11246, as amended. In addition, the Laboratory retains the right, by contract, to suspend or cancel any contract with a vendor who has been judged guilty of discrimination by a court of law or an appropriate enforcement agency.

**PROGRAMS FOR
EMPLOYEE
DEVELOPMENT**

The Laboratory offers programs as part of employee development. For example, Laboratory policy requires annual performance appraisals (Performance/Progress Review) for all employees to ensure evaluation of employee achievements, productivity, and other job-related factors. The Laboratory offers on-site training to ensure that employees have an opportunity to broaden, develop, or update their job-related skills. Employees may also be eligible for tuition reimbursement for academic courses taken outside the Laboratory.

AAP ANALYSES

Statistical analyses of the results of Calendar Year (CY) 1994's affirmative action goals and new goals established for CY95 are included in this CY95 AAP. Government regulations require that such analyses be based on statistical comparisons. Statistical comparisons used in this program involve geographic census area data as well as other data, which are used in compliance with government regulations as interpreted. The use of such geographic census data, statistics, and goals is intended to have no significance outside the context of this Affirmative Action Program.

Although the CY94 AAP is based on calendar year information, the statistics in the Program, i.e., availability percentages, utilization analyses, placement goals, and goal results are calculated based on end-of-fiscal-year data. The CY94 availability estimates are repeated in the CY95 AAP for all job groups. The period of time between the end of the fiscal year and beginning of the calendar year (October through December) is necessary to gather and analyze work force data for incorporation in the calendar year program.

AAP ANALYSES
(continued)

As required, an eight-factor analysis was performed to calculate and identify availability percentages.

The CY95 AAP has identified a total of 33 job groups (see Section 11 for a detailed listing). The specific job groups are contained in seven EEO job categories. These job categories are:

- Officials and Managers — 3 job groups
- Professionals — 13 job groups
- Technicians — 8 job groups
- Clerical — 2 job groups
- Crafts (skilled) — 3 job groups
- Operatives (semi-skilled) — 1 job group
- Service workers — 3 job groups

Excluded are faculty, graduate student research assistants, and student assistants.

The AAP includes an availability percent and a utilization analysis for each EEO job group. Availability statistics are weighted by recruitment areas: the local area, the seven Bay Area counties, the state area, and the national area. External availability statistics presently rely on data from the 1990 U.S. Census. The AAP also monitors the availability of Laboratory job applicants through applicant flow data. Contained in the AAP are detailed women and people of color work force statistics by job groups as of September 30, 1994. Goals have been established to bring the employment of women and people of color in line with their availability relative to appropriate recruitment areas for all EEO job groups.

The results of the Laboratory's affirmative action and equal employment opportunity efforts for CY94 are detailed in the 1995 AAP, which comprises 18 sections and 3 appendices, most of which contain statistical information. The 1995 AAP for the Disabled, Special Disabled Veterans, and Vietnam era Veterans is also contained in Section 12 of this AAP.

OVERVIEW

Lawrence Berkeley Laboratory (LBL) is a multiprogram national research facility operated by the University of California (UC) for the U.S. Department of Energy (DOE). In 1994, LBL had over 5100 employees and guests and a total budget of approximately \$277 million supporting a wide range of research activities in fields ranging from high energy physics to energy conservation to biosciences. The role of LBL as a DOE National Laboratory is to serve the nation and its scientific and educational communities. To do this, LBL operates unique, large research facilities and performs energy-related research. Its fundamental mission is to provide national scientific leadership and technological innovation to support the DOE's objectives. The Laboratory and DOE have established the LBL role in the form of a mission:

MISSION

- Perform leading multidisciplinary research in the energy sciences, general sciences, and biosciences in a manner that ensures employee and public safety and the protection of the environment;
- Develop and operate unique national experimental facilities that are available to qualified investigators: The Advanced Light Source, National Center for Electron Microscopy, 88-Inch Cyclotron, Gammasphere, and National Tritium Labeling Facility;
- Educate and train future generations of scientists and engineers; and
- Transfer knowledge and technological innovations and foster productive relationships between LBL research programs and industry.

**LBL'S VISION AND
STRATEGIC OBJECTIVES**

LBL has undertaken a comprehensive strategic planning effort to define its vision, core competencies, strategic objectives, and complementary actions. This process has included assessing its programs and operating context, defining specific issues confronting the future, and addressing both LBL and DOE program objectives. At the same time, LBL has been working with DOE and other national laboratories to define mutual research and development roles to support the DOE mission, planning, and quality management initiatives.

LBL'S VISION AND STRATEGIC OBJECTIVES (continued)

LBL's Vision 2000 establishes the overarching goals of the Laboratory's strategic planning effort. It focuses on the DOE as the Laboratory's primary sponsor, but also establishes a commitment to reaching out and forging new partnerships with industry, academia, and other national laboratories to create value for the economy, enhance education, and contribute to the community. The four major goals of Vision 2000 are as follows:

- Distinguish ourselves as a premier DOE multiprogram national laboratory by performing research of the highest scientific quality. Build on our educational and technical resources to gain a competitive advantage for addressing problems of national significance and advancing the mission of the DOE.
- Make LBL the location of choice for facilities and programs. Our operational, administrative, and technical resources will integrate seamlessly with the research and engineering programs to make an LBL that works. All of our activities will be conducted with full regard for the environment, health, and safety.
- Commit to developing our people to their fullest potential. We value and seek diversity in our work force. We will create an environment that respects the individual, encourages leadership, stimulates innovation, fosters integrity, and demands excellence.

CORE COMPETENCIES AND FOUNDATIONS

The ability of the Laboratory to advance its mission depends upon its "core competencies." Recognizing them is the first step in determining how the Laboratory can make the best contributions to the agencies we serve. Core competency is defined as the integration of research disciplines, personnel, skills, technologies, and facilities which produce results of value to our sponsors and customers. Core competencies can be applied to rapidly changing national needs and new research problems while, at the same time, undergoing evolution themselves. In addition to our core competencies in specific technical areas, there are also several fundamental capabilities that are integrated into, or underlie, many of the core competencies. We refer to these as "foundations" in order to distinguish them from the core competencies. LBL has identified seven core competencies and four foundations. They are listed on the following page.

Core Competencies

- **Bioscience and Biotechnology:** Structural biology; genome research; bioinstrumentation; molecular cytogenetics; medical imaging; biology of human diseases; biomolecular design.
- **Particle and Photon Beams:** Analysis and design of accelerators; beam dynamics; high-brightness ion and photon sources; advanced magnet design and R&D; high-frequency RF technology; x-ray optics and lithography; induction linacs and neutral beams for fusion energy.
- **Characterization and Synthesis of Materials:** Advanced spectroscopies and microscopies based on photons, electrons, and scanning probes; ceramics; alloys; heterostructures; superconducting, magnetic, and atomically structured materials; bioorganic synthesis.
- **Advanced Technologies for Energy Supply and Energy Efficiency:** Subsurface resources and processes; building technologies; electrochemistry; fossil fuel technologies; energy analysis.
- **Chemical Dynamics, Catalysis, and Surface Science:** Reaction dynamics; photochemistry of molecules and free radicals; surface structures and functions; heterogeneous, homogeneous, and enzymatic catalysis.
- **Advanced Detector Systems:** Major detectors for high-energy physics, nuclear science, and astrophysics; scientific conception and project leadership; advances in particle and photon detection; implementation of new concepts in detector technology.
- **Environmental Assessment and Remediation:** Advanced instrumentation and methods for environmental characterization and monitoring; human health and ecological risk assessment; indoor air quality; subsurface remediation of contaminants; geologic isolation of high-level nuclear waste; actinide chemistry.

Foundations

- **National Research Facilities:** Advanced Light Source; National Center for Electron Microscopy; 88-Inch Cyclotron and Gammasphere; National Tritium Labeling Facility.
- **Computation and Information Management:** High-speed networking and distributed computing; processing and analysis of scientific images; data-acquisition and analysis systems; scientific information systems; database technology.

Foundations
(continued)

- **Engineering Design and Fabrication Technologies:** Custom integrated circuits; integrated accelerator systems; superconducting magnet assemblies; insertion devices for synchrotron radiation; large-volume semiconductor detector technology; laboratory automation; advanced CAD/CAM facilities for large systems; facilities for materials processing and fabrication.
- **Education of Future Scientists and Engineers:** Undergraduate, graduate, postdoctoral, and faculty involvement in scientific and engineering research through close ties with the University of California system; educational programs for elementary schools, high schools, and colleges.

MANAGEMENT STRUCTURE

Laboratory Director

The Laboratory Director bears the ultimate responsibility for setting policy on all operations of the Laboratory and for the conduct of all Laboratory programs within the constraints of the contract between the Regents of the University of California and the U.S. Department of Energy, and in accordance with Federal and State laws and University of California policies. In addition, the implementation of programs at the Laboratory is dependent upon the amount and designated purposes of funds available on an annual basis from the U.S. Department of Energy and other funding entities.

The Laboratory Director relies on the advice of the Deputy Directors, the Associate Laboratory Director, the Division Directors, and several internal advisory committees. He also has access to advice and guidance from officials external to the Laboratory within the University of California and the U.S. Government.

Each scientific division and three of the four support and service divisions at the Laboratory are headed by a Division Director. The Laboratory also has two Deputy Directors and two Associate Laboratory Directors. One Deputy Director is responsible for scientific policy, program development, and major new laboratory initiatives. The second Deputy Director is responsible for all Laboratory operations. One Associate Laboratory Director heads the Industry and Government Partnerships Office and the second Associate Laboratory Director is At-Large. The Deputy Directors and the Associate Laboratory Directors report to the Laboratory Director. The general organization of the Laboratory is reflected on the chart at the end of this section.

Each Division Director bears heavy responsibility for the internal organization of his or her division, for the assignment of work responsibilities, for the monitoring and evaluation of the conduct of the scientific and support programs, and for the implementation of Laboratory policies within that division.

Lawrence Berkeley Laboratory is comprised of nine scientific and four resources and service divisions:

Scientific Divisions (9)

Accelerator and Fusion Research
Chemical Sciences
Earth Sciences
Energy and Environment
Life Sciences
Materials Sciences
Nuclear Science
Physics
Structural Biology

Resources and Service Divisions (4)

Engineering
Information and Computing Service
Environment, Health and Safety
Operations

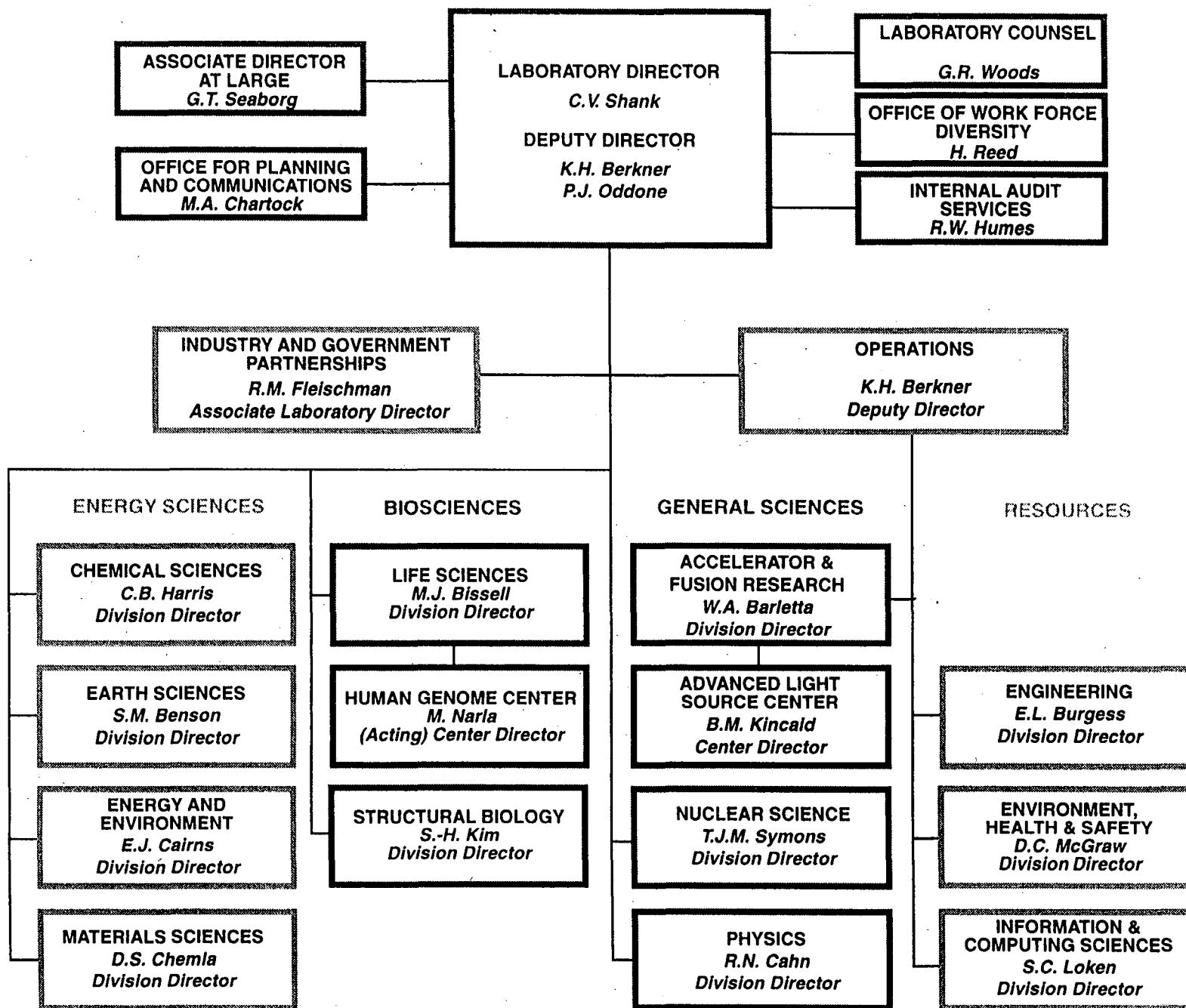
The Engineering and Information & Computing Sciences Divisions also have scientific programs.

Subdivisions

Each division of LBL is further subdivided into a number of offices or departments or into a number of projects, programs, groups, or areas. For example, the Energy and Environment Division includes a Center for Atmospheric & Biospheric Effects of Technology, a Center for Building Science, and the California Institute for Energy Efficiency. Research programs include: Energy Conversion & Storage, Environmental Research, Energy Analysis, Building Technologies, and Indoor Environment.

Lawrence Berkeley Laboratory • University of California

March 1995



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Lawrence Berkeley Laboratory

Affirmative Action Program

Section 5

Responsibility for Implementation

THE LABORATORY DIRECTOR

The Laboratory Director of the Lawrence Berkeley Laboratory has overall responsibility for implementation of the Equal Employment Opportunity/Affirmative Action policy (EEO/AA) that encompasses the entire Laboratory. He issues under his signature the Equal Employment Opportunity/Affirmative Action Policy Statement that is disseminated to all employees and that is reflected in the hiring procedures and policies section of the *Regulations & Procedures Manual*. This Policy Statement makes it clear that implementation of the EEO/AA program is a shared management responsibility. The Director informs the Division Directors that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance reviews.

HEAD, WORK FORCE DIVERSITY OFFICE

In this capacity, as the Equal Employment Opportunity Officer, the Work Force Diversity Office Head and designated staff members are responsible for the Laboratory-wide administration and coordination of the Affirmative Action Program, for taking whatever steps are necessary to ensure progress toward affirmative action goals, and for establishing procedures for review and revision of current employment practices to assure conformity with the Equal Employment Opportunity/Affirmative Action Policy statement.

EQUAL OPPORTUNITY ADMINISTRATOR

The Equal Opportunity Administrator (EOA) is responsible for auditing and implementing the Laboratory's Affirmative Action Program. All internal and external communications regarding LBL's affirmative action program are authorized by the EOA. The duties include the following:

- Developing internal and external communication techniques.
- Helping to identify problem areas and monitoring goal achievement through meetings with the Laboratory Director, the Deputy Directors, the EEO Officer, Associate Laboratory Directors, Division Directors, and the Human Resources management team.
- Assisting Division management in developing, implementing, and maintaining the Laboratory's Affirmative Action Program, and providing technical assistance to the Laboratory Director, the Deputy Directors, Associate Laboratory Directors, Division Directors, and Department and Section Heads to these ends.
- Preparing and maintaining the Laboratory's Affirmative Action Program.
- Developing and implementing the Laboratory's audit and reporting systems to monitor the effectiveness of the Affirmative Action Program.

**EQUAL OPPORTUNITY
ADMINISTRATOR**
(continued)

- Serving as liaison between the Laboratory and organizations concerned with employment opportunities for women, people of color, individuals with a disability, special disabled veterans, and Vietnam era veterans.
- Assisting the Human Resources Department and the Laboratory Divisions in the outreach recruitment of women, people of color, individuals with a disability, special disabled veterans, and Vietnam era veterans.
- Advising supervisors that they are expected to ensure fairness and equality in administering all personnel actions.
- Acting as liaison between the Laboratory and enforcement agencies.
- Clarifying the spirit and intent of EEO/AA laws and regulations and keeping management advised on the latest developments in all areas of equal employment opportunity and affirmative action.
- Maintaining oversight responsibilities for reviewing the progress, quality, and integrity of the development of the Affirmative Action Program.
- Continuing to bear primary responsibility for community relations and liaison with local and national organizations concerned with the employment of women and people of color as well as those persons protected by law from discrimination based on religion, national origin, age, physical or mental disability, Vietnam era veteran or special disabled veteran status, marital status, sexual orientation, medical condition (cancer-related), citizenship, or ancestry.

**HUMAN RESOURCES HEAD
AND STAFF**

The Human Resources Head and staff are responsible for implementing the full range of Laboratory policies and procedures aimed at ensuring equal employment opportunity and affirmative action at Lawrence Berkeley Laboratory. Section 7 includes such policies, as outlined in the Laboratory's *Regulations and Procedures Manual*.

- Developing for each job vacancy a targeted recruitment plan with a goal of increasing representation of underutilized groups in the applicant pool.
- Monitoring the recruitment process to ensure that a suitable search is conducted.
- Gathering and maintaining records/data on personnel actions.
- Helping management meet its hiring goals through working closely with people of color and women's recruiting sources, State employment offices, and rehabilitation and service centers.

**HUMAN RESOURCES HEAD
AND STAFF***(continued)*

- Advising all recruitment sources of the Laboratory's Equal Employment Opportunity/Affirmative Action policy.
- Placing recruitment advertisements in publications likely to be read by women, people of color, individuals with a disability, special disabled veterans, and Vietnam era veterans.
- Administering all training and development programs.
- Providing information to new employees on the Laboratory's EEO/AA program and its objectives.
- Reviewing the job requisitions used by the Laboratory to ensure that they reflect actual job requirements.
- Monitoring applications, interviews, offers of employment, wage commitments, and any other terms and conditions of employment for consistency with Laboratory policy.
- Providing career counseling.
- Administering policies and procedures in the resolution of employee problems or complaints.

**DEPUTY DIRECTORS AND
ASSOCIATE LABORATORY
DIRECTORS**

One Deputy Director is responsible for scientific policy, program development, and major new Laboratory initiatives. The second Deputy Director is responsible for Laboratory operations. One Associate Laboratory Director heads the Industry and Government Partnerships Office and the second Associate Laboratory Director is At-Large. All are responsible for following and ensuring the implementation of all Laboratory policies including non-discrimination and affirmative action policies.

DIVISION DIRECTORS

The Division Directors have overall responsibility for implementing EEO/AA policies within their Divisions. These responsibilities include the following:

- Apprising department/section/unit heads, supervisors, and employees of LBL's policies and ascertaining that these policies are being followed.
- Collaborating with the Equal Opportunity Administrator in monitoring progress in meeting hiring goals and conducting action-oriented programs to address problem areas.
- Informing supervisors and managers that their equal employment opportunity/affirmative action efforts and results will be considered in their yearly performance review.
- Assisting with the identification of problem areas and initiating and revising divisional, departmental, and unit goals and objectives.

DIVISION DIRECTORS*(continued)*

- Holding meetings with the Division's department/section/unit heads to review the effectiveness of activities directed toward accomplishing affirmative action goals and objectives.
- Supporting the Human Resources Department in developing recruitment strategies for attracting women, people of color, individuals with a disability, special disabled veterans, and Vietnam era veterans.
- In conjunction with the Human Resources Department, ensuring that training programs, where appropriate, are made available to Division employees.
- Periodically reviewing the qualifications of Division employees to ensure that women and people of color are given full opportunity for transfer and promotion.
- In conjunction with the Human Resources Department and the Work Force Diversity Office, utilizing existing techniques for the informal resolution of employee complaints related to issues concerning EEO/AA.
- Ensuring that each Division is in compliance with regard to the proper display of posters, non-segregation of facilities, and participation by employees who are women, people of color, individuals with a disability, special disabled veterans, and Vietnam era veterans in all Laboratory-sponsored educational, training, recreational, and social activities, as appropriate.

MANAGERS/SUPERVISORS

Managers and supervisors have front line responsibility for implementing EEO/AA policies throughout the Laboratory. They are required to participate in courses that improve their ability to manage a diverse work force and to understand workplace implications of EEO regulations. Supervisors and managers are informed that their work performance is evaluated, in part, on the basis of their EEO/AA efforts and results.

COMMITTEE ON DIVERSITY

The Committee on Diversity was constituted by the Director of the Laboratory in January 1992. The committee is composed of a representative from each division who serves a three-year term. The members selected are representative of the different classification levels at the Laboratory, from the support level up to the scientific level. The purpose of the Committee on Diversity is to advance the creation of a work environment in which all employees perceive that they are valued, included, supported, and encouraged. To this end, the Committee will:

- Develop ideas for change that improve diversity within the LBL community.
- Promote an awareness, understanding, and appreciation of diversity.
- Serve as the ears and voice for all LBL employees and emphasize communication on all levels at LBL including interactions with various employee groups and associations.

COMMITTEE ON DIVERSITY
(continued)

Committee members are placed on one of three subcommittees and focus on issues related to career development, communications/environment, and education. The subcommittees meet and consider topics related to areas of responsibilities and convene within the full committee to make its recommendations to the Director. Issues to be addressed by the committee can best be summed by LBL's Statement on Diversity which reads as follows:

LBL is an institution with a tradition of, and dedication to, excellence in scientific research, technological innovation, educational opportunities and service to the nation. Reflecting the nation's values, LBL is dedicated to integrating diversity into its research culture and to providing an environment that is accessible and hospitable to all employees.

POINT OF CONTACT

In 1994 a Senior Scientist in the Life Sciences Division was appointed by the Laboratory Director as the "point of contact" for the Department of Energy's review of DOE Laboratory programs for women. She and five other women scientists and engineers participated in the DOE's annual review of national lab programs for women in 1994. The DOE review focused on how to get women into the science pipeline, educational opportunities, the quality of the work environment, and career development. In her role as the "point of contact," the Senior Scientist holds monthly meetings with a group of Laboratory women to identify major topics of concern to women at LBL.

OVERVIEW

The Laboratory disseminates its policy on equal employment opportunity/affirmative action (EEO/AA) both internally and externally in the ways listed below.

Director's EEO/AA Statement

To ensure that all Laboratory employees and managers are familiar with the Laboratory's policy on equal employment opportunity and affirmative action, the Laboratory Director distributes an annual policy statement confirming his personal commitment as well as the organizational commitment. The 1995 Statement is on page 6-5 of this section. The policy on sexual harassment is on page 6-6, also in this section.

INTERNAL

Laboratory Briefings

The Work Force Diversity Office disseminates the Laboratory's Affirmative Action Program to the Director, the Deputy Directors, the Associate Laboratory Director, each Division Director, the Human Resources Department, and the Laboratory's libraries. The Equal Opportunity Administrator provides information about the Laboratory's progress in meeting goals through annual briefings with management and the Committee on Diversity.

**Publications within
the Laboratory**

The Laboratory emphasizes its commitment to affirmative action through news stories and announcements that identify and describe the accomplishments and contributions of minority and female employees in *Currents*, LBL's weekly newsletter, which is distributed to all employees.

The *Regulations and Procedures Manual*, which is distributed throughout the Laboratory, includes a summary statement of the Laboratory's Affirmative Action policy in Section 2.01A as does the *Employee Handbook*. The Laboratory's Affirmative Action Program is a promulgation of Laboratory policy.

Posters

Laboratory bulletin boards include Federal and State EEO posters as well as the Laboratory Director's policy statements on Equal Employment Opportunity/Affirmative Action and Sexual Harassment.

New Employee Orientation

During a formal orientation program, new employees are informed about and given a copy of the Laboratory's non-discrimination and sexual harassment policies.

Internal Job Posting

Open positions are posted for a minimum of two weeks in the *Current Job Opportunities Bulletin (CJO)*, which is mailed on a biweekly basis to multiple locations within the Laboratory. The *CJO* is available electronically through computerized bulletin boards on the Internet using Mosaic or Gopher. In addition, the *CJO* is also available to internal callers through a telephone job line accessed at extension 4226. The *CJO* includes the equal employment opportunity/affirmative action statement.

Training

The Laboratory offers the following in-house training courses that include information on legal requirements and policy related to equal employment opportunity and affirmative action: "Managing Within the Law" and "Rights and Responsibilities: Knowing the Law."

EXTERNAL**External Declaration of Laboratory Policy for Recruitment**

The Human Resources Department communicates LBL's EEO/AA policy to its recruiting sources. The Laboratory includes its equal employment opportunity/affirmative action employer statement in recruitment materials, including application forms, brochures, newspaper advertisements, and "position available" announcements. The weekly publication entitled *Current Job Opportunities (CJO)* contains the equal employment opportunity/affirmative action employer statement. The *CJO* is mailed to local and national organizations, professional and state agencies, and colleges and universities. It is posted in both LBL's Reception Center and the Human Resources Department for review by walk-in applicants. In addition, the *CJO* is available electronically through computerized bulletin boards on the Internet (using Mosaic or Gopher) accessed by thousands of users worldwide. The *CJO* is also available to external callers through a telephone job line accessed at (510) 486-4226.

External Declaration of Laboratory Policy for Procurement

The Laboratory's procurement function has been and continues to be a leader in the Disadvantaged Business Development Program¹, having started an active program long before it became a requirement. LBL continues to meet and exceed its DOE goals for small, small disadvantaged, and women-owned businesses. Its consistent level of achievement is an enviable record. The Laboratory incorporates the equal opportunity clauses by reference in its Purchase Order documents, as required by Executive Order 11246, as amended, and its implementing regulations. To increase the effectiveness of its procurement efforts, the Laboratory has an outreach program that includes:

¹ Disadvantaged businesses refers to small business concerns owned and operated by socially and economically disadvantaged individuals. Such individuals include African Americans, Hispanic Americans, Native Americans, Asian Americans and other minorities or any other individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 (a) of the Small Business Act (15 U.S.C.631 et seq.).

- **Directory.** The Laboratory publishes a Directory of Disadvantaged and Women-owned Businesses which contains over 1400 vendor listings. This publication is carried over into FY95. The Laboratory also maintains a database of small businesses. Buyers can access it and search for suppliers of specific commodities by using key descriptive words.

**External Declaration of
Laboratory Policy for
Procurement**
(continued)

- **Industry Council.** LBL is an active member of the Industry Council for Small Business Development. Aside from attending monthly meetings where guest vendors make presentations, LBL assisted in presenting the Council's June 1994 Procurement Fair at the Santa Clara Convention Center. Over 3900 people attended the two-day seminar and fair that hosted over 400 exhibit booths, more than half of which represented small, disadvantaged or women-owned businesses. LBL anchored three booths in which representatives from LBL, Lawrence Livermore National Laboratory, and the four Northern California UC campuses interviewed suppliers attending the fair. Representatives subsequently made contact with a number of firms that are now supplying the Laboratory.
- **Trade Fairs.** LBL shared a display booth with other UC laboratories and campuses at the Northern California Purchasing Council's Minority Business Opportunity Day in September 1994. In addition, Laboratory representatives attended several trade fairs and seminars presented by other organizations.
- **Publicity.** The University of California issues publications on the Small Business Contracting Program for small business concerns, disadvantaged and women-owned businesses. These publications are intended to bring attention to the efforts the University is making.
- **Acquisition Planning.** All major procurements are pre-screened for socioeconomic potential prior to issuance of solicitations.
- **Buyer Effort.** Procurement Specialists are directed to continually provide outreach assistance to small, disadvantaged, and women-owned businesses to enhance their opportunities to become viable suppliers. This is an ongoing activity and part of every buyer's job. In FY94, LBL continued to implement a set-aside program for small and disadvantaged¹ businesses. Several major awards resulted.



LAWRENCE BERKELEY LABORATORY
ADMINISTRATIVE MEMO

POLICY AND PROCEDURE

January, 1995

Vol. XXI, No. 1

**DIRECTOR'S EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY
STATEMENT**

This supersedes Policy and Procedure memorandum Volume XX, No. 3, dated January 10, 1994.

I am personally committed to the Laboratory's Equal Opportunity and Affirmative Action programs. It is my expectation that managers and supervisors, at all levels, be familiar with the Affirmative Action Plan and relevant Laboratory policies, and assume responsibility for following them in all personnel actions. Managers and supervisors also are expected to cooperate fully with the Human Resources Department so that all employment policies are implemented consistent with federal and state laws and University of California policy. Providing support to our EEO/AA program is a necessary and vital part of every manager's and supervisor's job at LBL.

The policy of the Lawrence Berkeley Laboratory is to ensure equal employment opportunity to all employees and job applicants. The Laboratory will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition (cancer related) as defined in Section 12926 of the California Government Code, status as a Vietnam-era veteran or special disabled veteran or, within the limits imposed by the law, DOE or University regulations, because of age or citizenship. This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action for minorities and women, for persons with disabilities, and for Vietnam-era veterans and special disabled veterans.

I have designated Harry Reed, the Head of the Laboratory's Work Force Diversity Office as the Laboratory's Equal Employment Opportunity Officer. The Work Force Diversity Office has the responsibility for preparing the Laboratory's Affirmative Action Plan, monitoring all of its personnel actions and for compliance with EEO/AA rules and regulations. The Laboratory's Diversity Committee whose membership represents the wide range of LBL employees, advises me on diversity in the Laboratory's workforce.

If employees have comments or concerns relative to EEO/AA they are encouraged to contact their manager, the Human Resources Department, or the Work Force Diversity Office. No employee shall be subject to reprisal or retaliation as a result of their comments or concerns.

Charles V. Shank
Director



POLICY AND PROCEDURE

May 13, 1994

Vol. XX, No. 9

LABORATORY POLICY ON SEXUAL HARASSMENT

The Laboratory is committed to creating and maintaining a workplace in which all persons who participate in Laboratory programs and activities can do so in an environment free of all forms of sexual harassment. Sexual harassment is illegal under federal and state law and is a violation of Laboratory policy prohibiting discrimination on the basis of sex. The Laboratory will take whatever action is needed, including disciplinary or dismissal action, to prevent and correct behavior which violates this policy.

Sexual harassment is defined as unwelcome behavior of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other Laboratory activity,
2. submission to or rejection of such conduct is used as the basis for evaluation in making personnel decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Laboratory environment.

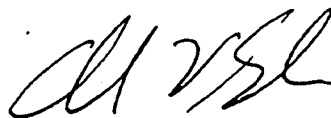
Some examples of sexual harassment are:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.

- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene correspondence, letters, notes, or invitations.
- Physical conduct: touching, impeding or blocking movements.
- Making or threatening reprisals after a negative response to sexual advances.

The Laboratory policy on sexual harassment is set forth in RPM 2.05E. If you feel you are being sexually harassed, are aware of or suspect the occurrence of sexual harassment, you should immediately report such conduct to your supervisor or to other Laboratory management, the Work Force Diversity Office, the Employee Relations or Labor Relations Office, or the Employee Assistance Program Coordinator. Retaliation against individuals who report or complain of sexual harassment is illegal and is prohibited by Laboratory policy.

I ask that all persons who participate in Laboratory programs and activities be aware of and abide by this policy.



Charles V. Shank
Director

DISTRIBUTION LEVEL 1 - All Employees

AA/EEO PROGRAM POLICY

Overview

The Laboratory is vitally concerned with the development and implementation of effective Affirmative Action and Equal Employment Opportunity (AA/EEO) requirements that are related to personnel policies, procedures, and practices. These hiring policies and procedures and working conditions, as set forth in the *Regulations and Procedures Manual*, are periodically reviewed and compared with the requirements of 41 CFR 60-2 (Affirmative Action Programs), 60-20 (Sex Discrimination Guidelines), and 60-50 (Religion and National Origin Guidelines). This section of the AAP is intended to reflect the most current statements of Laboratory hiring policy and procedures, which may be subject to change at the discretion of management. To avoid potential discrepancies, the *Regulations and Procedures Manual* is the official document for the Laboratory and supersedes material found in this section. Changes in policy and procedures made in the interim period may be incorporated during the next yearly publication cycle.

Laboratory policies, procedures, and practices comply with Section 202 of Executive Order 11246, as amended, which states that employers are prohibited from discriminating against employees or applicants because of their sex, race, color, religion, or national origin and must take affirmative action to ensure that qualified applicants are employed without regard to their sex, race, color, religion, or national origin and that employees are treated equally.

The Affirmative Action and Equal Employment Opportunity (AA/EEO) policy statement for the Laboratory is expressed below for the purpose of establishing the foundation of the Affirmative Action Program.

**University of California Policy
Authority**

The development of affirmative action programs at the Laboratory is based on objectives established by the University of California and reflects the following principles:

- To ensure that members of groups who in the past may have been victims of employment discrimination are given equal opportunity to compete for jobs and to have their qualifications assessed fairly and,
- To achieve a diversified work force at all levels.

**Affirmative Action Policy
Statement**

Affirmative action is positive, results-oriented action taken by managers that requires the cooperation and assistance of all Laboratory employees. The Laboratory is committed to affirmative action and takes positive steps to enhance the participation by members of protected groups that historically have been underrepresented in the work force, such as women, people of color, individuals with disabilities, and covered veterans.

Both Laboratory employees and non-Laboratory applicants are considered to fill available positions. When a Laboratory employee and a non-Laboratory applicant are equally qualified, the Laboratory employee may be given first consideration unless the non-Laboratory applicant would contribute to meeting AA/EEO goals. Occasionally, budgetary restraints necessitate suspension of external hiring in order to avoid involuntary reductions-in-force.

In cases where candidates who are women or people of color possess qualifications equal to those of non-minority or male candidates, the hiring official and management will pay particular attention to Laboratory affirmative action goals. However, this Affirmative Action policy does not imply preferential treatment for these groups, nor is it a means for compromising job-related qualifications or standards for the purposes of meeting numerical or percentage goals.

**Equal Employment Opportunity
Policy Statement**

Laboratory policy requires a positive, concerted effort to ensure equal employment opportunity for all employees and qualified prospective employees. The Laboratory does not discriminate in any of its policies, procedures, or practices on the basis of race, color, national origin, religion, gender, sexual orientation, disability, age, veteran status, medical condition (as defined in Section 12926 of the California Government Code), ancestry, or marital status; nor does the Laboratory discriminate on the basis of citizenship, within the limits imposed by law and the U.S. Department of Energy (DOE) or University of California regulations.

**Individuals with Disabilities
Policy Statement**

Laboratory policy is to provide equal employment opportunity for all employees with disabilities and qualified applicants with disabilities. The Laboratory does not discriminate against any employee or any qualified applicant because he or she is an individual with a disability. The Laboratory, through reasonable accommodation and other positive actions, takes affirmative action to recruit, employ, and advance qualified individuals with disabilities.

The Laboratory makes reasonable accommodation for the physical and mental limitations of employees with disabilities and applicants with disabilities unless the accommodation would impose unreasonable hardships on the business operation of the Laboratory. Refer to Section 12.

**Special Disabled and
Vietnam Era Veterans
Policy Statement**

Laboratory policy provides equal employment opportunity to covered veterans. The Laboratory does not discriminate against any employee or any qualified applicant because he or she is a covered veteran. Accordingly, equal employment opportunity affects all employment policies, procedures, and practices including, but not limited to, recruiting and hiring. The Laboratory also takes affirmative action to recruit, employ, and advance qualified covered veterans. Refer to Section 12.

**AFFIRMATIVE ACTION
AND NONDISCRIMINATION****Policy**

It is the policy of the Lawrence Berkeley Laboratory to ensure equal employment opportunity to all employees and job applicants. The Laboratory will not engage in discriminatory practices against any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition (cancer related) as defined in Section 12926 of the California Government Code, status as a Vietnam era veteran or special disabled veteran or, within the limits imposed by law, DOE or University regulations, or because of age or citizenship. This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action for people of color, women, individuals with disabilities, special disabled veterans, and Vietnam era veterans through formally written affirmative action programs.

Positive efforts to further this Affirmative Action Program must be vigorously pursued, conform to all current legal requirements as well as to the spirit of the law, be consistent with Laboratory standards of quality and excellence, be specific in identifying areas of underutilization and in prescribing corrective measures, and be consistent with the University of California Affirmative Action Personnel Program — Policy and Guidelines.

Responsibilities

The Director of the Laboratory has designated the Head, Work Force Diversity Office, as the Equal Employment Opportunity Officer. The Equal Opportunity Administrator reports to the Equal Employment Opportunity Officer and administers the Affirmative Action Program.

Division Directors are responsible for implementing the Affirmative Action Program in their respective organizational units for which they are responsible, with particular attention to hiring, promotion, and employee development, and for evaluating managers and supervisors on their effectiveness, including their good-faith efforts to implement the Affirmative Action Program.

RECRUITMENT

Policy The Laboratory will recruit from within and outside its work force to obtain qualified applicants. Reasonable efforts will be made to inform and recruit qualified applicants from various segments of the appropriate recruiting area to facilitate the attainment of affirmative action goals and objectives as set forth by the Laboratory Affirmative Action Program. The duties and responsibilities of the vacant position and the qualifications necessary to perform those duties and responsibilities are identified before recruiting applicants.

Responsibilities The Head, Human Resources Department, has general responsibility for development and implementation of recruitment programs.

The Equal Opportunity Administrator reviews, monitors, and evaluates the effectiveness of recruitment programs in meeting affirmative action objectives and consults and advises on methods for meeting those objectives.

The appropriate Division Director or Department Head defines the duties of the vacant position and, with the assistance of the Head, Human Resources Department, the position requirements. The Division Director or Department Head assists the Head, Human Resources Department, in determining the most effective recruitment program.

Publicizing Job Vacancies All job vacancies must be listed with the Human Resources Department with the following exceptions:

- those filled by the demotion of an employee within a Division;
- those filled by the reassignment of an incumbent employee with no change in general job duties, responsibilities, or classification within the same Department or Division;
- those to be filled by a career employee on recall or preferential rehire status or scheduled for layoff.

Promotions or transfers of an employee to a clearly different vacant position (including those within a Department or Division) must be listed with the Human Resources Department. Consult the Human Resources Department for guidance in determining whether the new duties and responsibilities should result in a new position that must be posted or in a reclassification or reassignment (see RPM Section 2.06 F 3, *Determination of Appropriate Classification*).

Publicizing Job Vacancies
(continued)

The Head, Human Resources Department, regularly posts all vacancies unless the position is to be filled by a person who is scheduled for layoff or on recall or preferential rehire status from layoff or who has become disabled and has received vocational rehabilitation services (see Paragraph 2.05 G 2, *Vocational Rehabilitation*). Recruitment may be limited to Laboratory employees if an applicant pool is available of sufficient diversity to allow the hiring supervisor a meaningful choice in obtaining the essential job-related skills, knowledge, abilities, and other qualifications, and in meeting affirmative action objectives. Appropriate media and organizations, both internal and external, are used to inform potential applicants of job vacancies and employment opportunities with the Laboratory. Posting of job vacancies is for a minimum of two weeks. Individual exceptions to the posting requirement may be approved by the Head, Human Resources Department, with the concurrence of the Equal Opportunity Administrator. Temporary positions of less than six months assignment are exempt from posting requirements. Vacancies for students hired for summer positions or for indeterminate time during the academic year are also exempt from posting requirements. However, any change in status from temporary to career will be reviewed by the Human Resources Department and be subject to posting procedure and policy.

Advertising for personnel may be arranged only by the Human Resources Department. When advertising seems necessary to aid in recruiting personnel, advertising copy should be prepared jointly by the hiring Department or Division and a Human Resources Department Staffing Specialist.

Travel Expenses of Applicants

Payment of travel costs for the purpose of a personal interview of an applicant who is a U.S. citizen is permissible only when specifically arranged and approved in advance by the Human Resources Department. Travel costs for foreign nationals are the responsibility of the Foreign Visitors Unit. In general, this approval is granted only in cases involving supervisory, professional, or technical personnel not readily available in the local labor market. (See RPM Section 4.01 C 2, *Recruiting, Hiring, and Transfers*.)

RECRUITMENT PROCEDURES**Personnel Requisitions**

Action to recruit personnel should be initiated by sending an electronic form, *Requisition for Personnel*, to the Human Resources Department. This form must be completed and properly approved by an authorized individual. The hiring supervisor must ensure that the requirements listed on the requisition include the skills, knowledge, and abilities required to perform the duties of that particular position and that the job description contains only those requirements necessary for satisfactory performance in that position.

Scope of Recruitment

The Human Resources Department, in consultation with the Equal Opportunity Administrator and the hiring supervisor, will develop an appropriate recruitment strategy, i.e., suitable search, designated to obtain a diversified pool of qualified candidates and to maintain an efficient recruitment process. This strategy must include recruitment in appropriate labor markets, advertising media, and organizational contacts, both internal and external. The recruitment strategy must allow as much time as possible to establish a diversified applicant pool to meet affirmative action objectives. The Human Resources Department will furnish available information on divisional affirmative action recruitment goals to the hiring department.

Referral of Applications

Each application submitted to the hiring supervisor for review is accompanied by an electronic form, *Personnel Referral*, on which the supervisor reviewing the application or conducting the interview records pertinent information and states reasons for the decision to hire or reject an applicant. All completed referral forms must be returned to the Staffing Unit for review. After this review, referral forms for foreign nationals only are sent to the Foreign Visitors Unit of the Human Resources Department.

**Referral of Applicants
for Vacant Positions**

The Human Resources Department will first refer any person on preferential rehire status or any career employee scheduled for layoff who is qualified for the vacant position and wishes to be considered.

If no person on preferential rehire status or no career employee scheduled for layoff is selected, qualified applicants from inside and outside the University will also be considered for referral. The Human Resources Department will refer those applicants whose qualifications are most appropriate for the particular position. The Human Resources Department will make every reasonable effort to establish a diversified applicant pool from which a selection can be made. Of the referred applicants, the Human Resources Department will identify applicants who must be interviewed before completion of the interviewing process and selection of a final candidate.

Interviewing Applicants

Interviews between applicants and the hiring Division or Department are arranged by the Human Resources Department, or may be arranged by the hiring Division or Department with the concurrence of the Human Resources Department. The Human Resources Department will furnish available information on each applicant.

Documentation

The Head, Human Resources Department, shall keep records of employment practices. These records will show whether a practice has had an adverse impact on any group protected by Title VII or other relevant Federal and State laws and will include records to document the job-relatedness of an employment practice.

Documentation
(continued)

As specified by the Head, Human Resources Department, the Staffing Unit shall record the reasons for selecting or not selecting each referred applicant and shall keep specified records of selection procedures and decisions.

SELECTION

Policy

In filling a position, the applicant who, in the opinion of the Division Director or Department Head, possesses the qualifications to perform most effectively the duties of the position will be selected. The selection process should facilitate the attainment of affirmative action goals.

Responsibilities

The Head, Human Resources Department, shall be responsible for the referral of qualified applicants to the Division or Department. The Head, Human Resources Department, or designated representative shall advise the hiring supervisor concerning personnel policies, interpretation of legal requirements, and the professional standards for selection methods and shall consult with the Division Director or Department Head regarding the availability and qualifications of applicants for specific positions.

The Equal Opportunity Administrator shall be responsible for reviewing, monitoring, and evaluating the effectiveness of selection processes in meeting affirmative action objectives and shall consult and advise with respect to equal opportunity and affirmative action in employment.

The Division Director or Department Head shall have final responsibility for the selection of an individual to fill an open position.

Selection Procedures

A regular status employee on preferential rehire status (RPM Section 2.20 B 8, *Reemployment from Layoff*) or who has received an official letter of layoff from the Head, Human Resources Department, shall be granted preference over other applicants for appointment to any active and vacant position at the same salary level or lower (as determined by the salary range maximum) and at the same or lesser percentage of time as the position held at the time of layoff. Before considering other applicants, the Division Director or Department Head shall inform the Head, Human Resources Department, in writing, of the reasons that the applicants with preference for reemployment did not meet the requirements of the position.

If no person on preferential rehire status or scheduled for indefinite layoff is available, the Division Director or Department Head shall consider all qualified applicants from inside and outside the Laboratory who have been referred by the Selection Procedures and shall select for the position the applicant who, based on the evaluation of the Division Director or Department Head, is most qualified.

Selection Procedures
(continued)

No applicant may be denied employment nor may any applicant be selected for appointment in preference to a more qualified applicant on the basis of race, color, religion, sex, marital status, national origin, disability or handicap, mental condition, status as a Vietnam era veteran or disabled veteran or, within the limits imposed by law, DOE, or University regulations, because of age or citizenship.

All selection methods and criteria must be job related. The following may be taken into consideration in the candidate assessment process:

- application forms
- formal and informal interviews
- physical, educational/training, and work-experience requirements approved by the Human Resources Department
- skills, abilities, and previous job evaluation
- performance tests validated for specific classifications
- job-related reference checks.

References

In order to verify information about an applicant's knowledge, skills, abilities, and other qualifications that will be important to successful performance in a new position, job-related inquiries may be made of current and former supervisors and persons who can supply relevant information. No actual or implied offers shall be made by the Staffing Unit until the references have been checked.

Final Selection

In selecting from a group of applicants with preference for reemployment or from a group of other applicants, the Division Director or Department Head shall select the person who, based on the evaluation of the Division Director or Department Head, possesses the qualifications to perform the duties of the position most effectively. In making this judgment, the Division Director or Department Head shall compare the knowledge, skills, abilities, and other qualifications of the applicants with those required for successful performance of the duties of the position.

If the evaluation by the Division Director or Department Head indicates that two or more applicants are substantially equally qualified, the Division Director or Department Head, in making a selection, shall give primary consideration to meeting affirmative action objectives. Secondly, the objective of providing promotional and transfer opportunities to career employees shall be considered.

Final Selection
(continued)

After making a selection decision, the hiring supervisor shall contact the appropriate Staffing Specialist. The Staffing Specialist will evaluate the selection process, discuss the salary with the hiring supervisor, and contact the candidate to make the job offer. All completed Personnel Referral forms shall be returned to the Staffing Specialist before an offer can be made. Each referral form must detail reasons for selection or non-selection; all criteria shall be job related and will address the skills, knowledge, and abilities required to perform the job.

CONSTRAINTS ON HIRING

Age Limitations

No person over age 70 shall be appointed by the Laboratory/ University of California except as provided by the standing orders of The Regents and regulations established by the President of the University of California.

Employment of Minors

California State Law requires work permits for all persons under the age of 18 who have not yet graduated from high school. Persons under age 16 will not be employed unless special approval is obtained from the Human Resources Department. When a person under the age of 18 is hired or assigned to work in areas where background radiation exceeds natural radiation, the Staffing Unit, in consultation with the hiring Department or Division, will contact the Environment, Health and Safety Division for final clearance.

Employment of Near Relatives

Employment of near relatives requires the recommendation of the Human Resources Department and the approval of the Laboratory Director or designee when:

- there is a supervisory relationship,
- the near relative has the same immediate supervisor, or
- there is a close working relationship with a near relative.

If two employees in any of the above types of working relationships become near relatives, the Laboratory Director's approval is required for their continuing in the same working relationship. Approval for such appointments is granted when justified as being in the best interest of the Laboratory.

Near relatives are defined as parents, children, spouses, brothers, or sisters, including in-laws and step-relatives in these relationships.

**Preemployment Security
Evaluation**

Before an employment offer is made to any applicant at LBL whose work will require a "Q" clearance, his or her application papers must be reviewed by the Reception Center. This review is arranged by the Human Resources Department and normally takes seven to ten working days after a prospective employee has completed the necessary papers and has been fingerprinted.

Proselytizing All inquiries or suggestions concerning LBL recruitment of employees of organizations cooperating with the Laboratory, the University, DOE, or other government-supported contractors here or elsewhere should be referred to the Human Resources Department before any action is taken or commitment of any kind is made. A reciprocal arrangement with these organizations has been in effect for several years, and it has been mutually agreed that no offer or commitment will be made until the current employer has had the opportunity to discuss this matter with the employee.

OFFERS AND OFFER RATES

Employment Offers Official offers of employment and commitments regarding positions, salary, travel expense, housing, and employment conditions are made only by the Human Resources Department. Supervisors shall not imply any offer of employment in their contact with potential employees.

Salary Approval Supervisors should refrain from discussing the salary to be offered unless this is specifically approved by the Human Resources Department. All salary offers will be screened by the authorized members of the Human Resources Department. Certain salary proposals may be referred by Personnel to the Laboratory Director's Office and the Department of Energy for approval.

Medical Approval The Laboratory employee medical program requires a physical examination for all new employees. The Laboratory conducts *pre-employment* physical examinations for Fire Department. The Laboratory offers periodic examinations for all employees, and periodic physical examinations are required for certain designated positions where employee safety may be at risk. The offer of employment is subject to the applicant passing those portions of a physical examination pertinent to the position. In some cases, Health Services may recommend restrictions on an employee's work assignment or activities and advise the Division Director or Department Head and the Head, Human Resources Department, who will be jointly responsible for working out, if possible, an accommodation to the restrictions.

Moving Expenses When suitable applicants cannot be obtained in the local area, authorization may be obtained to reimburse a new employee for travel and moving expenses (see RPM Section 4.04, *Relocation*, and Section 4.05, *Shipment of Household Goods*). The written employment offer establishes the point of hire of the employee for the purpose of computing maximum allowances. All commitments for employment, travel, and transportation will be made in writing by the Human Resources Department.

EMPLOYEE STARTING PROCEDURES

Start Papers

Each new employee must complete and sign all required documents in the Human Resources Department on or before the first day of employment before the individual may be placed on the payroll. Supervisors must not permit a new employee to begin work before these start documents have been properly completed.

New Employee Orientation

All new employees, including foreign-national employees, must attend a New Employee Orientation during their first month of employment. Additional safety training is required based on potential hazard and compliance with LBL safety training requirements.

The Human Resources Department is responsible for ensuring that each new employee is notified of this requirement and scheduled to attend the first New Employee Orientation given by the Human Resources Department.

Division Directors are responsible for implementation of this policy as it applies to supervisors and other employees in their respective divisions. Employees who do not comply with the requirements of this policy are subject to disciplinary or corrective action as described in RPM Section 2.05 B, *Disciplinary and Corrective Action*.

TERMS OF EMPLOYMENT

General

In general, no definite duration is implied in employment. It should be understood in the hiring agreement that continued employment is subject to satisfactory job performance and to the availability of funds and work. In certain cases, when specific terms of employment are necessary, the terms will be arranged by the Human Resources Department.

Probationary Period

All new career employees, except those in the classification of Police Officer or Police Sergeant, shall serve a probationary period of six months during which their work performance and general suitability for Laboratory employment are carefully evaluated. Individuals hired into term appointments for two years or less and career status employees who transfer from another University of California employer without a break in service are not required to serve a probationary period. Employees who are rehired after a break in service, whether or not they previously completed a probationary period, shall serve a new probationary period, unless they are hired in a classification that they previously held and for which they had completed a probationary period.

The supervisor shall conduct at least two written performance evaluations during the probationary period (see RPM Section 2.03 B 7, *Probationary Period*). The evaluation should take place:

Probationary Period
(continued)

- (1) not later than the midpoint of the probationary period
- (2) not later than 30 days before the completion of the probationary period.

In addition to these required evaluations, the supervisor should conduct an evaluation at any time there is a question concerning the employee's quality of performance or suitability for Laboratory employment.

If at any time during the probationary period the employee's performance or general suitability for Laboratory employment is found to be unsatisfactory, the employee shall be released as provided in RPM Section 2.05 B 9, *Release During Probationary Period* (except employees in the classification of Police Sergeant).

An employee who satisfactorily completes the probationary period shall be notified in writing by the supervisor that regular employee status has been attained. Under unusual circumstances, the employee's probationary period may be extended with the concurrence of the Division Director and the Head, Human Resources Department. Such an extension shall be for a specific time not to exceed three months. The employee shall be informed in writing of the reasons for and the period of extension.

**EMPLOYMENT OF FOREIGN
NATIONALS**

General

Employment of foreign nationals must be in accordance with Federal Law and Regulations of the Immigration and Naturalization Services. A foreign national is defined as anyone holding a J-1, H-1, or F-1 visa, or Permanent Resident (Immigrant) visa who is hired by the Laboratory. Generally, foreign nationals eligible for employment are those who hold a valid visa and are:

- immigrants
- non-immigrants who have been authorized to engage in such temporary employment by the Immigration and Naturalization Service
- non-immigrant students whose employment is in accordance with Immigration and Naturalization Service regulations and who have the approval of the Office of the Advisors to Foreign Students and Scholars, as required by Campus regulations.

Non-immigrants, including students, must have or must agree to acquire minimum health insurance coverage.

The Foreign Visitors Unit should be consulted as early as possible when consideration is being given to employing a foreign national so that a review can be made with regard to visa and proposed financial arrangements and so that any required administrative approval may be obtained.

EMPLOYMENT OF FOREIGN NATIONALS
(continued)

Employment of foreign nationals at sites other than LBL requires specific prior approval from DOE.

Posting Procedures for Foreign Nationals

Positions that involve temporary appointments of non-immigrants do not require posting. Recommendations to hire specific individuals for less than six months who are non-immigrants to fill these requisitions should be forwarded to the Foreign Visitors Unit.

Division requests to hire permanent residents (immigrant-status foreign nationals) will result from normal posting of positions on a competitive basis. Referrals to hire these individuals against posted positions should be forwarded directly to the Staffing Unit.

UNIVERSITY PATENT POLICY

Contract 98 between the University and DOE requires that all Laboratory employees sign the Contract 98 patent agreement. (See RPM Section 5.03, *Patent Policy*.)

TYPES OF EMPLOYEES

Career Status Employees

Career employees are individuals who are employed to work half time or more for an indefinite period or for a specific period of one year or longer. They are eligible for paid vacation leave, sick leave, holidays, court leave, and, after one year, paid military leave. All are required to be members of the University of California Retirement Program (UCRP) or Public Employees Retirement System (PERS). Individuals hired for an indefinite period at indeterminate time (an unspecified number of hours per work period) are not considered career employees and are not eligible for UCRP or PERS (except that previous membership must be continued).

Faculty

Some University of California faculty members have dual employment between a campus of the University and the Laboratory. They are eligible for all types of paid leave from the University in proportion to the percent of time scheduled for Laboratory work. They are required to be members of UCRP or PERS.

Term Appointees

Scientific staff appointees are appointed for a period of one or more years, renewable as provided in RPM Section 2.07, *Professional Research Staff*.

Temporary Employees

Temporary employees are individuals employed to work for less than one year. They are not eligible to join either the UCRP or PERS retirement systems, but may be eligible for health and life insurance benefits (see RPM Section 2.15, *Group Insurance and Voluntary Retirement Plans*). Temporary employees are eligible for worker's compensation, sick leave, and holiday pay. Vacation and court leave apply to temporary employees working 50% time or more who are hired for a minimum of six months.

**Graduate Student
Research Assistants**

Graduate Student Research Assistants (GSRAs) must be registered graduate students of the University of California. University of California rules and regulations pertaining to graduate students in the various disciplines normally apply. GSRAs receive tuition, fee remission, and health insurance benefits as determined by University of California policies and as implemented for graduate student researchers on the individual campuses.

GSRAs are paid a flat monthly salary. They do not accrue vacation or sick leave. They are excluded from health and dental plan benefits and membership in UCRP or PERS, except that previous membership must be continued in UCRP or PERS.

Student Assistants

Student Assistants are hired to work an indeterminate time or fixed percent time work schedule. In general, students are hired to work less than 50% time during the academic year and/or full time during the summer or other significant academic breaks. They are eligible for worker's compensation insurance. They must be employed 50% time or more to receive holiday pay. They are not eligible for overtime or shift differential pay or for paid sick leave, paid vacation, paid military leave, or paid court leave. They are excluded from health and dental plan benefits and membership in UCRP or PERS, except that previous membership must be continued in UCRP or PERS.

OVERVIEW

In an effort to retain staff as well as to recruit promising scientists to the Laboratory, LBL has restructured its scientist and engineer classification and pay program. This new structure, along with the recent establishment of scientist and engineer leadership positions, provides more clearly defined career paths in the areas of both scientific accomplishment and scientific management, formalizes accountabilities, and improves succession planning capabilities. The Laboratory is directing its recruitment program toward three goals: (1) ensuring a breadth of experience, (2) maintaining a strong scientific and technical base in the work force, and (3) committing to its affirmative action, equal opportunity goals. LBL is active in recruiting promising scientists and engineers through its divisional fellow and postdoctoral associate programs, and each division is accountable for affirmative action/equal employment opportunity (AA/EEO) action-oriented programs aimed at achieving a diverse work force. LBL has effected the following specific steps to achieve these goals:

- A program to increase the Laboratory's competitiveness in the recruitment marketplace, including an active advertising campaign, strong representation at job fairs, and training programs.
- Other outreach recruitment programs, including a widely distributed job listing, professional seminars, and search committees, with extensive participation of managers and supervisors.
- Special employment and internship programs, including summer, student, and youth employment programs, as well as education programs for people of color.

Additionally, since its beginning, the Laboratory has had a strong commitment to train the next generation of scientists and engineers. The education programs of the Center for Science and Engineering Education are instrumental in encouraging young people, especially women and people of color, to enter careers in science and engineering disciplines, better positioning them to attain their career goals. LBL is now exploring ways to maintain contact with these students after they have completed a Laboratory program and as they progress through the educational system in order to continue to encourage and assist them in achieving their goals.

RECRUITMENT OUTREACH

The Human Resources Department, in consultation with the Equal Opportunity Administrator and the hiring supervisor, will develop an appropriate recruitment strategy, i.e., suitable search, designated to obtain a diversified pool of qualified candidates and to maintain an efficient recruitment process. This strategy must include recruitment in appropriate labor markets, advertising media and organizational contacts, both internal and external. The recruitment strategy must allow as much time as possible to establish a diversified applicant pool to meet affirmative action objectives. The Human Resources Department will furnish available information on divisional affirmative action goals to the hiring department. The following are examples of recruitment outreach activities:

- The *Current Job Opportunities Bulletin (CJO)* was reformatted and now offers a more concise listing of all vacancies. It is also available electronically through Mosaic and Gopher. An electronic address was established for applicants to submit their résumés and curriculum vitae electronically to the Staffing Unit.
- A survey was mailed to over 450 external recruitment sources. The information contained in the responses is currently being consolidated into a database system called the Staffing Outreach Recruitment Sources (SORS) database. The database will be introduced Laboratory-wide in 1995.
- The Laboratory participates in the University of California Outreach Consortia (UCOC). The UCOC is composed of members from all 15 UC campuses systemwide and laboratories who conduct outreach at their facility. Information, resources, and strategies for a more effective recruitment effort are shared among the members who participate.
- In an effort to develop recruitment partnerships and to enhance the exchange of information, the Laboratory participated in several events hosted by several community organizations. Laboratory representatives attended functions hosted by the Asian Pacific Personnel Association, Northern California Human Resources Council, Personnel Management Association of Aztlan, and the Northern California Diversity Forum.
- The implementation of Resumix has resulted in a more accurate ability to track, analyze, and report on all recruitment activities. Through a detailed coding process of each resume, Resumix is able to produce detailed reports showing each applicant's EEO profile and status within the recruitment process. LBL, as a member of the User's Group, meets periodically to discuss issues and problems relative to the Resumix system. The Human Resources Department also met with Division representatives in order to develop an index that the system will use to match position description and requirements against resumes and curriculum vitae scanned into the database.

RECRUITMENT OUTREACH*(continued)*

- A Resumix workstation was installed within the Work Force Diversity Office for direct access to data and information that is used in analyzing each applicant's EEO profile within the recruitment pool for quality and diversity.
- The Recruitment Resource Guide, a tool to be used by each Division in its recruitment efforts, is near completion and expected to be made available this year.
- In 1994 representatives of the Laboratory attended the Chinese for Affirmative Action Job Fair, the Bay Area Urban League Job Fair, the Hispanic Engineers & Scientists of UCB Career Fair, National Conferences of the Personnel Management Association of Aztlan, and the National Technical Association.

LBL carries out a variety of recruiting activities on an ongoing basis. To facilitate outreach activities, the Human Resources Department has a Recruitment Coordinator, whose primary duties include: coordination of both global and affirmative action recruitment activities and programs; initiation and maintenance of ongoing communications with external organizations which provide recruitment expansion opportunities; and development of a database to track the effectiveness of each source in the recruitment process. In addition to the above, the Recruitment Coordinator acts as liaison between Human Resources and the Work Force Diversity Office to develop and coordinate outreach activities to achieve affirmative action goals.

Professional Associations

In order to fulfill its commitment to actively support local and national professional associations designed to improve the employment opportunities for people of color and women, LBL encourages participation in community affairs. The following are examples of Laboratory participation in various community action organizations.

- **CALIFORNIA ASSOCIATION OF AFFIRMATIVE ACTION OFFICERS (CAAAO).** The CAAAO is an organization that supports the full implementation of equal employment opportunity and affirmative action in the state. The association meets frequently throughout the year and conducts workshops and other informational activities. Staff members in the Work Force Diversity Office participate.
- **AMERICAN ASSOCIATION FOR AFFIRMATIVE ACTION (AAAA).** The AAAA is a national professional organization for equal opportunity and affirmative action administrators, specialists, individuals, and organizations sharing similar interests and concerns. Its members are from public and private sectors; employees and employers in business, industry, government, social service, and education. Staff members in the Work Force Diversity Office participate.

Professional Associations
(continued)

- **PENINSULA ASSOCIATION OF BLACK PERSONNEL ADMINISTRATORS (PABPA).** Founded in 1976, its objective is to compose an organization of dedicated professionals who would work toward the achievement of equal opportunity of all people. PABPA is now composed of more than 100 different companies, government agencies, non-profit and academic institutions in the Bay Area. PABPA provides a forum for professionals and personal development, exchange of professional knowledge, communication of opportunities for people of color and women in member companies, training and development programs, and support to people of color undergraduates and graduates in the field of personnel. The Head of the Work Force Diversity Office is a member.
- **NATIONAL TECHNICAL ASSOCIATION (NTA).** Founded in 1926, the organization has persevered throughout this period, making immeasurable contributions to the field of science and technology as well as to the nation. The objectives of this organization are: to increase the number of scientists and engineers who are people of color in the United States; to provide a forum for technical achievements by people of color; and to respond to the need for a medium for expressing the concerns of professionals who are people of color.
- **NATIONAL NETWORK OF HISPANIC WOMEN (NNHW).** The purpose of this organization is to serve as a medium for increasing the employment opportunities for Hispanics, especially Hispanic women in the public and private sector. The Staffing Manager is a member.
- **PERSONNEL MANAGEMENT ASSOCIATION OF AZTLAN (PMAA).** The PMAA provides a forum for Hispanic personnel professionals and other persons who share their goals and objectives. PMAA provides for professional development, exchange of professional knowledge, and communications of career job opportunities for people of color and women in member companies. The Staffing Manager is a member of this organization.
- **NATIONAL ASSOCIATION COUNCIL FOR MINORITIES IN ENGINEERING (NACME).** NACME seeks to increase the number of students of color enrolled in and graduated from engineering schools. The Division Director of Engineering is a member.
- **NATIONAL ASSOCIATION OF MINORITY ENGINEERING PROGRAM ADMINISTRATORS (NAMEPA).** NAMEPA is an organization that provides for networking and professional development. The Division Director of Engineering is a member.

Professional Associations
(continued)

- **NATIONAL SOCIETY OF BLACK ENGINEERS (NSBE).** The NSBE is a student-run organization whose goals are to increase the recruitment, retention, and successful graduation of people of color in engineering. Several employees are members and the Laboratory is an institutional member.
- **NATIONAL SOCIETY OF BLACK PHYSICISTS (NSBP).** NSBP is an organization which provides for networking and professional development, encouraging the increase of representation in physics among people of color. The Laboratory is an institutional member and participates in conferences.
- **NATIONAL ORGANIZATION FOR THE PROFESSIONAL ADVANCEMENT OF BLACK CHEMISTS AND CHEMICAL ENGINEERS (NOBCCHE).** NOBCCHE is an organization dedicated to promoting the disciplines of chemistry and chemical engineering for people of color within the community. The society exists to encourage, assist, and support the educational process in preparing people to pursue careers in science and technology and to support scientists and engineers who are people of color in their career development and advancement. The Laboratory is an institutional member and participates in their conferences.
- **UNIVERSITY OF CALIFORNIA AFFIRMATIVE ACTION ADMINISTRATORS/ COORDINATORS.** This organization consists of the Affirmative Action Administrators/ Coordinators from the nine campuses, Office of the President, Agriculture and Natural Resources, and the three national laboratories managed by the University of California for the Department of Energy. The members of this body meet on a quarterly basis to discuss relevant issues and policies with a goal of achieving consistency among the University and all of its entities. The Equal Opportunity Administrator represents the Laboratory as a member of this organization.
- **NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP).** The Laboratory has been a lifetime institutional member since January 1982.
- **NATIONAL CONSORTIUM FOR GRADUATE DEGREES FOR MINORITIES IN ENGINEERING (GEM).** GEM is a consortium of universities, industry, and national laboratories that supports graduate education for people of color in engineering. GEM was created because of the dearth of people of color in the engineering disciplines. The Laboratory is an institutional member.

Professional Associations
(continued)

- **AMERICAN INDIAN SCIENCE & ENGINEERING SOCIETY (AISES).** Founded in 1977, the American Indian Science and Engineering Society (AISES) has grown into a significant force for promoting science and math education among American Indians and Alaskan Natives. Offering over \$500,000 in scholarships annually, AISES offers science education opportunities to many who may not otherwise have had the opportunity.
- **UNIVERSITY OF CALIFORNIA OUTREACH CONSORTIUM.** Established to promote the sharing of resources and enhance community outreach activities, the University of California Outreach Consortium is composed of members from the 15 University of California systemwide campuses and laboratories who conduct outreach at their particular facility. Staff members of the Human Resources Department are members of this consortium.

EDUCATION OUTREACH

Lawrence Berkeley Laboratory, through various educational programmatic efforts sponsored by the Center for Science and Engineering Education (CSEE), provides opportunities which are directed at increasing the representation of women and people of color in the scientific and engineering work force. By providing student work experience in science and technology to increase skill level and demonstrate development opportunities, by enhancing science instruction in high schools and colleges, and by establishing internships for graduate engineering students, LBL seeks to encourage appreciation of and ultimate participation in science and technology careers.

Educational Programs

- **SCIENCE CONSORTIUM.** The Lawrence Berkeley Laboratory/Jackson State University/Ana G. Mendez Education Foundation (AGMEF) Science Consortium was established in 1983. Supported by the U.S. Department of Energy's University and Science Education Programs, the Consortium is designed to advance the science and technology programs of Jackson State University and the University System of the Ana G. Mendez Education Foundation. It was the first such collaboration among a Hispanic university system, a historically black university, and a national laboratory.

Student development is one of the key program elements of the Science Consortium. Since its inception, a total of 225 students will have received research participation appointments at LBL. Over 100 undergraduate and graduate students have received research assistantships on the campuses. Thousands of high school students have benefited from precollege outreach efforts encouraged by the Science Consortium.

Educational Programs
(continued)

These have been carried out on the campuses and through teacher enhancement programs such as the LBL Summer Teacher Research Associate program. Over 50 summer faculty research appointments have been made at LBL, leading to ongoing research collaborations and numerous professional papers and presentations. Many of the AGMEF's science and technology faculty have obtained advanced degrees under Science Consortium support.

- **BASTEC — BAY AREA SCIENCE AND TECHNOLOGY EDUCATION COLLABORATION.** The mission of BASTEC is to enable teachers to improve the teaching and learning of mathematics, science, and technology for all K-12 students with special emphasis on underrepresented populations — women, people of color, and individuals with disabilities. Three BASTEC components support this goal: staff development, curriculum development, and student activities. This will be accomplished through a collaboration of the Oakland Unified School District (OUSD) with educational and research institutions, community organizations, national laboratories, and businesses. LBL serves as the lead laboratory for BASTEC.

The OUSD and four national laboratories signed a formal Memorandum of Understanding in 1990 and held a BASTEC Awareness Workshop for all mathematics, science, and computer science high school and middle school teachers and selected elementary school teachers. The workshop resulted in a needs assessment program planning and BASTEC integration into the district's curriculum and staff development efforts. Mini-grants are provided annually to OUSD mathematics, science, and technology teachers. The fourth annual mini-conference focusing on the State Science Framework and updating teaching strategies was held January 1994. A Science and Technology Awareness day is held in April for teachers and over 1,000 students, ensuring full participation by the national laboratories. Summer workshops under Department of Education and National Science Foundation (NSF) sponsorship along with DOE-sponsored workshops for over 300 teachers are offered annually.

The BASTEC collaboration is a partnership currently involving 21 participants active in mathematics, science, and technology education in the Oakland Schools. Monthly meetings are held to exchange information, coordinate activities, and plan activities under BASTEC sponsorship. The BASTEC collaboration is committed to developing a long-range plan that integrates the available resources of other partners with four national laboratories into Oakland Unified School District's efforts to improve K-12 science education for its over 55,000 students.

Educational Programs
(continued)

This plan will bring teachers and students to the Labs, Lawrence Hall of Science (LHS), and UC Berkeley, and scientists and technical resources from these partners to the OUSD schools. Support of scientists and engineers, equipment loans, organized Laboratory tours, and materials donations will be provided by the DOE laboratories.

- **HIGH SCHOOL HONORS - LIFE SCIENCES PROGRAM FOR STUDENTS.** The Laboratory's High School Honors program is a two-week summer research workshop for 65 select high school students representing the fifty states, the District of Columbia, Puerto Rico, and several foreign countries. Participants study with members of the LBL scientific staff in various areas of basic and applied biology at the molecular, cellular, organismal, and environmental levels. They work with advanced DNA techniques including the use of restriction enzymes, transformation of *E. Coli*, and gel electrophoresis. The students hear lectures from Nobel Laureates and other leading scientists concerning their work at LBL, and go on field trips to several Bay Area science centers.

Mini-grants are given to selected participants to continue their work after leaving LBL. Updates for the students are provided by a national newsletter and a newsletter for LBL high school honors alumni.

- **MINORITY ACCESS TO ENERGY RELATED CAREERS (MAERC).** MAERC is a partnership program established in 1990 with Associated Western Universities (AWU) and the California State University system (CSU). In the pilot phase, four national laboratories and four California State Universities participate to support people of color science and engineering students throughout their junior and senior academic years and with summer appointments at the national laboratories. Participating students spend two consecutive summers at LBL along with a faculty member from one of the participating California State Universities. Twelve students spend each summer in research positions at the Laboratory.
- **CALIFORNIA COMMUNITY COLLEGE TRANSFER.** Since 1988, CSEE has been working with several California community college students who are transferring to the University of California, Berkeley. In conjunction with the Associated Western Universities program and the LBL Summer Laboratory Cooperative Program, these students are given research appointments at the Laboratory in their transition summer. Selected students are supported for part-time research during the academic year. This program will be expanded by including those who are transferring to one of the proximate California State Universities as well as the University of California, Berkeley.

Educational Programs
(continued)

- **THE NATIONAL CONSORTIUM FOR GRADUATE DEGREES FOR MINORITIES IN ENGINEERING (GEM).** GEM is an academic fellowship program that assists underrepresented people of color students pursuing Master's and PhD degrees. GEM provides practical engineering or science work experience through summer internships and provides financial aid. Students are selected by the appropriate Engineering Department Heads and LBL's GEM representative and are placed with engineers whose work is related to their interests and backgrounds. The students' salaries are paid by the Laboratory. There are typically four to six students on board during the summer and they spend two summers at LBL. One graduate has been hired into a career position.
- **LAB CO-OP AND THE SCIENCE AND ENGINEERING RESEARCH SEMESTER (SERS).** Two programs, the Laboratory Co-op and the Science and Engineering Research Semester (SERS) provide undergraduate summer and academic year research appointments to outstanding science and engineering students who have completed their sophomore year at colleges and universities throughout the country. Recruitment for both programs is based on a national search and selection is competitive. Selection criteria include: (1) academic performance, (2) faculty recommendations, and (3) the student's interest in and match to ongoing Lawrence Berkeley Laboratory research and development activities.

Eventually, about one quarter of the students participating in the SERS program will be part of Faculty Student Research Teams. The program emphasizes research participation and most of the students' time during the 10- to 15-week appointment at LBL is spent at their research assignments. Students attend weekly seminars, lectures, and tours. They are also given mini-workshops on computing, scientific writing, technical presentation, and energy-related careers. Each student makes either an oral or poster presentation and submits a written research report. The scientist/engineer with whom the student works prepares a written evaluation of the student's work during the semester. Outstanding students are sponsored by LBL to present papers at a national conference for student researchers.

Educational Programs
(continued)

- **TEACHER RESEARCH ASSOCIATE PROGRAM (TRAC).** TRAC is the LBL summer teacher research participation program for middle and high school teachers and community college faculty. Participants are drawn from a national and regional pool. These teachers spend eight weeks at LBL. Eighty percent of their time is spent in the laboratory setting with a mentor scientist. The remaining time is devoted to learning about the work done at LBL through seminars on highlighted topics and discussions involving science education. Participants in the TRAC program prepare presentations for their classroom based on their research assignments and present them to other teachers in the program. Teachers who have participated in summer research activities since 1983 receive updates on new science developments at LBL and curriculum materials for the classroom. A teacher network is maintained through a regular newsletter.
- **ACCESS TO SCIENCE TEACHING CAREERS (ASTC).** ASTC, modeled after MAERC, seeks to increase the numbers of underrepresented people of color and women students being recommended for credentials as precollege science and mathematics teachers. Students receive academic year support and spend consecutive summers as student interns in the laboratories. Student placements within the Laboratory are made to facilitate not only interaction with Laboratory scientists but also with teachers participating in the DOE TRAC program.
- **LBL EDUCATION OUTREACH PROGRAM.** The LBL Education Outreach Program provides resources to support mathematics, science, and technology education in Bay Area schools. The Program provides a bridge between LBL and the local schools to enrich education in the schools. It also serves to increase community awareness of the Laboratory and its mission. The LBL Outreach Coordinator recruits, trains, and assigns LBL staff to be volunteer mentors, tutors, and guest speakers. Volunteer requests and placements are arranged between the LBL coordinator and the local school district coordinator.
- **PARTNERSHIP FOR ENVIRONMENTAL TECHNOLOGY EDUCATION (PETE).** This project, a partnership with California, Nevada, and Arizona Community Colleges, provides education and training to faculty of these community colleges. The goal is to strengthen the education capabilities of the community colleges in environmental restoration and management. Community College faculty participation in Summer Associate positions at the Laboratory are part of a formal PETE program.

**COMMUNITY RELATIONS
PROGRAMS**

The Community Relations Program communicates LBL's accomplishments, capabilities, and initiatives to local and state audiences through the Laboratory's involvement in the community. Its major program objectives are:

- to establish and maintain awareness of LBL's research and business activities and their value
- to foster a positive and trustworthy image of LBL within the community
- to communicate the value of Laboratory activities to state and local constituents,
- to inform Laboratory management and staff about current community issues and concerns

The program addresses four audiences — community organizations, state and local officials, select public groups (e.g., technical and scientific groups), and LBL employees. In 1995 the program will begin a neighborhood outreach program. This program will help the Berkeley Community better understand the Laboratory's missions and goals.

OVERVIEW

The Laboratory's policies and procedures comply with Sex Discrimination Guidelines as set forth in 41 CFR Part 60-20. LBL does not discriminate on the basis of sex with respect to recruitment, advertising, job policies and practices, wages, or employment of women in so-called "non-traditional" employment areas, as explained below.

**Recruitment and Employment
Advertising**

The Laboratory recruits qualified persons of both sexes for all jobs. Job requisitions, newspaper advertisements, and contacts with community organizations, job placement firms, and school placements officers do not indicate any limitation or preference of sex. Job openings in newspapers are not placed in columns headed "male" or "female" and advertisements are written in language intended not to suggest any sex preference.

**Operating Policies and Practices
Relating to Personnel**

All personnel policies and practices including collective bargaining agreements apply to employees of both sexes. No policies are written that apply to only males or only females.

Hiring

Males and females have equal opportunity to apply for all available jobs. The Laboratory has no bona fide job requirements that favor a person of one sex over a person of another sex.

Conditions of Employment

Wages, seniority, hours of employment, and other conditions of employment are based solely on factors other than sex. Fringe benefits are available to employees equally, based upon terms of employment, and are provided without regard to consideration of sex.

Marital and Family Status

Neither marital nor family status of applicants and employees affects their participation in fringe benefits or other aspects of employment.

Facilities

The Laboratory provides appropriate physical facilities for both sexes.

Protective Laws

The Laboratory has no jobs that women are prohibited from performing.

- Maternity Leave** Leave of absence because of pregnancy is treated the same as leave of absence for a disability. Maternity benefits are provided for female employees. These benefits were planned so that female employees are not penalized in their employment on account of childbearing. Leave of absence is also granted upon request of an adoptive parent of any infant six months of age or under at the time of placement in the adoptive home. Upon returning from maternity leave or any other authorized leave, the employee is assigned to the same position or to a similar position with like status and like pay. Maternity leave and benefits are the same for married and unmarried employees. The Laboratory's various collective bargaining agreements also have provisions for maternity leave.
- Family Leave** The Laboratory complies with the California Family Rights Act of 1991 and the Federal Family Leave Act of 1993. All eligible employees are entitled, upon request, to at least four months of unpaid leave in a 24-month period to care for a newly born or adopted child or to care for a child, parent, or spouse who has a serious health problem.
- Retirement** The retirement systems in effect at the Laboratory are those approved by the University of California and are described in the RPM in Section 2.15D. No distinctions based on sex are made with respect to participation in the retirement program.
- Wages** Wages in the Laboratory's system are based on an employee's relevant education, experience, and performance and do not take sex into consideration as a salary variable.
- Job Classification** Job classifications at LBL are not segregated by sex. The Laboratory seeks women for all job classifications, including positions for which women may not have traditionally applied. Both sexes have equal access to in-house training programs as well as to reimbursement for external training.
- Sexual Harassment** It is the Laboratory's policy that sexual harassment is not tolerated and that discipline, which may include termination, will result if employees are found to have violated this policy. The policy on sexual harassment carries the signature of the Laboratory Director. The Equal Opportunity Administrator delivers training programs to address issues related to sexual harassment for supervisors, managers, and employees.

OVERVIEW

In compliance with the guidelines set out in 41 CFR 60-50, the Laboratory does not discriminate on the basis of religion or national origin with respect to any employment condition, including but not limited to recruitment, employment, transfer, promotion, demotion, wage rate, training, layoff, and termination.

Positive Recruitment

The Laboratory enlists the assistance and support of all recruitment sources in connection with its commitment to provide equal employment opportunity without regard to religion or national origin.

Dissemination

The EEO/AA policy is disseminated both externally and internally to employees and applicants through the general EEO/AA practices as described in preceding sections.

Accommodation

The Laboratory makes reasonable accommodation to the religious observances and practices of employees and prospective employees, including granting vacation and/or leaves of absence, when such accommodation can be made without undue hardship on the conduct of its business.

DESCRIPTION

This AAP has a total of thirty-three job groups as identified at the end of this section. These job groups constitute the Laboratory's regular work force.

**FEDERAL OCCUPATION
CATEGORIES**

To determine job groups, the Laboratory's job titles are first divided into seven Federal occupation categories. Next, the job titles within each of these seven categories are further divided into job groups on the basis of salary ranges, job content, and opportunities. A listing of job titles contained in all thirty-three job groups is located at the end of this section. The following is a brief overview of the seven categories:

Officials and Managers

Three job groups consider the nature of the management or supervision for scientific, administrative, technical, clerical, and logistical support activities.

Professionals

The thirteen job groups in this category have been established based on a wide range of job disciplines that require either college graduation or equivalent experience as qualifications for incumbents to perform professional-level job assignments.

Technicians

Eight job groups require incumbents to have a combination of scientific knowledge and manual skills.

Office and Clerical

Two job groups broadly encompass clerical-type work regardless of level of difficulty.

Crafts Workers (Skilled)

Three job groups include manual workers with a relatively high skill level.

Operatives (Semi-Skilled)

One job group includes manual workers with an intermediate skill level.

Service Workers

Three job groups include employees in service occupations.

LARGE/SMALL JOB GROUPS

For purposes of statistical analysis, it is desirable to establish job groups that contain at least 50 incumbents each. Because some job titles reflected dissimilar positions in terms of content, wages, and opportunities, assigning at least 50 incumbents was not always possible. The following table lists job groups that contain fewer than 50 incumbents (small job groups) and job groups that contain more than 50 incumbents (large job groups).

LARGE/SMALL JOB GROUPS					
Category	LARGE JOB GROUPS	Number of Incumbents	Category	SMALL JOB GROUPS	Number of Incumbents
A03	Administrative Management	74	A01	Directors	21
B01	Bio-Med Science	85	A05	Technical Management	47
B02	Chemistry	52	B09	Economics	28
B03	Physics	210	B10	Technical Editing/Writing	23
B04	Computer Sci/Math/ Statistics	110	C01	Computer Technicians	13
B05	Elec'l/Electronics Engineers	56	C05	Design/Graphics	43
B06	Mechanical Engineers	53	C06	Health/Medical	37
B07	Other Engineers and Earth Scientists	65	C07	Technical Associates	34
B08	Facilities Engineers	52	C08	Accelerator Operators	18
B11	Research Associates	155	E01	Machinists	31
B13	Administrators/Analysts	206	E03	Mechanics/Repair	33
B16	Environment Health and Safety	63	F01	Semi-Skilled	27
C02	Mechanical Technicians	109	G01	Fire	18
C03	Electronics Technicians	98	G02	Bus Drivers	12
C04	Tech/Research	51	G03	Custodians	33
D01	Office Services	220			
D02	Clerical Supervisors	67			
E02	Crafts/Trades	77			

JOB GROUP IDENTIFICATION - Officials and Managers

Group Name: DIRECTORS		Job Group: A01	
Code	Job Title		
198.1	Division Director		
198.2	Division Director, Faculty		
198.3	Associate Laboratory Director		
198.4	Deputy Laboratory Director		
198.5	Laboratory Director		

Group Name: ADMINISTRATIVE MANAGEMENT		Job Group: A03	
Code	Job Title	Code	Job Title
167.5	Administrator 5	218.1	Project Manager
168.5	Administrative Specialist 5	218.2	Program Manager
		218.3	Senior Program Manager
199.1	Management I		
199.2	Management II	280.1	Patent Advisor I
199.3	Management III	280.2	Patent Advisor II
		280.3	Patent Advisor III

Group Name: TECHNICAL MANAGEMENT		Job Group: A05	
Code	Job Title	Code	Job Title
330.1	Technical Supervisor	345.0	Assistant Fire Chief
330.2	Technical Superintendent	345.1	Fire Chief
330.3	Technical Manager		

JOB GROUP IDENTIFICATION - Professionals

Group Name: BIO-MED SCIENCE		Job Group: B01	
Code	Job Title	Code	Job Title
102.1	Med Sci Post Doc Fellow	107.1	Biophysicist Post Doc Fellow
102.2	Med Sci Div Fellow	107.2	Biophysicist Div Fellow
102.4	Med Scientist	107.4	Biophysicist
102.5	Staff Med Scientist	107.5	Staff Biophysicist
102.6	Senior Medical Scientist	107.6	Senior Biophysicist
102.7	Dist Medical Scientist	107.7	Dist Biophysicist
103.1	Biochemist Post Doc Fellow	109.1	Physio Post Doc Fellow
103.2	Biochemist Div Fellow	109.2	Physio Div Fellow
103.4	Biochemist	109.4	Physio Staff Sci 2
103.5	Staff Biochemist	109.5	Staff Physio
103.6	Senior Biochemist	109.6	Senior Physiologist
103.7	Dist Biochemist	109.7	Dist Physiologist
105.1	Biologist Post Doc Fellow	146.1	Physician Post Doc Fellow
105.2	Biologist Div Fellow	146.2	Physician Division Fellow
105.4	Biologist	146.4	Physician
105.5	Staff Biologist	146.5	Staff Physician
105.6	Senior Biologist	146.6	Senior Physician
105.7	Dist Biologist	146.7	District Physician

Group Name: CHEMISTRY		Job Group: B02	
Code	Job Title	Code	Job Title
111.1	Chemist Post Doc Fellow	111.6	Senior Chemist
111.2	Chemist Div Fellow	111.7	Dist Chemist
111.4	Chemist		
111.5	Staff Chemist		

Group Name: PHYSICS		Job Group: B03	
Code	Job Title	Code	Job Title
113.1	Physicist Post Doc Fellow	113.5	Staff Physicist
113.2	Physicist Div Fellow	113.6	Senior Physicist
113.3	Physicist Staff Sci 1	113.7	Dist Physicist
113.4	Physicist	113.0	Senior Physicist III

JOB GROUP IDENTIFICATION - Professionals
(continued)

Group Name: COMPUTER SCIENCE/MATHEMATICS/STATISTICS		Job Group: B04	
Code	Job Title		
137.1	Math/Stat Post Doc Fellow	260.1	Computer Systems Engr I
137.2	Math/Stat Div Fellow	260.2	Computer Systems Engr II
137.4	Mathematician/Statistician	260.3	Computer Systems Engr III
137.5	Staff Mathematician/Stat	260.4	Senior Computer Systems Engr
137.6	Senior Math/Stat	260.0	Trainee, Comp Sys Engr 1
137.7	Dist Math/Stat		
		261.3	Comp Systems Supervisor
138.1	Comp Sci Post Doc Fellow	261.4	Computer Systems Manager
138.2	Computer Sci Div Fellow		
138.4	Computer Scientist	262.3	Computer Operations Supvr
138.5	Staff Computer Scientist		
138.6	Sr Computer Scientist	263.1	Change Control Admin
138.7	Dist Computer Scientist	263.2	Security/Change Ctrl Supvr

Group Name: ELECTRICAL/ELECTRONIC ENGINEERING		Job Group: B05	
Code	Job Title		
135.1	Electrnc Engr Post Doc Fellow		
135.2	Electrnc Engr Div Fellow		
135.4	Electronic Engineer		
135.5	Staff Electrnc Engineer		
135.6	Senior Electronic Engineer		
135.7	Dist Electronic Engineer		

Group Name: MECHANICAL ENGINEERING		Job Group: B06	
Code	Job Title		
136.1	Mech Engr Post Doc Fellow		
136.2	Mech Engr Div Fellow		
136.4	Mechanical Engineer		
136.5	Staff Mech Engr		
136.6	Senior Mechanical Engr		
137.7	Dist Mechanical Engineer		

JOB GROUP IDENTIFICATION - Professionals
(conintued)

Group Name: OTHER ENGINEERING AND EARTH SCIENCES		Job Group: B07	
Code	Job Title	Code	Job Title
114.1	Materials Sci/Eng Post Doc Fellow	128.1	Geological Engr Post Doc Fellow
114.2	Materials S/E Div Fellow	128.2	Geological Engr Div Fellow
114.4	Materials Scientist/Engr	128.4	Geological Engineer
114.5	Staff Materials Sci/Engr	128.5	Staff Geological Engineer
114.6	Senior Materials Sci/Engr	128.6	Senior Geological Engineer
114.7	Dist Materials Sci/Engr	128.7	Dist Geological Engineer
115.1	Geological Sci Post Doc Fellow	134.1	Chemical Engr Post Doc Fellow
115.2	Geological Sci Div Fellow	134.2	Chemical Engr Div Fellow
115.4	Geological Scientist	134.4	Chemical Engineer
115.5	Staff Geological Scientist	134.5	Staff Chemical Engineer
115.6	Senior Geological Scientist	134.6	Senior Chemical Engineer
115.7	Dist Geological Scientist	134.7	Dist Chemical Engineer

Group Name: FACILITIES ENGINEERS		Job Group: B08	
Code	Job Title	Code	Job Title
220.1	Facilities Architect	224.1	Facilities Energy Mgmt Engr
220.2	Senior Facilities Archtct	224.2	Sr Facilities Energy Mgmt Engr
220.3	Chief Facilities Architect	224.3	Chief Facilities Energy Mgmt Engr
221.1	Facilities Civil/Str Engr	225.1	Facilities Project Manager
221.2	Sr Faciltis Civil/Str Engr	225.2	Sr Facilities Project Mgr
221.3	Chief Facilities Cv/Str Engr	225.3	Chief Facfts Project Mgr
222.1	Facilities Electrical Engr	226.2	Sr Facilities Estimator
222.2	Sr Facilities Electrical Engr		
222.3	Chief Facilities Electrical Engr	227.1	Facilities Planner
		227.2	Senior Facilities Planner
223.1	Facilities Mechanical Engr	227.3	Chief Facilities Planner
223.2	Sr Facilities Mech Engr		
223.3	Chief Facilities Mech Engr		

JOB GROUP IDENTIFICATION - Professionals
(conintued)

Group Name: ECONOMICS/ANALYSIS		Job Group: B09	
Code	Job Title	Code	Job Title
147.1	Architect Post Doc Fellow	148.1	Eng/Env PA Post Doc Fellow
147.2	Architect Div Fellow	148.2	Eng/Env P.A. Div Fellow
147.4	Architect	148.4	Eng/Env Policy Analyst
147.5	Senior Architect	148.5	Staff Eng/Env Policy Analyst
147.6	Senior Architect	148.6	Senior Eng/Env Policy Analyst
147.7	Dist Architect	148.7	Dist Eng/Env Policy Analyst

Group Name: TECHNICAL EDITING/WRITING		Job Group: B10	
Code	Job Title	Code	Job Title
191.1	Tech Editor & Writer I	194.1	Tech Information Spec I
191.2	Tech Editor & Writer II	194.2	Tech Information Spec II
191.3	Tech Editor & Writer III	194.3	Tech Information Spec III
191.4	Tech Editor & Writer IV	194.4	Tech Information Spec IV
191.5	Tech Editor & Writer V	194.5	Tech Information Spec V

Group Name: RESEARCH ASSOCIATE		Job Group: B11	
Code	Job Title	Code	Job Title
381.1	Research Associate	381.3	Principal Research Associate
381.2	Sr Research Associate		

Group Name: ADMINISTRATORS/ANALYST		Job Group: B13	
Code	Job Title	Code	Job Title
167.2	Administrator 2	168.2	Admin Specialist 2
167.3	Administrator 3	168.3	Admin Specialist 3
167.4	Administrator 4	168.4	Admin Specialist 4

Group Name: ENVIRONMENTAL HEALTH AND SAFETY		Job Group: B16	
Code	Job Title		
230.1	Environ Health & Safety Prof 1		
230.2	Environ Health & Safety Prof 2		
230.3	Environ Health & Safety Prof 3		
230.4	Environ Health & Safety Prof 4		

JOB GROUP IDENTIFICATION - Technicians

Group Name: COMPUTER TECH		Job Group: C01	
Code	Job Title	Code	Job Title
757.0	Digital Computer Trainee	759.1	Computing Technician
757.1	Digital Computer Operator	759.2	Computing Technician, Sr
757.2	Digital Computer Oper, Sr	759.3	Computing Technician, Prin
757.3	Digital Computer Oper, Prin		
757.4	Digital Computer Oper, Spec		

Group Name: MECHANICAL TECH		Job Group: C02	
Code	Job Title	Code	Job Title
306.1	Mech Engrg Assoc	706.2	Mech Eng Technol II
306.2	Mech Engrg Assoc, Sr	706.3	Mech Eng Technol III
706.1	Mech Eng Technol I	725.0	Mechanical Tech. Apprentice

Group Name: ELECTRONIC TECH		Job Group: C03	
Code	Job Title	Code	Job Title
302.1	Elect Engrg Assoc	702.2	Elect Eng Technol II
302.2	Elect Engrg Assoc, Sr	702.3	Elect Eng Technol III
702.1	Elect Eng Technol I	770.0	Electronics Tech Appm

Group Name: TECH/RESEARCH		Job Group: C04	
Code	Job Title	Code	Job Title
720.0	Lead Technologist	795.1	Research Technician
724.1	Technical Assistant 1	795.2	Research Technician, Sr
724.2	Technical Assistant 2	795.3	Research Tech, Prin
		795.4	Research Specialist
730.2	Asst Tech Coordinator	782.1	Scientific Data Analyst
730.3	Asst Tech Coordinator Sr	782.2	Sci Data Analyst, Sr
		782.3	Sci Data Analyst, Princ

JOB GROUP IDENTIFICATION - Technicians
(continued)

Group Name: DESIGN/GRAPHICS		Job Group: C05	
Code	Job Title	Code	Job Title
700.1	Drafter I	783.2	Printer 2
700.2	Design/Drafter II	783.3	Printer 3
700.3	Design/Drafter III	783.4	Printer 4
728.0	Tech/Drafter Trainee	797.1	Technical Illustrator I
		797.2	Technical Illustrator II
730.0	Engineering Assistant	797.3	Technical Illustrator III
730.1	Eng Assistant, Sr	797.4	Technical Illustrator IV
781.1	Graphic Arts Technician	798.1	Photo Specialist I
781.2	Sr Graphic Arts Tech	798.2	Photo Specialist II
781.3	Princ Graphic Arts Tech	798.3	Photo Specialist III
		798.4	Photo Specialist IV

Group Name: HEALTH/MEDICAL		Job Group: C06	
Code	Job Title	Code	Job Title
180.1	Occ Health Nurse I	741.2	Health/Safety Tech, Sr
180.2	Occ Health Nurse II	741.3	Health/Sfty Tech, Princ
		741.4	Health/Safety Tech, Spec
372.1	Chf Res Clin Lab Tech	741.6	Health/Safety Tech App
731.1	Med Lab Technologist I	742.1	Nurse
731.2	Med Lab Technologist II	743.1	Research Clin Lab Tech
740.1	Radiation Safety Tech		
740.2	Radiation Safety Tech, Sr		
740.3	Rad Safety Tech, Princ	744.1	Animal Technician 1
		744.2	Animal Technician 2
741.0	Health/Sft Tech Trainee	744.3	Animal Technician 3
741.1	Health/Safety Tech		

Group Name: TECHNICAL ASSOCIATE		Job Group: C07	
Code	Job Title	Code	Job Title
308.1	Plnt/Fac Engrg Assoc	310.1	Sci/Engrg Assoc
308.2	Plnt/Fac Engrg Assoc, Sr	310.2	Sci/Engrg Assoc, Sr

JOB GROUP IDENTIFICATION - Technicians
(continued)

Group Name: ACCELERATOR OPERATORS		Job Group: C08	
Code	Job Title	Code	Job Title
374.1	Accelerator Operator	374.3	Accelerator OPNS Supervisor
374.2	Principal Accel Operator		

JOB GROUP IDENTIFICATION - Clericals

Group Name: OFFICE SERVICES		Job Group: D01	
Code	Job Title	Code	Job Title
518.1	Administrative Services 1	566.1	Material Handler 1
518.2	Administrative Services 2	566.2	Material Handler 2
518.3	Administrative Services 3	566.3	Material Handler 3
518.4	Administrative Services 4	642.0	Dispatcher, Emergency Comm

Group Name: OFFICE SPECIALISTS/ SUPERVISORS		Job Group: D02	
Code	Job Title	Code	Job Title
169.2	Supervisor Admin Services 2	519.1	Supervisor Admin Services 1
169.3	Supervisor Admin Services 3	567.1	Administrator 1
518.5	Administrative Services 5	568.1	Administrative Specialist I

JOB GROUP IDENTIFICATION - Skilled Crafts

Group Name: MACHINE SHOP		Job Group: E01	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
707.1	Mech Eng Mach Asst I	788.1	Mech Shop Fabr Assist I
707.2	Mech Eng Machinist II	788.2	Mech Shop Fabr Assist II
707.3	Mech Eng Machinist III	790.1	Plant Maint Tech
785.1	Machinist, Apprentice	790.2	Plant Maint Tech, Sr
785.0	Machinist, Appren (CR)	790.0	Plant Maint Tech, Apprn
		920.5	Laborer Specialist

Group Name: CRAFTS/TRADES		Job Group: E02	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
902.3	Sheet Metal Worker	942.3	Elevator Mechanic
902.5	Lead Sheet Metal Worker	942.5	Lead Elevator Mechanic
906.3	Welder	950.3	Plumber/Fitter
906.5	Lead Welder	950.5	Lead Plumber/Fitter
		950.6	Planner Estr—Plumber
910.6	Planner Estimator—PMT	952.3	Air Cond/Refrig Mech
930.3	Carpenter	952.5	Ld Air Cond/Rfrig Mech
930.5	Lead Carpenter		
930.6	Planner Estmtr—Carpntr	960.3	Painter
		960.5	Lead Painter
940.3	Electrician	970.3	Lighting Technician
940.5	Lead Electrician	970.5	Lead Lighting Tech
940.6	Planner Estmtr—Electrc		

Group Name: MECHANICS/REPAIR		Job Group: E03	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
		910.2	Plant Maint Tech, Sr
739.1	Vehicle Mechanic	910.3	Plant Maint Tech, Princ
739.2	Diesel/Frkft Vhcl Mech	910.4	Plant Maint Tech Spec
739.3	Lead Vehicle Mechanic	910.5	Lead Plant Maint Tech

JOB GROUP IDENTIFICATION - Operatives

Group Name: SEMI-SKILLED		Job Group: F01	
Code	Job Title	Code	Job Title
166.1	Material Specialist	784.1	Print Room Operator
		784.2	Print Room Operator, Sr
737.1	Garage Attendant	784.3	Print Room Oper, Princ
		784.4	Print Room Camera Oper
745.1	Truck Driver, Light		
745.2	Truck Driver	791.1	Plant Assistant I
745.3	Lead Truck Driver	791.2	Plant Assistant II
783.1	Printer 1	980.5	Gardener Specialist

JOB GROUP IDENTIFICATION - Service Workers

Group Name: FIRE		Job Group: G01	
Code	Job Title	Code	Job Title
644.0	Firefighter	645.0	Firefighter, Trainee
644.1	Fire Captain		

Group Name: BUS DRIVERS		Job Group: G02	
Code	Job Title	Code	Job Title
738.1	Bus Driver	646.1	Protective Services Offcr
738.2	Lead Bus Driver	646.2	Police Officer
		646.3	Police Sergeant

Group Name: CUSTODIANS		Job Group: G03	
Code	Job Title	Code	Job Title
630.1	Custodian	630.4	Custodian Supervisor
630.2	Senior Custodian		
630.3	Asst Custodian Supervisor	799.3	General Helper

OVERVIEW

To ensure that all employees know of the Affirmative Action Programs, the Laboratory disseminates its policy in a variety of ways, including the following:

Availability of Plan

This written Affirmative Action Program for Vietnam Era/Special Disabled Veterans and Individuals with a Disability is available for inspection by any employee or applicant for employment upon request during regular business hours at the Work Force Diversity Office. A copy of the program is distributed to each Division Director.

Posters

At several locations, EEO/AA notices are posted in areas where they can readily be seen by employees and job applicants. Among these notices are (a) the U.S. Department of Labor poster which informs applicants and employees in English and in Spanish of employment rights of individuals with a disability and Vietnam Era/Special Disabled Veterans, (b) the U.S. Equal Employment Opportunity Commission's poster "Equal Employment Opportunity is the Law," (c) Department of Fair Employment and Housing poster in English and Spanish prohibiting discrimination in employment and (d) the Laboratory Director's Equal Employment Opportunity/ Affirmative Action Policy Statement.

Publications

The commitment to affirmative action is publicized by setting forth the policy statement in the quarterly in-house publication *LBL Research Review* and materials/publications used for recruitment purposes.

The Vocational Rehabilitation Program is described in the *Regulations & Procedures Manual* which includes information on special selection procedures for employees with a disability.

**Self-Identification Invitation
and Form**

All employees who believe themselves to be covered by either the Rehabilitation or the Readjustment Assistance Acts are invited to identify themselves voluntarily. All applicants receive a self-identification form along with the employment application. On an annual basis, an invitation for employees to self-identify is mailed through the internal mail system to all employees by the Work Force Diversity Office. The information provided is kept confidential, except that supervisors may be informed regarding restrictions on duties and appropriate accommodations. First aid and safety personnel may be informed, where appropriate, if a condition might require emergency treatment, and government officials investigating the Laboratory's compliance with relevant affirmative action regulations shall be informed. A copy of the self-identification invitation and form sent in November 1994 is located at the end of this section.

**EXTERNAL DISSEMINATION
OF POLICY**

The Laboratory disseminates its affirmative action policies through the following practices:

Recruiting Sources

The Laboratory enlists numerous recruiting sources, including the State Employment Development Department, State vocational rehabilitation agencies, educational/training agencies, and organizations for individuals with a disability and covered veterans, to assist in implementing this program of providing employment opportunities for Vietnam era veterans, qualified individuals with a disability, and qualified special disabled veterans, whether or not they are currently in the labor force. Representatives of the various recruiting sources are briefed by the Human Resources Department via telephone communications and mail campaigns. Many of these agencies and organizations receive the *Current Job Opportunities* listing to encourage the referral of qualified individuals with a disability and covered veteran applicants.

Outreach Activities

To augment its efforts related to the employment and advancement of qualified individuals with a disability and special disabled/Vietnam era veterans, the Laboratory conducts outreach through job opportunities publications, and on-site visits.

Technical Assistance

Advice and technical assistance on proper placement, training, and accommodation possibilities for qualified workers with a disability are sought from the State of California Department of Rehabilitation and social service agencies and nonprofit organizations like the Center for Independent Living that serve individuals with disabilities. For example, for advice on assistive devices and sign language interpreters for hearing-impaired employees or applicants, the Laboratory utilizes the services of the Bay Area Communication Access (BACA) and Deaf Counseling Advocacy and Referral Agency (DCARA).

Purchase Orders To ensure all its subcontractors and suppliers know of and prescribe to its policy, the Laboratory, consistent with the requirements of the regulations implementing Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, has incorporated clauses in its procurement documents (including requests for quotations, purchase orders, and subcontracts) that prohibit unlawful discrimination; promote equal employment opportunity and affirmative action in employment for women, people of color, persons with a disability, and special disabled and Vietnam era veterans; and encourage utilization of small businesses owned and controlled by socially and economically disadvantaged individuals.

RESPONSIBILITY FOR IMPLEMENTING POLICY

Laboratory Director Refer to Section 5, **Responsibility for Implementation.**

ACCOMMODATION

The Laboratory will continue to make reasonable accommodations to the limitations of employees or applicants with a disability unless such an accommodation would impose undue hardship on the conduct of business, taking into account business necessity and financial cost and expense. The following are examples of accommodations that have been made:

Job Restructuring The Laboratory will accommodate an employee with a disability by carefully reviewing the employee's abilities and making every reasonable effort to provide appropriate accommodation so that the employee can fulfill the essential functions of his or her present position.

Work Policy LBL's Modified Work Policy defines the role of the supervisor and the department head in effecting the injured worker's return to full duty with the assistance of the Vocational Rehabilitation Coordinator and Health Services.

Work Hours It is the Laboratory's policy to make flexible working hours available to all employees through the implementation of flextime which allows employees to redistribute their work hours within a framework defined by management. Flextime makes it possible for the Laboratory to accommodate the special needs of employees with a disability (i.e., time off for rehabilitative treatment or therapy).

Equipment Modification A purchase order was initiated in FY83 and has been renewed annually to provide interpreting services for hearing-impaired LBL employees and job applicants. This blanket purchase order utilizes the services of the BACA and DCARA. Upon request, the agency will send out an interpreter and charge the Laboratory for the services rendered.

Providing such a service complies with the requirements of the Rehabilitation Act of 1973, which specifies that a contractor must make "reasonable accommodation" to the physical and mental limitations of employees or job applicants with a disability, unless the contractor can show that the accommodations would create an undue hardship on the business.

Phonic Ear System The Phonic Ear System is intended to accommodate disabled employees and visitors by making the Building 50 Auditorium accessible to those who are hearing-impaired. The Phonic Ear System is designed to amplify sounds for those with hearing impairments. The system is portable and can be used in other rooms. The availability of amplification units is included in each Building 50 Auditorium program announcement.

Disabled Lift A disabled lift is available for use by persons with a disability for access from the parking lot to the Cafeteria and Building 70. Employees with a disability may request keys from Division Administrators, the Cafeteria Manager, and maintenance personnel. A lock-box containing keys has been installed at the lift site. In the event that a person with a disability arrives by car and does not have a key, the person can call University Campus Police and an officer will respond to provide assistance.

Telecommunications Devices for the Deaf Telecommunications Devices for the Deaf (TDD), acquired by the Laboratory several years ago, are now being used by hearing impaired employees. When a person is making a telephone call, the phone receiver is placed on the TDD and a signal is carried over the telephone lines. The person being called is alerted when the light on the device goes on. The message can be read either from an LCD display or printout of the conversation. By having the TDD available, hearing-impaired employees can call in to report absences or convey other necessary information to their supervisors; conversely, they can be reached at home, if necessary.

Shuttle Bus LBL has secured two new on-site shuttle buses with disabled lifts. One off-site bus is also equipped with disabled access features. Resources to provide proper training for bus drivers on working with passengers with disabilities are being researched. For back-up needs, a contract has been established with a local disabled transportation service.

Rehabilitation and Health Services

The LBL Vocational Rehabilitation Program provides counseling, vocational evaluation, job modification, job transfer, retraining, and trial return to work services to employees who are disabled in a way that interferes with their ability to perform their job. The Laboratory provides a special fund for the rehabilitation of employees disabled by non-industrial injuries and coordinates with its worker's compensation carrier in industrial-related situations.

The Vocational Rehabilitation Coordinator is available to employees in need of services and to their departments for consultation on the specifics of reasonable accommodation and program services. Outside rehabilitation specialists are utilized when necessary in the rehabilitation effort where formal job analysis and vocational counseling are indicated. All related services within the Laboratory contribute to the rehabilitation effort with the primary focus being on accommodating the employee with a disability within the Laboratory community.

Americans with Disabilities Act (ADA) Guidelines

Written guidelines for implementing the employment provisions of the ADA finalized by LBL Human Resource Team, including Staffing, Benefits, Vocational Rehabilitation/ADA, and representatives of Risk Management. Guidelines are available to administrators, managers, and supervisors at LBL.

Disability Management Committee

A Vocational Rehabilitation Committee was formed in FY81 and was recently renamed the Disability Management Committee. It continues to function on an ad hoc basis in order to provide a means for the rehabilitation of employees who are disabled in a way that substantially limits their work activities. This represents the Laboratory's commitment to keep workers with a disability on the job. Vocational rehabilitation may include such accommodations as job modification, job transfer, retraining, and trial employment. The team approach ensures the application of all available resources at the Laboratory to the vocational rehabilitation effort. The LBL Disability Management Committee includes representatives from Health Services, Employee/Labor Relations, Equal Opportunity Administrator, Benefits, Risk Management, Plant Engineering, and Environmental Health & Safety as well as ex-officio members from the Office of the President Vocational Rehabilitation Services and external agencies. Referrals are made by Health Services, the Risk Manager, or the disabled employee's department.

ADA Accommodation Fund

LBL has made a significant investment this year in keeping individual employees with disabilities on the job utilizing the ADA Accommodation Fund. Types of accommodations have included major bathroom modifications, a specially fabricated workstation, electronic door openers, designated parking spaces, telesensory devices, wheelchair ramps, various special appliances, and a contract with a disability paratransit shuttle service.

Special Selection Procedure

LBL has initiated a special selection procedure which provides employees who can no longer perform their usual and customary duties due to medical reasons with a 90-day preferential access to open positions for which they are qualified. The procedure involves a coordinated effort between Vocational Rehabilitation and Staffing for both non-industrial and industrially-related cases.

**Vocational Rehabilitation
Chair Program**

To better accommodate employees returning to work who could be helped by the temporary use of an orthopedic chair, the Vocational Rehabilitation Coordinator (VRC) and a representative of Health Services identified and purchased a secretarial and executive model orthopedic chair to lend to employees with special needs. Exceptional needs were referred to a vendor with a wide selection of ergonomic chairs so that the employee can choose the best chair for his/her needs.

LBL's Procurement Department manages the chair loaner program. Through its efforts, many new ergonomic choices in chairs and workstation accessories have been added to the resources available to employees to accommodate orthopedic needs.

Employee Assistance Program

The Laboratory Employee Assistance Program is available to all employees and provides confidential counseling for all kinds of problems, including those relating to divorce, family, alcohol, drugs, finances, job-related concerns, anxiety, depression, stress, and interpersonal relationships at work.

When an employee requests help with an alcohol or drug problem, the Laboratory grants sick leave for participation in approved rehabilitation programs. The Laboratory also arranges for short-term psychotherapy and chemical dependency therapy, when appropriate. The Laboratory maintains a medical service facility to treat injuries and minor ailments and to advise employees on conditions that should be discussed with or treated by an outside physician. Other health services are provided by the Laboratory and are described in the *Employee Handbook and Regulations & Procedures Manual*.

Training

A supply of two excellent videos dealing with attitudes toward people with disabilities and practical examples of accommodations have been purchased and loaned out to departments and division personnel administrators.

Parking Spaces

At some locations, there are parking spaces identified as reserved for persons with a disability. In addition, reserved parking privileges for employees with a physical disability may be authorized by the Laboratory's Parking Services Manager when the need is verified by LBL's Health Services staff.

Facility Modification

LBL has evaluated the accessibility of facilities commonly shared by guests and employees. The evaluation of these facilities and remedial plans have been included in the Transition Plan.

LBL's Transition Plan included an assessment of physical barriers and steps to be taken to enable programs and services for guests and employees to be accessible either by administrative or structural changes. The following buildings are included in the Transition Plan:

Human Resources, Bldg. 938

Purchasing, Bldg. 69

Auditorium, Bldg. 50

Cafeteria, Bldg. 54

Reception Center, Bldg. 65

Based on the assessment, Buildings 938 and 69 require no structural modifications for accessibility. Buildings 50, 54, and 65 were improved for access to the buildings and restroom facilities and for parking and wheelchair clearance.

The Facilities Department is responsible for design and construction of new buildings, additions, and modifications. All new facilities will be constructed in full compliance with Title 24 of the California Administrative Code, which includes ADA requirements.

**Disability-Accessible Buildings
at LBL**

Completed projects covering new facilities and modifications to existing facilities designed to meet the then-current barrier-free access requirements for persons with a disability are shown below:

1. Building 2 - Access, Toilets and Parking
2. Building 3 - Access, Toilets, Automatic Door, Parking
3. Building 16 - Addition - Access
4. Building 29 - Trailers - Access, Toilets Automatic door and Parking
5. Building 44A and 44B Trailers - Access
6. Building 46 - Second Floor (North end) - Access, Toilets and Parking
7. Building 46A - Access, Toilets and Parking
8. Building 48 Fire Station - Access, Toilets and Parking
9. Buildings 50A, 50B, 50E, and 50F - Access, Parking and Toilets; Access to Auditorium

**Disability-Accessible Buildings
at LBL (continued)**

10. Building 50A, 50B, 55, 70A, 72 and 90 - Elevator Improvements and Control Panels
11. Building 50C - Access and Parking
12. Building 50D - Access, Toilet and Parking
13. Building 51 - Access and Toilet
14. Building 55 - Access, Toilets and Parking
15. Building 55 Addition - Access, Toilets and Parking
16. Building 65 - Bus Shelter and Access
17. Building 71 - Second Floor - Access
18. Building 75B - Access, Toilets and Parking
19. Building 90 - Access, Toilets and Parking
20. Building 90 Trailer Complex - Access, Toilets and Parking
21. Building 934 - Access and Toilet
22. LBL Shuttle Buses - Two modified for access
23. Telephone Access - Various locations at the Laboratory
24. Building 26 - Health Services - Access and Parking
25. Building 46 - Access
26. Building 54 - Cafeteria - Access, Toilets and Parking
27. Building 55 - Second Floor Addition - Access, Toilets and Parking
28. Building 70 - Access and Parking
29. Building 70 Addition - Second Floor Offices - Access, Toilets and Parking
30. Building 70A - Access, Toilets and Parking
31. Building 72 - ARM Support Laboratory Addition - Access, Toilets, and Parking
32. Building 77 - Access and Women's Toilet
33. Building 72 - ARM Addition - Access, Toilets, and Parking in Support Laboratory
34. Building 74 - Laboratory Addition - Access and Parking
35. Building 83 - Access, Toilets and Parking
36. Building 69 - Access, Toilets and Parking
37. Building 77A - Phase I Access and Parking
38. Building 62 - Access, Toilets and Parking
39. Building 70 - Addition, Second Floor Laboratories - Access

40. Building 31 - Access, Toilets and Parking
41. Building 66 - Access, Toilets and Parking
42. Building 51N - Access and Parking
43. Building 46 - Toilet
44. Building 936 - Access, Toilets and Parking
45. Building 26 Addition - Access, Toilets and Parking
46. Building 6 Light Source Addition - Access, Toilets and Parking
47. Building 65 Reception Center - Access, Toilets
48. Building 50 Auditorium - Access, Toilets, Wheelchair clearance and Parking

PERSONNEL PRACTICES AND PROCEDURES

In addition to the activities previously mentioned, the Laboratory has utilized and will continue to utilize the following measures to promote equal employment opportunity/affirmative action for qualified individuals with a disability and qualified special disabled veterans and Vietnam era veterans.

Hiring and Promotion

The Laboratory has reviewed its personnel processes and determined that the present procedures ensure careful, thorough, and systematic consideration of the job qualifications of known qualified individuals with disabilities and qualified special disabled veterans and Vietnam era veterans for job vacancies filled either by hiring or promotion, and for all training opportunities offered or available. Personnel practices and procedures do not stereotype individuals with a disability, special disabled veterans, or Vietnam era veterans in a manner which would limit their access to jobs for which they are qualified. Further, in determining the qualifications of a covered veteran, LBL will consider only that portion of the military record relevant to the specific job qualifications for which the veteran is being considered.

Recruiting

Appropriate outreach and positive recruitment activities are being undertaken. The Laboratory will continue to enlist the assistance and support of appropriate recruiting sources, including State Employment Development Department, vocational rehabilitation agencies or facilities, college disabled students' placement offices, educational/training agencies, and organizations of or for individuals with a disability, special disabled veterans, and Vietnam era veterans.

Recruiting
(continued)

Examples of the Laboratory's recruitment sources for individuals with a disability and special disabled veterans include: Deaf Self Help, The Center for Independent Living, San Francisco Rehabilitation Center, Rehabilitation Services of Northern California, and the Department of Rehabilitation. The Laboratory has joined with the Berkeley Veteran's Assistance Center, Swords to Plowshares (San Francisco), the EDD Disabled Veteran's Outreach Program (Berkeley), and other veterans organizations in an effort to recruit veterans for positions.

Outreach recruitment efforts have resulted in direct contact with various agencies representing individuals with a disability, special disabled veterans and Vietnam era veterans. LBL Staffing Specialists coordinate recruitment efforts for individuals with disabilities, special disabled veterans and Vietnam era veterans to ensure that pre-employment problems in interviewing, accommodation issues, and job analyses and restructuring are adequately addressed.

Job Qualification Requirements

On an ongoing basis, as job requisitions are received, Human Resources Department staff reviews the physical and mental qualification requirements of each position to ensure that qualifications are job-related and are consistent with business necessity and the safe performance of the job. As required by the Americans with Disabilities Act, all job postings identify essential and marginal job requirements.

Update

This Affirmative Action Program shall be reviewed and updated annually. If there are any significant changes in procedures, rights or benefits as a result of the annual updating, those changes will be communicated to employees and applicants for employment.

Benefits

Employees who are special disabled veterans, Vietnam era veterans or who have disabilities receive the same benefits as other employees.

Self-Analysis and Internal Audit

The Human Resources Department regularly reviews job requisitions to ensure that all stated physical or mental job requirements are job-related and are consistent with business necessity and the safe performance of the job.

Data/Records

The Laboratory captures and can identify personnel actions of the disabled and special disabled/Vietnam era veteran applicants and employees. The Laboratory maintains records of complaints involving employees with disabilities, special disabled veterans, and Vietnam era veterans for at least one year.

November 28, 1994

TO: ALL LBL EMPLOYEES

SUBJECT: Employee Information for Individuals with a Disability, Special Disabled Veterans, and Vietnam-era Veterans

As a federal government contractor, LBL is required to take affirmative action to hire and promote individuals with a disability, special disabled veterans, and veterans of the Vietnam era. In order to fulfill this requirement, we invite all employees to self-identify if they fall into any of these categories. This information is voluntary and declining to provide it will not subject any employee to adverse employment action.

If you wish to identify yourself in any of these categories, as defined on the attached survey sheet, please complete it and follow instructions for returning this self-identification. If you do not wish to identify yourself or if this request is not applicable to you, you need not return the attached sheet. If you have returned this form in the past and your status is the same, you need not complete the form again.

The information supplied shall be kept confidential. Supervisors, however, may be advised of disability-related problems that disabled employees encounter on the job. If a disabling condition requires special treatment, appropriate first aid and safety personnel may be notified. The information may also be made available to government officials investigating LBL's compliance with federal affirmative action regulations, and to LBL's administration on a need-to-know basis.

I urge your cooperation in supplying the information requested and returning this form to the Work Force Diversity Office, Mailstop 90/1042, by Friday, December 16, 1994. If you have any questions, please contact Gail Kato at extension 6588.



Charles V. Shank
Director

Level I
Attachments

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the Lawrence Berkeley Laboratory to provide the following notification to individuals who are asked to supply personal information:

The Laboratory requests information on this form for use by various Laboratory organizations for personnel and other related administrative purposes.

The Equal Opportunity Administrator is responsible for maintaining the information contained on this form. University policy and State statutes authorize the maintenance of this information.

Furnishing the requested information is voluntary and will assist the Laboratory in meeting its affirmative action requirements.

The information furnished by you may be used by the Laboratory staff responsible for personnel and other related purposes. The information may be furnished to third parties, including State and Federal officials, as required by law.

You have a right to review your own records in accordance with Laboratory policy. Information on this policy may be obtained from the Laboratory's Human Resources Department.



LAWRENCE BERKELEY LABORATORY

1995 SELF-IDENTIFICATION FORM FOR INDIVIDUALS WITH A DISABILITY SPECIAL DISABLED VETERANS AND VIETNAM-ERA VETERANS

IF YOU WISH TO IDENTIFY YOURSELF AS A PERSON WITH A DISABILITY, A SPECIAL DISABLED VETERAN, OR A VIETNAM-ERA VETERAN, CHECK THE APPROPRIATE CATEGORY AND SUPPLY THE ADDITIONAL INFORMATION REQUESTED. (IF YOU HAVE RETURNED THIS FORM IN THE PAST AND YOUR STATUS IS THE SAME, YOU NEED NOT RETURN IT AGAIN).

Last Name	First Name	Middle Initial	Employee Number
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Division	Job Class. & Number	Start Date
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_____ **INDIVIDUAL WITH A DISABILITY**
 A person who has a physical or mental impairment which substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such an impairment.

_____ **SPECIAL DISABLED VETERAN**
 A veteran who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans' Administration for a disability (1) rated at 30 percent or more, or (2) rated at 10 or 20 percent in the case of a veteran who has been determined under Section 1506 of Title 38, U.S.C. to have a serious employment disability; or a person who was discharged or released from active duty because of a service-connected disability

_____ **VIETNAM-ERA VETERAN**
 A veteran, any part of whose active military, naval, or air service was during the period August 5, 1964 through May 7, 1985, who: a) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty because of a service-connected disability.

If you checked SPECIAL DISABLED VETERAN and/or INDIVIDUAL WITH A DISABILITY, please answer the following questions.

Many disabled people adapt to their jobs in special ways. Please describe the special methods, skills, procedures and equipment that enable you to perform your duties at LBL.

What can LBL do to help you perform your job with greater ease and safety? Please describe any special provisions that would be helpful. These may include changes in physical layout of your work area, equipment, different tasks, as well as other considerations.

MAIL TO GAIL KATO AT BLDG. 90-1023

OVERVIEW

The following discussion describes how the Laboratory performs availability analyses. The Laboratory translates availability estimates into goals for underutilized job groups. The Laboratory Underutilization Report is distributed to line managers and supervisors and to the Human Resources Department Staffing Specialist. The Report includes current information on utilization and availability for men and women and for people of color by ethnic composition, i.e., Hispanics, African Americans, Asians, Native Americans, and others.

**DEFINITION AND ROLE OF
AVAILABILITY**

Availability is an estimate of the population of potential Laboratory employees by sex and ethnicity. Market areas where the Laboratory can reasonably recruit and information on the potential work force are considered when computing the availability for Laboratory positions. The potential work force is identified by considering data on new graduates with requisite degrees, individuals with requisite skills in the relevant recruitment area, participants in Laboratory training programs, employee promotions and transfers, and the number of applicants for Laboratory positions or programs. Availability provides a benchmark for Laboratory utilization of women and people of color and a basis from which to identify Laboratory employee goals.

Availability plays a central role in affirmative action planning and provides a standard of comparison against which the Laboratory determines whether a job group is underutilized in women and people of color. Availability also defines the number of potential applicants from which the Laboratory could draw when seeking to enhance employment opportunities by gender and for people of color (sex and ethnic composition of the work force); availability further helps to identify the ultimate employment goals the Laboratory should endeavor to meet.

Developing availability estimates is difficult. In calculating data on external labor markets, it is not possible to quantify job interest, precisely match internal job titles with the characteristics of workers in the external labor market, and assess the qualifications of potential applicants so that these data may be incorporated statistically and accurately into the availability analysis.

DEFINITION AND ROLE OF AVAILABILITY*(continued)*

Moreover, the available data are less than perfect. Generally, the 1990 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, become dated as the time between the plan year and the census year increases, and suffer from large-sampling variations for both small geographic areas and selected occupations. To some extent, these problems can be offset by supplementing census data with educational statistics, data on employee promotions and transfers, and applicant flow data. Therefore, availability statistics are never more than professional estimates.

Current availability percents are based on 1990 U.S. Census data. New availability calculations for all job groups using 1990 Census data occurred in 1993.

GENERAL TECHNIQUE FOR EIGHT-FACTOR ANALYSIS

In estimating availability, an eight-factor analysis is conducted. In the eight-factor analysis, data for sex and ethnic composition (Hispanics, Native Americans, African Americans, and Asians) are determined for each of the following factors for each of the job groups. The availability percentages are given in AAP Appendix B.

- Factor 1.** The gender and ethnic composition of the population in the labor area surrounding the Laboratory.
- Factor 2.** The gender and ethnic composition of the unemployed work force in the labor area surrounding the Laboratory.
- Factor 3.** The gender and ethnic composition of the work force in the labor area surrounding the Laboratory.
- Factor 4.** The gender and ethnic composition of the work force with requisite skills in the immediate labor area.
- Factor 5.** The gender and ethnic composition of the work force with requisite skills in the labor area from which the Laboratory can reasonably recruit.
- Factor 6.** The gender and ethnic composition of the pool (job groups) from which the Laboratory can expect to transfer and/or promote employees.
- Factor 7.** The gender and ethnic composition of the population of recent graduates from training institutions capable of training persons in the requisite skills.
- Factor 8.** The gender and ethnic composition of the participants in or applicants for special Laboratory training programs.

NOTE: *Availability estimates are computed according to Revised Order No. 4*

EIGHT-FACTOR ANALYSIS*(continued)*

The sex and ethnic composition of the pool of applicants for jobs may vary significantly from that of the labor pool. The sex and ethnicity of applicants are also considered, when appropriate, and referred to as the Applicant Flow Factor.

Weighted Factor

Each of the eight factors is also assigned a value weight to reflect its importance in overall availability for each job group. For each job group, each raw statistic within the eight factors is multiplied by its corresponding value weight to produce a "weighted factor."

Professional decisions on value weighting of data sets are documented. Sets of raw data are collected over several years. Weighting of each data set is the best professional judgment of that set's value in assessing availability for that job group.

Data Sources

Personnel are recruited from within the Laboratory and external sources on multigeographic levels. In general, external sources from which the Laboratory recruits come from three geographic levels: local, state, and national. If the characteristics of the national labor force and population were identical to the characteristics of state and local labor market areas, it would make no difference which demographic labor-force characteristics were used in analyzing the Laboratory's work force availability. However, the proportions of people of color in the population (and consequently labor-force characteristics) vary significantly from the bi-county local area (Alameda and Contra Costa counties) to the seven Bay Area counties (Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara, Solano) to the national geographic areas.

The Laboratory examines data for each job group within the geographical areas or recruitment area relevant to the nature of the positions within that job group. The research and development responsibilities of the Laboratory are of a highly specialized technical nature. The Laboratory work force necessitates a mix of specialties often different from those available in the local labor market. As a result, the recruitment area for all job groups is not the same.

For example, local or extended census data are used as part of the calculation of data for the office and clerical job groups, whereas national census data are used for the scientific and engineering job groups. The percentage of women and people of color distributed within each job group will be relative (at least in part) to the availability in the appropriate recruitment area.

Most office and clerical positions (as well as many other occupations) will be recruited from the local area. Therefore, the distribution of women and people of color in these positions should be similar to the availability of women and people of color with the requisite skills in the local labor-market area. The occupational codes for positions recruited from the local bi-county labor market area were weighted (at least in part) by the proportion of the Laboratory's work force living in each county.

OVERVIEW

The utilization analysis compares Calendar Year 1995 availability estimates with the actual representation of women and people of color in each job group and EEO-1 category at the end of Fiscal Year 1994 as described in the following tables, "1995 Laboratory-Wide Underutilization - Women" and "1995 Laboratory-Wide Underutilization - People of Color."

Underutilization is defined as having fewer women or people of color in a particular job group than would reasonably be expected by their availability. In each instance where underutilization of women or people of color occurs, percentage goals equal to the availability have been set to bring utilization in line with the availability estimate.

The Laboratory's 1994 Affirmative Action Program set placement goals relative to the underutilization of women and people of color. The term "placement" used here refers to the filling of an advertised job opening from either internal (Laboratory) or external (non-Laboratory) sources. All goals were set for the entire Laboratory. This analysis of goal results is intended to have no significance outside the context of this AAP.

The following factors affect the establishment and attainment of goals:

- Adverse impact,
- Previous goals,
- Survey of present employment,
- Underutilization analysis,
- Anticipated turnover,
- Reduction of work force caused by budget constraints,
- Administrative controls on hiring and hiring-related activities caused by budget constraints,
- Changes in scientific programs and funding, and
- Time necessary to acquire technical skills specific to Laboratory programs.

✦ *NOTE: Definitions used in this section can be found in Section 2, Definitions of Terms.*

SUMMARY

Goals from the 1994 Affirmative Action Program were set to ensure that affirmative action obligations are met. The placement goals set in 1994 compare the placement rates of women and people of color in underutilized job groups to availability rates.

At the beginning of FY94, 4 of 33 job groups were fully utilized. Women were fully utilized by the Laboratory in 15 of 33 EEO job groups. Fourteen of 33 EEO job groups were fully utilized for people of color (i.e., employees vs. availability for people of color) and 6 of 33 were fully utilized for every minority group (e.g., employees vs. availability for African Americans). In cases where women or people of color were not fully utilized, goals were established for the underrepresented EEO job groups.

At the end of FY94, 7 of 33 job groups were fully utilized. Women were fully utilized by the Laboratory in 21 of 33 EEO job groups. Eighteen of 33 EEO job groups were fully utilized for people of color and 8 of 33 were fully utilized for every minority group. Fourteen areas eliminated underutilization in FY94 while only 2 areas that were previously fully utilized became slightly underutilized. This remarkable improvement was the result of outstanding retention of women and people of color, good placement, and superior promotion.

The six job groups where underutilization of women was eliminated in FY94 are:

- B03 - Physics
- B06 - Mechanical Engineering
- B11 - Research Associate
- C08 - Accelerator Operators
- E02 - Crafts/Trades
- E03 - Mechanics/Repair

The four job groups where underutilization of all minority groups was eliminated in FY94 are:

- B10 - Technical Editing/Writing
- C01 - Computer Techs
- D02 - Clerical Supervisors
- G03 - Custodians

The four job groups where underutilization of people of color was eliminated in FY94 are:

- B10 - Technical Editing/Writing
- C06 - Health/Medical
- D02 - Clerical Supervisors
- F01 - Semi-skilled

The two job groups that were fully utilized and became slightly underutilized of minority groups in FY94 are:

- B01 - Bio-Med Science
- B03 - Physics

1995 LABORATORY-WIDE UNDERUTILIZATION – WOMEN						
EEO Category	Job Group	Title	Total Staff	Availability Rate	Representation Rate	UU
Officials and Managers	A01	Directors	21			No
	A03	Administrative/Management	74	45.30%	35.14%	Yes
	A05	Technical Management	47	12.01%	4.26%	Yes
Scientific Professionals	B01	Bio-Med Science	85			No
	B02	Chemistry	52			No
	B03	Physics	210			No
	B04	Computer Sci./Math./Stat.	110	25.28%	18.18%	Yes
	B05	Elec'l/Electronics Eng.	56	9.65%	5.36%	Yes
	B06	Mech'l Engineering	53			No
	B07	Other Eng and Earth Sci.	65			No
	B08	Facilities Engineers	52			No
	B09	Economics/Analysis	28	21.27%	7.14%	Yes
	B11	Research Associate	155			No
	B16	Environ'l Health and Safety	63			No
Administrative Professionals	B10	Technical Editing/Writing	23			No
	B13	Administrators/Analysts	206			No
Technicians	C01	Computer Techs	13			No
	C02	Mechanical Techs	109	8.92%	1.83%	Yes*
	C03	Electronic Techs	98	16.75%	5.10%	Yes*
	C04	Tech/Research	51	29.17%	21.57%	Yes
	C05	Design/Graphics	43			No
	C06	Health/Medical	37	68.62%	37.84%	Yes*
	C07	Technical Associates	34	29.72%	14.71%	Yes
	C08	Accelerator Operators	18			No
Clerical	D01	Office Services	220			No
	D02	Clerical Supervisors	67			No
Skilled Crafts	E01	Machinists (entry)	31	7.48%	0.00%	Yes
	E02	Crafts/Trades	77			No
	E03	Mechanics/Repair	33			No
Operatives	F01	Semi-skilled	27	31.03%	22.22%	Yes
Service Workers	G01	Fire	18			No
	G02	Bus Drivers	12			No
	G03	Custodians	33			No

*Statistically Significant Underutilization

1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Officials and Managers	A01	Directors	21	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	A03	Administrative Management	74	People of Color	21.86%	20.27%	Yes
				African American			No
				Hispanic	6.85%	0.00%	Yes*
				Asian			No
				Native American			No
	A05	Technical Management	47	People of Color	28.19%	19.15%	Yes
				African American			Yes
				Hispanic	11.06%	6.38%	Yes
				Asian	6.14%	2.13%	Yes
				Native American			No
Scientific Professionals	B01	Bio-Med Science	85	People of Color			No
				African American	3.09%	0.00%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B02	Chemistry	52	People of Color			No
				African American	2.25%	0.00%	Yes
				Hispanic	2.28%	0.00%	Yes
				Asian			No
				Native American			No
	B03	Physics	210	People of Color			No
				African American	1.13%	0.48%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B04	Computer Science Math. and Stat.	110	People of Color	22.40%	17.27%	Yes
				African American	4.36%	0.00%	Yes*
				Hispanic	3.30%	0.91%	Yes
				Asian			No
				Native American			No

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION -- PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Scientific Professionals (continued)	B05	Elec'l and Electronics Eng.	56	People of Color	26.95%	16.07%	Yes
				African American			No
				Hispanic	3.69%	1.79%	Yes
				Asian	18.82%	8.93%	Yes
				Native American			No
	B06	Mech'l Engineering	53	People of Color	23.41%	20.75%	Yes
				African American	2.02%	0.00%	Yes
				Hispanic	4.38%	1.89%	Yes
				Asian			No
				Native American			No
	B07	Other Eng and Earth Sci.	65	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B08	Facilities Engineers	52	People of Color			No
				African American			No
				Hispanic	3.98%	1.92%	Yes
				Asian			No
				Native American			No
B09	Economics/Analysis	28	People of Color			No	
			African American			No	
			Hispanic			No	
			Asian			No	
			Native American			No	
B11	Research Associate	155	People of Color			No	
			African American	4.14%	0.65%	Yes*	
			Hispanic	2.69%	1.29%	Yes	
			Asian			No	
			Native American			No	
B16	Environ'l Health and Safety	63	People of Color			No	
			African American			No	
			Hispanic	1.77%	0.00%	Yes	
			Asian			No	
			Native American			No	

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION - PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Administrative Professionals	B10	Technical Editing Writing	23	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B13	Administrators and Analysts	206	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Technicians	C01	Computer Techs	13	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	C02	Mechanical Techs	109	People of Color	26.58%	18.35%	Yes
				African American	2.79%	0.92%	Yes
				Hispanic	10.56%	7.34%	Yes
				Asian			No
				Native American	1.96%	0.00%	Yes
	C03	Electronic Techs	98	People of Color	36.07%	24.49%	Yes*
				African American			No
				Hispanic	8.42%	3.06%	Yes
				Asian	18.72%	14.29%	Yes
				Native American	1.68%	0.00%	Yes
	C04	Tech/Research	51	People of Color	33.63%	23.53%	Yes
				African American			No
				Hispanic			No
				Asian	17.59%	5.88%	Yes*
				Native American			No
	C05	Design/Graphics	43	People of Color	34.04%	27.91%	Yes
				African American			No
				Hispanic	9.96%	4.65%	Yes
				Asian			No
				Native American			No

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION -- PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Technicians (continued)	C06	Health/Medical	37	People of Color			No
				African American			No
				Hispanic	8.76%	2.70%	Yes
				Asian	15.84%	10.81%	Yes
				Native American			No
	C07	Technical Associates	34	People of Color	26.45%	14.71%	Yes
				African American	4.74%	0.00%	Yes
				Hispanic			No
				Asian	13.29%	5.88%	Yes
				Native American			No
	C08	Accelerator Operators	18	People of Color	38.27%	11.11%	Yes*
				African American			No
				Hispanic			No
				Asian	21.72%	0.00%	Yes*
				Native American			No
Clerical	D01	Office Services	220	People of Color			No
				African American			No
				Hispanic	12.38%	10.00%	Yes
				Asian	12.84%	8.18%	Yes*
				Native American			No
	D02	Clerical Supervisors	67	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Skilled Crafts	E01	Machinists (entry)	31	People of Color	36.10%	25.81%	Yes
				African American			No
				Hispanic	20.98%	6.45%	Yes
				Asian			No
				Native American			No
	E02	Crafts/Trades	77	People of Color	33.81%	22.08%	Yes*
				African American			No
				Hispanic	17.05%	11.69%	Yes
				Asian	6.63%	1.30%	Yes
			Native American			No	

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Skilled Crafts <i>(continued)</i>	E03	Mechanics/Repair	33	People of Color	39.20%	30.30%	Yes
				African American			No
				Hispanic	15.92%	9.09%	Yes
				Asian	10.85%	3.03%	Yes
				Native American			No
Operatives	F01	Semi-skilled	27	People of Color			No
				African American			No
				Hispanic			No
				Asian	13.20%	3.70%	Yes
				Native American			No
Service Workers	G01	Fire	18	People of Color	20.50%	5.56%	Yes
				African American			No
				Hispanic	7.84%	0.00%	Yes
				Asian			No
				Native American			No
	G02	Bus Drivers	12	People of Color			No
				African American			No
				Hispanic	10.51%	0.00%	Yes
				Asian			No
				Native American			No
	G03	Custodians	33	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No

* Statistically Significant Underutilization

**Officials and Managers:
Women**

Because of the Laboratory's numerous and diverse projects, the demand is continuous for skilled women managers who are able to work in different environments that have rapidly changing requirements.

Utilization of women in the Officials and Managers category has decreased slightly from FY93 levels. Women now make up 21.8% of this group as opposed to 21.9% last year. Of position selections in this category, 29.4% were women, which is below availability of 35.5%. In FY94, 33.3% of the promotions in this category were women, which is above last year's utilization rate.

OFFICIALS AND MANAGERS — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
A01	Directors	9.06%	14.29%	21
A03	Administrative Management	45.30%	35.14%	74
A05	Technical Management	12.01%	4.26%	47
Aggregate		28.92%	21.83%	142

Beginning in FY92 and continuing through FY94, 1 job group in this category reached parity: Directors (A01).

Women were slightly underutilized in 2 out of 3 job groups:

- Administrative Management (A03), and
- Technical Management (A05).

However, the underutilization of women in these 2 job groups was so small that it was not considered statistically significant. During the previous fiscal year, the same 2 groups showed similar slight underutilization. Both Administrative Management and Technical Management have remained slightly underutilized since their inception.

**Officials and Managers:
People of Color**

The demand for skilled people of color as technical managers is also high. The utilization of people of color in the Officials and Managers area has shown an increase over the previous fiscal year. People of color comprise 18.3% of this category, 20% above the FY93 level of 16.3%. Placements of people of color in Officials and Managers advertised positions made up 23.5% of the total this year, which is essentially equivalent to the 23.7% availability rate. Promotions of people of color in this category totaled 16.7%, which is slightly above last year's utilization rate.

During FY92, 1 job group in this category reached parity: Directors (A01). Two job groups were slightly underutilized in FY94:

- Administrative Management (A03), and
- Technical Management (A05).

These same 2 job groups were underutilized at this level during the preceding fiscal year.

OFFICIALS AND MANAGERS — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
A01	Directors	9.56%	9.52%	21
A03	Administrative Management	21.86%	20.27%	74
A05	Technical Management	28.19%	19.15%	47
Aggregate		22.14%	18.31%	142

**Professionals –
Scientists and Engineers:
Women**

Professional positions of a scientific nature are divided into eleven job groups.

FY94 utilization of women in this EEO category improved over FY93 utilization levels. Women comprised 20.1% of the total in the scientific professionals category during FY94 as opposed to 18.4%, which is slightly below last year's utilization, but comprised 32.8% of placements in advertised positions, which is significantly above availability of 25.5%.

In FY94, 3 job groups out of the 6 that were underutilized achieved parity for women:

- Physics (B03),
- Mechanical Engineering (B06), and
- Research Associates (B11).

SCIENTISTS AND ENGINEERS — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
B01	Bio-Med Science	31.88%	36.47%	85
B02	Chemistry	18.43%	19.23%	52
B03	Physics	7.21%	7.62%	210
B04	Computer Science / Math / Statistics	25.28%	18.18%	110
B05	Electrical / Electronics Engineering	9.65%	5.36%	56
B06	Mechanical Engineering	5.52%	7.55%	53
B07	Other Engineering and Earth Sciences	15.88%	15.38%	65
B08	Facilities Engineers	13.37%	11.54%	52
B09	Economics	21.27%	7.14%	28
B11	Research Associate	34.91%	44.52%	155
B16	Environment, Health and Safety	17.95%	25.40%	63
Aggregate		19.01%	20.13%	929

By comparison, in FY93, none of the 6 job groups that were underutilized achieved parity.

Three job groups were slightly underutilized in women during FY94 as opposed to 6 in FY93. The underutilization is not considered statistically significant in any of the following job groups:

- Computer Science/Mathematics/Statistics (B04),
- Electrical/Electronics Engineering (B05), and
- Economics/Analysts (B09).

**Professionals-
Scientists and Engineers:
People of Color**

Utilization levels for people of color in professional positions of a scientific nature are divided into 11 job groups.

People of color made up 21.4% of this job group during FY94. In the preceding fiscal year they comprised 20.4%. People of color received 11.3% of the promotions in this group, which is lower than last year's utilization rate but comprised 34.4% of the placements, which is significantly higher than the availability rate of 15.6%.

As in 1993, 3 job groups out of 11 were slightly underutilized in people of color during FY94. These were:

- Computer Science/Mathematics/Statistics (B04),
- Electrical/Electronics Engineering (B05), and
- Mechanical Engineering (B06).

No job groups achieved numerical parity for people of color.

No job groups demonstrated statistically significant underutilization during FY94.

During FY93, 1 job group had statistically significant underutilization: Electrical/Electronics Engineering (B05). This job group's utilization of people of color increased to reflect only slight underutilization for FY94.

SCIENTISTS AND ENGINEERS — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
B01	Bio-Med Science	10.60%	17.65%	85
B02	Chemistry	11.87%	19.23%	52
B03	Physics	9.99%	18.57%	210
B04	Computer Science / Math / Statistics	22.40%	17.27%	110
B05	Electrical / Electronics Engineering	26.95%	16.07%	56
B06	Mechanical Engineering	23.41%	20.75%	53
B07	Other Engineering and Earth Sciences	17.33%	24.62%	65
B08	Facilities Engineers	23.32%	30.77%	52
B09	Economics	9.51%	17.86%	28
B11	Research Associate	14.44%	26.45%	155
B16	Environment, Health and Safety	11.68%	28.57%	63
Aggregate		15.51%	21.42%	929

ADMINISTRATIVE PROFESSIONALS — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
B10	Technical Editing/Writing	55.05%	56.52%	23
B13	Administrators/Analysts	51.99%	70.39%	206
Aggregate		52.30%	69.00%	229

**Administrative Professionals:
Women**

The utilization of women in this category decreased slightly in FY94 in comparison with FY93. During FY94, women made up 69.0% of the category compared with 69.2% the preceding year. FY94 promotions for women were 88.9% and placements were 61.3%, which is significantly higher than their availability of 52.1%.

There was no underutilization in job group B10, Technical Editing/Writing, or B13, Administrators/Analysts, during FY94 or FY93.

ADMINISTRATIVE PROFESSIONALS — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
B10	Technical Editing/Writing	14.97%	17.39%	23
B13	Administrators/Analysts	26.96%	30.10%	206
Aggregate		25.76%	28.82%	229

**Administrative Professionals:
People of Color**

The utilization of people of color in this category increased during FY94 over FY93. People of color comprised 28.8% of this category this year and made up 27.9% last year. Promotions of people of color were 38.9%, which is significantly above last year's utilization rate, and placements were 32.3%, which is above the availability rate of 26.6%.

There was slight underutilization of people of color in job group B10, Technical Editing/Writing, in FY93. In FY94, this underutilization was removed and people of color attained parity for this job group. There was no underutilization for job group B13, Administrators/Analysts, during either FY93 or FY94.

TECHNICIANS — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
C01	Computer Techs	26.88%	23.08%	13
C02	Mechanical Techs	8.92%	1.83%	109
C03	Electronic Techs	16.75%	5.10%	98
C04	Tech / Research	29.17%	21.57%	51
C05	Design / Graphics	25.96%	25.58%	43
C06	Health / Medical	68.62%	37.84%	37
C07	Technical Associates	29.72%	14.71%	34
C08	Accelerator Operators	29.65%	27.78%	18
Aggregate		23.95%	13.90%	403

**Technicians:
Women**

The utilization of women in Technician job groups increased to 13.9% from FY93 to FY94. Women made up 12.2% of this category during FY93. Promotions for women were 10.0%, slightly lower than last year's utilization rate, and placements were 20.0%, which is one placement short of availability at 44.4%.

One job group, Accelerator Operators (C08), reached parity this fiscal year while no job groups under this heading did so during FY93.

Underutilization existed in 5 job groups during FY94. In 3 groups, the underutilization was statistically significant:

- Mechanical Technicians (C02),
- Electronic Technicians (C03), and
- Health/Medical (C06).

In 2 groups, underutilization existed but was not considered statistically significant:

- Tech/Research (C04) and
- Technical Associates (C07).

TECHNICIANS — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
C01	Computer Techs	26.69%	46.15%	13
C02	Mechanical Techs	26.58%	18.35%	109
C03	Electronic Techs	36.07%	24.49%	98
C04	Tech/Research	33.63%	23.53%	51
C05	Design/Graphics	34.04%	27.91%	43
C06	Health/Medical	35.06%	32.43%	37
C07	Technical Associates	26.45%	14.71%	34
C08	Accelerator Operators	38.27%	11.11%	18
Aggregate		31.87%	23.08%	403

**Technicians:
People of Color**

The utilization of people of color in the Technician job groups increased slightly during FY94. People of color made up 23.8% of this group during FY94 and 23.1% during FY93. Promotions of people of color totaled 40.0%, which is significantly above last year's utilization rate. There were no placements of people of color among the five hires in this job group. This group's availability rate is 32.9%

One job group, Health/Medical (C06), reached parity for people of color this past fiscal year. Underutilization existed in 6 job groups during FY94. The underutilization was statistically significant in only 2 of them: Electronic Technicians (C03) and Accelerator Operators (C08).

OFFICE AND CLERICAL — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
D01	Office Services	71.55%	80.00%	220
D02	Clerical Supervisors	71.64%	94.03%	67
Aggregate		71.34%	83.28%	287

**Office and Clerical:
Women**

The percentage of women in the Office and Clerical category during FY94 was 83.3%. In FY93, women made up 85.1% of this category. Female promotions totaled 69.2%, which is below last year's utilization, but placements equaled 85.7%, which is significantly above availability of 71.5%.

Parity was achieved for women in both job groups during both FY93 and FY94.

OFFICE AND CLERICAL — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
D01	Office Services	42.86%	48.64%	220
D02	Clerical Supervisors	42.47%	41.79%	67
Aggregate		42.77%	47.04%	287

**Office and Clerical:
People of Color**

Representation of people of color increased from 45.0% in FY93 to 47.0% in FY94. Promotions for people of color totaled 61.5% in the Office and Clerical category during FY94, which is significantly above last year's utilization rate. Placements of people of color totaled 54.3%, significantly above the availability rate of 42.8%. Parity for people of color was achieved in Office Services (D01) in fiscal years 1993 and 1994. Parity for Clerical Supervisors (D02) was achieved in FY94.

SKILLED CRAFTS— WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
E01	Machinists	7.48%	0.00%	31
E02	Crafts/Trades	3.10%	2.60%	77
E03	Mechanics/Repair	2.43%	0.00%	33
Aggregate		3.91%	1.42%	141

Skilled Crafts: Women

The representation of women in this category increased slightly during FY94. Women made up 1.4% of this category in comparison with 0.0% last year. The single promotion in this category was not received by a woman. Two female placements occurred during FY94 for the 2 positions offered. The Crafts/Trades group (E02) achieved parity for women during both fiscal years. The other 2 job groups — Machinists (E01) and Mechanics/Repair (E03) — remained slightly underutilized with no female representation.

SKILLED CRAFTS — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
E01	Machinists	36.10%	25.81%	31
E02	Crafts/Trades	33.81%	22.08%	77
E03	Mechanics/Repair	39.20%	30.30%	33
Aggregate		35.57%	24.82%	141

**Skilled Crafts:
People of Color**

Utilization of people of color remained constant at 24.8% of this group in FY93 and FY94. A person of color did not receive the single promotion in the crafts category. Neither of the two women hired in FY94 were people of color.

One of the 3 job groups, Crafts/Trades (E02), had a statistically significant underutilization of people of color. Two of the 3 job groups — Machinists (E01) and Mechanics/Repair (E03) — had a slight underutilization of people of color.

SEMI-SKILLED — WOMEN				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
F01	Semi-skilled	31.03%	22.22%	27
Aggregate		31.03%	22.22%	27

**Semi-skilled:
Women**

The Semi-skilled group (F01) remained slightly underutilized in FY94. The underutilization of women was not considered statistically significant for both FY93 and FY94.

Percentages of women in this EEO category increased from 18.2% in FY93 to 22.2% in FY94. There were no promotions or placements in this group during FY94.

SEMI-SKILLED — PEOPLE OF COLOR				
Job Group	Job Title	Availability	Current Utilization	LBL Employees
F01	Semi-skilled	50.09%	51.85%	27
Aggregate		50.09%	51.85%	27

**Semi-skilled:
People of Color**

There was no underutilization of people of color in this category. During FY94, people of color achieved numerical parity, comprising 51.8% of this category, which was an increase from 45.5% in FY93. There were no promotions or placements in this category during FY94.

Service Workers — Women				
Job Group	Job Title	Availability	Current Utilization	All LBL Employees
G01	Fire	4.49%	5.56%	18
G02	Bus Drivers	44.61%	50.00%	12
G03	Custodians	24.19%	36.36%	33
Aggregate		22.45%	30.16%	63

**Service Workers:
Women**

During FY93 there was no underutilization of women in any of these job groups. Numerical parity for women was also reached in FY94. Women made up 30.2% of this category, which is a slight decline from 30.8% of the previous fiscal year. There were no promotions and 1 placement; the placement was not female.

Service Workers — People of Color				
Job Group	Job Title	Availability	Current Utilization	LBL Employees
G01	Fire	20.50%	5.56%	18
G02	Bus Drivers	65.46%	75.00%	12
G03	Custodians	61.94%	69.70%	33
Aggregate		50.77%	52.38%	63

**Service Workers:
People of Color**

There was slight underutilization of people of color in one of the three job groups Fire (G01) during FY93. Representation of people of color decreased slightly from 53.8% in FY93 to 52.4% in FY94. There were no promotions and 1 placement; the placement was not a person of color.

**OVERVIEW:
1994 AAP PLACEMENT
GOAL RESULTS**

Three types of placement goals were set in the 1994 AAP. Goals for women and people of color are required for job groups that are underutilized. The Laboratory has also set goals for the placement of individual minority classes in underutilized job groups.

Goals *Goal 1: Placement of women at or above the aggregate availability rate for underutilized job groups.*

Goal 2: Placement of people of color at or above the aggregate availability rate for underutilized job groups.

Goal 3: Placement of each minority group at or above the aggregate availability rate for underutilized job groups.

Summary There were a total of 152 advertised placements in FY94. One hundred and forty-seven of these placements were in underutilized job groups. Of the 29 job groups that were underutilized, there were significant placement opportunities in only 4 job groups: Research Associates (B11) with 32 placements, Administrators/Analysts (B13) with 27 placements, Office Services (D01) with 31 placements, and Administrative Management (A03) with 11 placements. Only 6 job groups had more than 5 placements — Environment, Health, and Safety (B16) and Clerical Supervisors (D02), with 8 placements each, plus the 4 groups mentioned above. Of the 147 placements in underutilized job groups 101 (69%) were in the first 4 job groups noted above: A03, B11, B13, D01. Including the 2 job groups B16 and D02 brings the number of placements to 117 (80%). The following tables present information about 1994 placement activity.

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS – WOMEN					
Job Group	Title	Female Underutilization	Availability	Vacancies Filled	Women Hired
A03	Administrative/Management	9	46.57%	11	5
A05	Technical Management	5	13.82%	5	0
B03	Physics	2	8.16%	5	0
B04	Computer Science/ Math/Statistics	7	24.82%	3	0
B05	Electrical/Electronics Engineering	3	10.04%	3	1
B06	Mechanical Engineering	2	5.04%	3	0
B09	Economics/Analysis	3	21.00%	0	0
B11	Research Associate	4	47.29%	32	17
C02	Mechanical Technicians	5	5.47%	0	0
C03	Electronic Technicians	10	12.52%	0	0
C04	Technicians/Research	7	27.23%	1	0
C06	Health/Medical	8	58.92%	2	0
C07	Technical Associates	9	33.24%	1	1
C08	Accelerator Operators	1	30.33%	0	0
E01	Machinists (entry)	4	11.82%	0	0
E02	Crafts/Trades	2	2.52%	2	2
E03	Mechanics/Repair	1	2.00%	0	0
F01	Semi-skilled	5	32.21%	0	0

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS - MINORITIES					
Job Group	Title	Minority Underutilization	Availability	Vacancies Filled	Underutilized Minorities Hired
A03	Administrative/Management	4	11.97%	11	1
A05	Technical Management	8	29.45%	5	1
B02	Chemistry	1	1.27%	0	0
B04	Computer Science /Math/Statistics	5	5.63%	3	0
B05	Electrical/Electronics Engineering	11	23.37%	3	2
B06	Mechanical Engineering	6	25.56%	3	1
B08	Facilities Engineering	1	2.94%	2	1
B10	Technical Editing/Writing	1	6.74%	1	0
B11	Research Associate	5	6.41%	32	1
B13	Administrators/Analysts	1	0.26%	27	0
B16	Environmental, Health and Safety	1	1.70%	8	0
C01	Computer Technicians	2	20.76%	0	0
C02	Mechanical Technicians	4	9.92%	0	0
C03	Electronic Technicians	14	29.34%	0	0
C04	Technical/Research	11	28.45%	1	0
C05	Design/Graphics	2	8.22%	1	0
C06	Health/Medical	3	20.13%	2	0
C07	Technical Associates	7	26.15%	1	0
C08	Accelerator Operators	4	24.58%	0	0
D01	Office Services	29	29.49%	31	8
D02	Clerical Supervisors	2	29.67%	8	1
E01	Machinists (entry)	10	42.92%	0	0
E02	Crafts/Trades	9	24.48%	2	0
E03	Mechanics/Repair	6	30.53%	0	0
F01	Semi-skilled	3	12.89%	0	0
G01	Fire	1	6.54%	1	0
G02	Bus Drivers	3	22.08%	0	0
G03	Custodians	4	39.95%	0	0

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS - AFRICAN AMERICANS					
Job Group	Title	African American Underutilization	Availability	Vacancies Filled	African Americans Hired
A03	Administrative/Management	2	6.90%	11	1
A05	Technical Management	2	9.66%	5	0
B02	Chemistry	1	1.27%	0	0
B04	Computer Sci/Math/Statistics	3	3.25%	3	0
B06	Mechanical Engineering	1	1.22%	3	0
B10	Technical Editing/Writing	1	6.74%	1	0
B11	Research Associate	4	3.86%	32	0
C02	Mechanical Technicians	2	2.15%	0	0
C07	Technical Associates	2	4.38%	1	0
D02	Clerical Supervisors	1	19.39%	8	1

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS - ASIANS					
Job Group	Title	Asian Underutilization	Availability	Vacancies Filled	Asians Hired
A05	Technical Management	4	9.73%	5	0
B05	Electrical/ Electronics Engineering	8	20.44%	3	2
B06	Mechanical Engineering	3	20.52%	3	1
C01	Computer Technicians	2	20.76%	0	0
C03	Electronic Technicians	9	22.22%	0	0
C04	Technician/Research	10	19.67%	1	0
C06	Health/Medical	1	13.22%	2	0
C07	Technical Associates	5	21.77%	1	0
C08	Accelerator Operators	3	16.14%	0	0
D01	Office Services	20	17.00%	31	4
E01	Machinists (entry)	3	16.69%	0	0
E02	Crafts/Trades	3	6.84%	2	0
E03	Mechanics/Repair	2	11.87%	0	0
F01	Semi-skilled	3	12.89%	0	0
G02	Bus Drivers	1	7.14%	0	0

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS - HISPANICS					
Job Group	Title	Hispanic Underutilization	Availability	Vacancies Filled	Hispanics Hired
A03	Administrative/Management	2	5.07%	11	0
A05	Technical Management	2	10.06%	5	1
B04	Computer Science/Math/Statistics	2	2.38%	3	0
B05	Electrical/Electronics Engineering	3	2.93%	3	0
B06	Mechanical Engineering	2	3.82%	3	0
B08	Facilities Engineers	1	2.94%	2	1
B11	Research Associate	1	2.55%	32	1
B16	Environmental, Health and Safety	1	1.70%	8	0
C02	Mechanical Technicians	2	7.77%	0	0
C03	Electronic Technicians	4	6.58%	0	0
C04	Technicians/Research	1	8.78%	1	0
C05	Design/Graphics	2	8.22%	1	0
C06	Health/Medical	2	6.91%	2	0
C08	Accelerator Operators	1	8.44%	0	0
D01	Office Services	9	12.49%	31	4
D02	Clerical Supervisors	1	10.28%	8	0
E01	Machinists (entry)	7	26.23%	0	0
E02	Crafts/Trades	6	17.64%	2	0
E03	Mechanics/Repair	4	18.66%	0	0
G01	Fire	1	6.54%	1	0
G02	Bus Drivers	2	14.94%	0	0
G03	Custodians	4	39.95%	0	0

PLACEMENTS RELATED TO 1994 AFFIRMATIVE ACTION GOALS - NATIVE AMERICANS					
Job Group	Title	Native American Underutilization	Availability	Vacancies Filled	Native Americans Hired
B13	Administrative/Analysts	1	0.26%	27	0
C03	Electronic Technicians	1	0.54%	0	0

Performance Measures

With the limited placement opportunities in all but a handful of job groups, it becomes vital to measure the Laboratory's level of performance with respect to the 1994 AA/EEO Placement Goals. This situation is not unique to FY94 but has been seen in previous years as well.

These placement measures will accurately determine the level of progress and good faith efforts that the Laboratory has realized with respect to the placement goals of women and people of color.

Goals must be set for all job groups that are determined to be underutilized. These "goals may not be rigid and inflexible quotas which must be met but must be targets reasonably attainable by means of applying every good faith effort to make all aspects of the entire affirmative action program work" (OFCCP 41 CFR 60-2.12 (e)). In order to set meaningful goals that are attainable, a performance measure comparing aggregate availability to aggregate placements has been devised.

Methodology

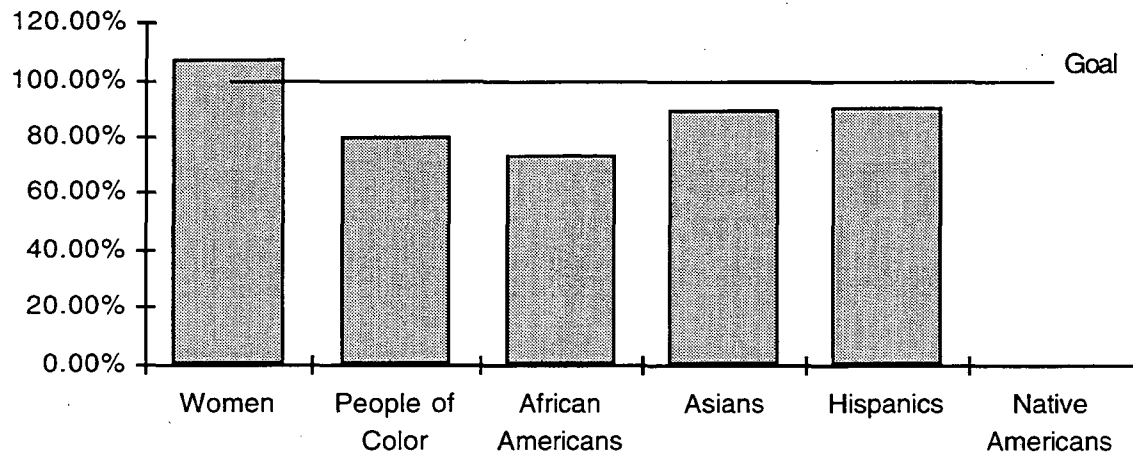
An aggregate availability rate is computed for women or people of color by multiplying the underutilized job group availability by the number of placements in the job group, summing overall underutilized job groups, and dividing by the total number of placements across all underutilized job groups.

The performance measures are the ratios of the aggregate placement rates to the aggregate availability (i.e., placement divided by availability). These performance measures result in a percent of goal reached: 100% equals goal met, 110% means that the goal was exceeded by 10%, and 90% implies that nine tenths of the goal was achieved.

RESULTS

The results of these performance measures are summarized in the Placement Goal Performance table with specific comments and observations following.

Placement Goal Performance



Women *Goal 1 Results: GOAL MET*

106.62% performance for placements of women.

Excellent placement of women was observed in FY94. Administrative Management (A03) and Research Associates (B11), the two job groups where there was underutilization of women and significant placement opportunities, had excellent placement rates. Also, Research Associates became fully utilized for women in FY94. Of special interest is that two women were placed in the E02 (Crafts/Trades) job group, establishing full utilization.

FEMALE HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	Female Underutilization	Availability	Vacancies Filled	Females Hired	Placement	Performance
A03	9	46.57%	11	5	45.45%	97.60%
A05	5	13.82%	5	0	0.00%	0.00%
B03	2	8.16%	5	0	0.00%	0.00%
B04	7	24.82%	3	0	0.00%	0.00%
B05	3	10.04%	3	1	33.33%	332.01%
B06	2	5.04%	3	0	0.00%	0.00%
B09	3	21.00%	0	0	-	-
B11	4	47.29%	32	17	53.13%	112.34%
C02	5	5.47%	0	0	-	-
C03	10	12.52%	0	0	-	-
C04	7	27.23%	1	0	0.00%	0.00%
C06	8	58.92%	2	0	0.00%	0.00%
C07	9	33.24%	1	1	100.00%	300.84%
C08	1	30.33%	0	0	-	-
E01	4	11.82%	0	0	-	-
E02	2	2.52%	2	2	100.00%	3968.25%
E03	1	2.00%	0	0	-	-
F01	5	32.21%	0	0	-	-
Total	87	35.86%	68	26	38.24%	106.62%

People of Color *Goal 2 Results:* SIGNIFICANT PROGRESS

80.36% performance for placements of people of color.

Significant progress was made toward reaching this goal. Of the job groups with significant placement opportunities, all were within one placement of exceeding their availability rates. Of special interest is strong placement performance in the professional Science and Engineering job groups. Weakness was observed in Officials and Managers job groups. Limited placement opportunities in the Technicians, Skilled Crafts, and Semi-skilled job groups resulted in no underutilized people of color placements.

MINORITY HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	Minority Underutilization	Availability	Vacancies Filled	Underutilized Minorities Hired	Placement	Performance
A03	4	11.97%	11	1	9.09%	75.95%
A05	8	29.45%	5	1	20.00%	67.91%
B02	1	1.27%	0	0	-	-
B04	5	5.63%	3	0	0.00%	0.00%
B05	11	23.37%	3	2	66.67%	285.27%
B06	6	25.56%	3	1	33.33%	130.41%
B08	1	2.94%	2	1	50.00%	1700.68%
B10	1	6.74%	1	0	0.00%	0.00%
B11	5	6.41%	32	1	3.13%	48.75%
B13	1	0.26%	27	0	0.00%	0.00%
B16	1	1.70%	8	0	0.00%	0.00%
C01	2	20.76%	0	0	-	-
C02	4	9.92%	0	0	-	-
C03	14	29.34%	0	0	-	-
C04	11	28.45%	1	0	0.00%	0.00%
C05	2	8.22%	1	0	0.00%	0.00%
C06	3	20.13%	2	0	0.00%	0.00%
C07	7	26.15%	1	0	0.00%	0.00%
C08	4	24.58%	0	0	-	-
D01	29	29.49%	31	8	25.81%	87.51%
D02	2	29.67%	8	1	12.50%	42.13%
E01	10	42.92%	0	0	-	-
E02	9	24.48%	2	0	0.00%	0.00%
E03	6	30.53%	0	0	-	-
F01	3	12.89%	0	0	-	-
G01	1	6.54%	1	0	0.00%	0.00%
G02	3	22.08%	0	0	-	-
G03	4	39.95%	0	0	-	-
Total	158	14.02%	142	16	11.27%	80.36%

African Americans

Goal 3 Results: SIGNIFICANT PROGRESS

73.46% performance for placements of African Americans.

Significant progress was made toward reaching this goal; one additional underutilized African American placement would have resulted in this goal being exceeded by 10.3%. Of the three job groups, A03 (Administrative Management), B11 (Research Associates), and D02 (Clerical Supervisors), where there were significant placement opportunities, strong placement was observed in the A03 (Administrative Management) job group and full utilization was achieved for the D02 (Clerical Supervisors) job group. Weakness was observed in the B11 (Research Associates) job group.

AFRICAN AMERICAN HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	African American Underutilization	Availability	Vacancies Filled	African Americans Hired	Placement	Performance
A03	2	6.90%	11	1	9.09%	131.75%
A05	2	9.66%	5	0	0.00%	0.00%
B02	1	1.27%	0	0	-	-
B04	3	3.25%	3	0	0.00%	0.00%
B06	1	1.22%	3	0	0.00%	0.00%
B10	1	6.74%	1	0	0.00%	0.00%
B11	4	3.86%	32	0	0.00%	0.00%
C02	2	2.15%	0	0	-	-
C07	2	4.38%	1	0	0.00%	0.00%
D02	1	19.39%	8	1	12.50%	64.47%
Total	19	4.25%	64	2	3.13%	73.46%

Asians 89.73% performance for placements of Asians.

Significant progress was made toward reaching this goal. One additional underutilized Asian placement would have resulted in this goal being exceeded by 2.6%. Of the job groups with significant placement opportunities, only D01 (Office and Clerical) was underutilized. This job group was one hire short of exceeding its availability rate. Of special interest is strong placement performance in the Professional Science and Engineering job groups. Weakness was observed in the A03 (Administrative Management) and D01 (Office Services) job groups. Limited placement opportunities in the Technicians, Skilled Crafts, and Semi-skilled job groups resulted in no underutilized Asian placements.

ASIAN HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	Asian Underutilization	Availability	Vacancies Filled	Asians Hired	Placement	Performance
A05	4	9.73%	5	0	0.00%	0.00%
B05	8	20.44%	3	2	66.67%	326.16%
B06	3	20.52%	3	1	33.33%	162.44%
C01	2	20.76%	0	0	-	-
C03	9	22.22%	0	0	-	-
C04	10	19.67%	1	0	0.00%	0.00%
C06	1	13.22%	2	0	0.00%	0.00%
C07	5	21.77%	1	0	0.00%	0.00%
C08	3	16.14%	0	0	-	-
D01	20	17.00%	31	4	12.90%	75.90%
E01	3	16.69%	0	0	-	-
E02	3	6.84%	2	0	0.00%	0.00%
E03	2	11.87%	0	0	-	-
F01	3	12.89%	0	0	-	-
G02	1	7.14%	0	0	-	-
Total	77	16.25%	48	7	14.58%	89.73%

Hispanics 90.14% performance for placements of Hispanics.

Significant progress was made toward reaching this goal. One additional underutilized Hispanic placement would have resulted in this goal being exceeded by 3.1%. Of the five underutilized job groups with significant placement opportunities, A03 (Administrative Management), B11 (Research Associates), B16 (Environment, Health, and Safety), D01 (Office and Clerical), and D02 (Clerical Supervisors), B11 and D01 had placement rates above availability and full utilization of D02 was achieved. Of special interest is strong placement performance in the Professional Science and Engineering, Technical Management (A05), and Office Services (D01) job groups. Limited placement opportunities in the Technicians, Skilled Crafts, and Services job groups resulted in no underutilized Hispanic placements.

HISPANIC HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	Hispanic Underutilization	Availability	Vacancies Filled	Hispanics Hired	Placement	Performance
A03	2	5.07%	11	0	0.00%	0.00%
A05	2	10.06%	5	1	20.00%	198.81%
B04	2	2.38%	3	0	0.00%	0.00%
B05	3	2.93%	3	0	0.00%	0.00%
B06	2	3.82%	3	0	0.00%	0.00%
B08	1	2.94%	2	1	50.00%	1700.68%
B11	1	2.55%	32	1	3.13%	122.55%
B16	1	1.70%	8	0	0.00%	0.00%
C02	2	7.77%	0	0	-	-
C03	4	6.58%	0	0	-	-
C04	1	8.78%	1	0	0.00%	0.00%
C05	2	8.22%	1	0	0.00%	0.00%
C06	2	6.91%	2	0	0.00%	0.00%
C08	1	8.44%	0	0	-	-
D01	9	12.49%	31	4	12.90%	103.31%
D02	1	10.28%	8	0	0.00%	0.00%
E01	7	26.23%	0	0	-	-
E02	6	17.64%	2	0	0.00%	0.00%
E03	4	18.66%	0	0	-	-
G01	1	6.54%	1	0	0.00%	0.00%
G02	2	14.94%	0	0	-	-
G03	4	39.95%	0	0	-	-
Total	60	6.87%	113	7	6.19%	90.14%

Native Americans 0.00% performance for placements of Native Americans.

Although no progress was made in attaining this goal, because of the very low availability of Native Americans, one placement would have resulted in exceeding this goal by 1324.5%. There was underutilization of Native Americans in only two job groups: Administrators/Analysts (B13) and Electronic Technicians (C03). Both of these job groups are underutilized by only one person.

NATIVE AMERICAN HIRING AND PERFORMANCE BY JOB GROUP						
Job Group	Native American Underutilization	Availability	Vacancies Filled	Native Americans Hired	Placement	Performance
B13	1	0.26%	27	0	0.00%	0.00%
C03	1	0.54%	0	0	-	-
Total	2	0.26%	27	0	0.00%	0.00%

**CONCERNS AND
RESOLUTIONS**

The Laboratory is constantly striving to correct any weaknesses that may be found with regard to AA/EEO and to improve the ability to identify potential problems at an early stage when they are most easily solved. In reviewing current procedures and data several areas of concern have been identified.

Adverse Impact

Historically, in assessing adverse impact, the Laboratory has alternated between two analytical approaches — analyses focused on Laboratory-wide data and analyses focused on division-based data. In determining the most effective approach, LBL has worked closely with the Office of Federal Contract Compliance Programs (OFCCP). Each approach has merit. Using Laboratory-wide data provides larger numbers for each personnel action, which, in turn, facilitates a statistical analysis that shows Laboratory-wide patterns. Using division-based data focuses the analysis on the organizational unit where personnel actions take place. The latter approach with its smaller numbers, may, however, result in inconclusive statistical analyses.

As part of a conciliation agreement with OFCCP, the Affirmative Action Programs since 1993 include the results of an analysis of data on personnel actions on a divisional basis.

The Fishers Exact Test was used to reach the findings and conclusions for protected groups in each EEO-1 Category. Because of the small numbers of personnel actions, the adverse impact analyses are at the EEO-1 level. No adverse impact was detected. An alternative procedure for addressing the problem of small numbers is to perform the same statistical tests for each job group on Laboratory-wide data. This option resulted in two areas being identified as possibly adversely impacted. These two areas had a statistically significant difference in the rate of personnel actions of the affected class compared with other classes.

Having only two areas of adverse impact out of over 100 that were tested is well within the limits of random chance. Nonetheless, these two areas have been investigated with the following results.

In Job Group B05, Electrical/Electronic Engineers, 12 employees terminated employment during FY 94. Of the total 12 terminations in that job group, 5 involving Asian employees were initiated by the employees; 3 Asian employees retired under the early retirement incentive program, and 2 Asian employees accepted employment outside the Laboratory. (One of these employees was on a term appointment.)

Adverse Impact
(continued)

Job Group D02, Clerical Supervisors, is comprised of 67 employees: 63 women and 4 men. Since the job group is comprised of 94% women the adverse impact of promotions in Clerical Supervisors (7 out of 63 women versus 3 out of 4 men) is not a major concern; however, the Laboratory will continue to closely monitor this activity in 1995.

**Statistically Significant
Underutilization**

Not all underutilization is of immediate concern. In fact, most of the underutilization at the Laboratory is slight and not statistically significant. This type of underutilization is covered under the general placement goals in Section 17 (CY95 Placement Goals).

However, there are twelve areas that have been identified with statistically significant underutilization using the Exact Binomial Test. These twelve areas are of immediate concern and are reviewed in Section 17 (CY95 Placement Goals) for the applicability of individual goals based on other factors such as expected turnover and promotion rates. These twelve areas will be reviewed semi-annually for any change in status and any placement opportunities in these areas will be given special attention with regard to recruitment and selection.

Of the ten job groups that have statistically significant underutilization, only three are expected to have significant placement opportunities based on historical trends and of the twelve job groups that have become fully utilized for women or people of color in FY94 only two had significant placements. Therefore, the Laboratory must look beyond placement as the sole area to combat underutilization.

In the six job groups where significant placement opportunities occurred in FY94, there was adequate placement of women. However each of these job groups fell one placement short of exceeding availability for people of color. While this is not a serious problem, the Laboratory is concerned with this lack of progress in areas where significant placement opportunities have occurred.

The following table illustrates the areas with significant placement, underutilization, and elimination of underutilization relative to FY94 results.

JOB GROUP	TITLE	AREAS WITH SIGNIFICANT PLACEMENT OPPORTUNITIES	AREAS WITH SIGNIFICANT UNDERUTILIZATION	AREAS WITH ELIMINATION OF UNDERUTILIZATION
A03	Administrative/Management	Yes	Hispanic	-
B03	Physics	-	-	Women
B04	Computer Sci/Math/Statistics	-	African American	-
B06	Mechanical Engineering	-	-	Women
B10	Technical Editing/Writing	-	-	People of Color
B11	Research Associate	Yes	African American	Women
B13	Administrators/Analysts	Yes	-	-
B16	Environmental Health and Safety	Yes	-	-
C01	Computer Technicians	-	-	People of Color
C02	Mechanical Technicians	-	Women	-
C03	Electronic Technicians	-	Women and People of Color	-
C04	Technicians/Research	-	Asian	-
C06	Health/Medical	-	Women	People of Color
C08	Accelerator Operators	-	Asian	Women
D01	Office Services	Yes	Asian	-
D02	Clerical Supervisors	Yes	-	People of Color
E02	Crafts/Trades	-	People of Color	Women
E03	Mechanics/Repair	-	-	Women
F01	Semi-skilled	-	-	People of Color
G03	Custodians	-	-	People of Color

Aggregate Performance Measures

Because of the limited placement opportunities, and in some job groups the low availability, it becomes vital to measure the Laboratory's level of performance with respect to the 1994 AA/EEO Placement Goals. The Laboratory has devised a set of aggregate performance measures for placement goals that are set in underutilized job groups. These measures factor in the number of placement opportunities, as well as availability, and aggregate overall underutilized job groups, which reduces the difficulties associated with few or no placement opportunities.

Monitoring

The Laboratory understands the importance of and necessity for gathering complete data to analyze employment and promotion patterns. The Laboratory continues to monitor data-gathering and retrieval procedures to ensure that accurate employment statistics are obtained. These procedures enable the Laboratory to identify areas of concern and to institute corrective actions before major problems develop.

The Laboratory has identified several difficulties with the current information systems that are used extensively for AA/EEO data collection and reporting. Specific problems have been identified and short term adjustments, as well as long term solutions, are currently being implemented. See Section 16, **Good Faith Efforts**, and Section 18, **Monitoring**.

**1994 LABORATORY-WIDE
ACTIVITIES**

All Laboratory divisions will continue to carry out a variety of baseline and ongoing development activities aimed at obtaining diverse applicant pools and developing and retaining employees.

Basic equal opportunity/affirmative action efforts have been incorporated into standard division procedures, such as the inclusion of EEO/AA responsibilities in supervisors' performance reviews, development of recruitment plans when vacancies exist, equity review of salary actions and participation in related training programs.

The Laboratory will continue to support development efforts by facilitating participation in training, the tuition reimbursement program, and on-the-job training.

Divisions will continue to participate in the Committee on Diversity by sending representatives to discuss related issues and action-oriented planning. The Committee makes recommendations to the Laboratory Director about ways to enhance the LBL work environment and accommodate the diverse needs of its employees.

The following activities are part of the Laboratory's good faith efforts that have expanded steadily over the last four years.

Short Range Plans

LBL is committed to pursuing the following goals:

- Utilizing women and people of color in underutilized job groups.
- Ensuring that the composition and vitality of candidate pools reflect availability.
- Assessing supervisors' AA/EEO contributions in their annual performance reviews.
- As vacancies appear during 1995, continuing to target openings to create diversity among various ethnic groups and by gender throughout the Laboratory, placing special emphasis on all professional and technical positions toward affirmative action goal attainment and diversity in the work force of the Laboratory.
- Giving special attention to the coupling of recruitment/outreach efforts to key (significant) areas of underutilization.
- Enhancing employment opportunities for individuals with disabilities and covered veterans.
- Continuing efforts to educate and sensitize the work force to diversity awareness, goals, and objectives.

Short Range Plans
(continued)

- The Work Force Diversity Office will continue to implement the recommendations contained in the Laboratory Committee on Diversity Report, as approved by the Laboratory Director.
- We will continue to make efforts to encourage and obtain active top management support of diversity considerations, including affirmative action and educational outreach efforts.
- The Work Force Diversity Office will continue to develop affirmative action reports for Division Directors to assist Department Heads in managing their affirmative action responsibilities and will assess how well divisions are using available opportunities to improve and meet their work force affirmative action goals.
- Line management will be targeted for greater participation in affirmative action recruitment for vacancies as they occur in the Divisions. Managers will attend job fairs and related events and speak directly with qualified individuals interested in work in their specific area of operations.

Long Range Plans

Our goal is to increase the representation of women and people of color in our mid- and senior-management level job groups. Community outreach activities, university and college relations initiatives, and refined and selective recruitment efforts will be utilized for this purpose.

With the help of the new Human Resources Information System (HRIS) database to be installed in CY96, monitoring activities will be expanded and/or refined to include:

- Merit increases
- Upward mobility
- Promotions
- Transfers
- Special Recruitment
- Reorganization
- Classification
- Training and staff development
- Discipline
- Retention
- Issues related to Employee/Labor Relations

Attaining all work force statistical goals through the use of training programs, employment pools, and targeting of management-level positions, the Laboratory will direct proactive efforts toward reduction and/or elimination of underutilization in job groups and/or classifications.

**ONGOING AA/EEO
INITIATIVES**

The AA/EEO initiatives highlighted for FY94 are by no means intended to be an all-inclusive list but merely illustrate the direction and support of AA/EEO in the Laboratory.

Lawrence Berkeley Laboratory is committed to the idea and intent of equal employment opportunity for all people and will pursue the concepts of EEO within the Laboratory at all times. The Laboratory will continue to implement new initiatives to further affirmative action and EEO throughout the year.

The Laboratory is committed to recruit women and people of color into its work force. Equally important is retention of those employees. The following affirmative action efforts and human resources programs support these goals.

Child Care Center

In late 1993, the Child Care Center Working Group (CCCWG), chaired by Deputy Director Pier Oddone, developed a survey designed to gauge employees' interest in an on-site child care center. The survey was distributed to Laboratory employees in December 1993 with a return deadline of March 1994. The survey was conducted and the results compiled by the UC Survey Research Center. Based on the positive response of Laboratory employees, in June the CCCWG developed a business plan for an on-site child care center.

The business plan was reviewed in an all-day, on-site review in September by representatives from Argonne National Laboratory, Brookhaven National Laboratory, and Lawrence Livermore National Laboratory. The review was generally favorable, and following the review, the Laboratory Director identified the on-site child care center as a high priority for the Laboratory. The Laboratory is in the process of identifying funding sources for the center.

Training Programs

The Laboratory offers on-site and off-site training programs to all employees. On-site training refers to courses, workshops, and seminars that are sponsored and/or conducted by the Laboratory. Such courses include: supervisory and management development training, administrative skills training, computer courses offered by the Information and Computing Science Division, and safety courses offered by the Environment, Health and Safety Division.

Off-site training refers to conferences, workshops and seminars, and technical training given by private consultants and professional training associations. Off-site training is paid for by division or department funds and is to be of direct benefit to the employee's Laboratory work assignment. The employee's Division Director or Department Head is responsible for recommending attendance at courses, seminars, and workshops only when the benefits to the Laboratory will, in the Division Director's or Department Head's judgment, more than offset the costs involved and when the required skills or knowledge is not readily available in the Laboratory.

Educational Assistance Program

For many years, the Laboratory has sponsored a Tuition Reimbursement Program that reimburses employees for two-thirds of all approved costs of college level course work. In addition, full-time employees who are not subject to non-resident tuition may register as University of California students by paying one third of the University's Registration and Educational Fees. Time off with pay is granted for courses that are job-related or part of an approved employee development plan when an employee's absence will not adversely affect departmental work and when such courses cannot reasonably be taken outside of the employee's scheduled working hours.

Career Counseling

The Laboratory provides career counseling to employees. The Human Resources Department and the supervisors at the division level have general responsibility for career counseling. Every full-time career employee is eligible to file a formal career development plan. The Laboratory offers to its employees three types of programs: Position-Related, Career-Related, and Educational Enrichment.

In 1993, the Employee Development and Training Unit in the Human Resources Department introduced a department-based career development training program. In 1994, this program was expanded to include several new developmental tools to assist employees in assessing their career paths. The Employee Development Plan and the Tuition Reimbursement forms were updated and placed in the Laboratory's Public Access Folder. The Unit's library expanded its selection of reference materials to include books on topics related to career planning and development. A networking system was established for employees who are interested in accessing information used to conduct information interviews as well as used by the Unit's staff to assist employees in the career planning and development mapping process.

Employee Problem-Solving Procedures

It is the policy of the Laboratory to encourage and facilitate the resolution of employee complaints and problems in a prompt and equitable manner. Employees may file grievances, either formally or informally, with the Employee/Labor Relations Office or the Work Force Diversity Office. These avenues for pursuing grievances are outlined in the *Employee Handbook* and the *Regulations and Procedures Manual*.

LBL represented employees (covered by collective bargaining agreements) also have provisions for grievance and arbitration procedures. Employees are informed of these procedures through collective bargaining agreements. These agreements are between the University of California and the California Nurses Association; the American Federation of State, County, and Municipal Employees, AFL-CIO; and the Building and Construction Trades Council of Alameda County, AFL-CIO. These bargaining agreements have non-discriminatory provisions.

1995 ACTION-ORIENTED PROGRAMS

The following 1995 action-oriented programs have been identified to address significant underutilization, recruitment, and retention issues described in Section 14, **Utilization Analysis: 1994 Progress**. Since the Laboratory does not expect increased hiring activity over FY94 levels, the emphasis of the action-oriented programs will be placed on retention, employee development, and educational outreach.

Management Skill Assessment Program (MSAP)

MSAP is a week-long residential career development program that targets individuals from protected classes. Participants gain a better understanding of their strengths and weaknesses and develop an action program for continued development of their management skills. The Laboratory sends four employees to participate in each annual session.

Mentor Program

The Laboratory's Committee on Diversity recommended that a broad-based mentoring program be established for employees. In 1994, the Laboratory implemented a pilot Mentor Program in the Engineering Division. The Program provides a deliberate pairing of a skilled and experienced employee (mentor) with a less skilled and experienced person (protégé) with the intent to transfer knowledge and experience. The goals of the formal Mentor Program for the Engineering Division is to provide Engineering Division employees with a mentoring resource to develop and sustain skills and capabilities critical to current and future programmatic needs and opportunities; increase exposure to diverse skills, knowledge, and abilities; and collaborate with other LBL staff to access their knowledge and experience. Discussions are underway with others in the Laboratory who are interested in establishing a mentor program in their areas.

Diversity Training

The Laboratory implemented a pilot Diversity Training Program for Environment, Health and Safety Division's supervisors and managers. The training program focuses on increasing one's awareness to help create a work environment that is inclusive and welcoming to all employees and enhancing and developing skills to effectively manage differences. The Program is being piloted for more than 30 managers and supervisors in EH&S before it is offered Laboratory-wide as part of the ongoing Employee Development and Training Unit's on-site program.

Employment Law

Employment law training was offered to all employees in Operations and Administration in 1994. "Managing Within the Law" was provided to supervisors and managers, and "Rights and Responsibilities: Knowing the Law" was provided to employees. It is expected that the employment law training program will be expanded to the Laboratory's scientific divisions in 1995.

- Zenger-Miller Programs** Zenger-Miller's FrontLine Leadership Program with the emphasis on core leadership skills and Zenger-Miller's Quality Workshops Program were provided primarily to supervisors and managers in Operations and Administration, and to some supervisors and Division Administrators in the scientific divisions and in the Directorate in 1994. The Program will continue to be offered to supervisors and managers in Operations and areas outside of Operations.
- College Relations Program** The Laboratory is developing a college level relations program aimed at addressing significant underutilization in Job Group B11, Research Associates, described in Section 14, **Utilization Analysis: 1994 Progress**.
- UC President's Postdoctoral Fellowship Program** The Regents established the UC President's Postdoctoral Fellowship Program in order to improve the quality and diversity of UC faculty and to enhance the competitiveness of outstanding people of color and women Ph.D. degree holders for appointments at UC campuses and the DOE laboratories. The Laboratory hosts two fellows annually and each fellowship is for a 12-month period, renewable for a second year pending evidence of satisfactory progress. Three postdoctoral fellows are currently in the program.
- LBL Postdoctoral Fellowship Program** The Laboratory is developing its own year-around Postdoctoral Program aimed at improving diversity and developing promising scientists and engineers for career employment opportunities. It is anticipated that the Program will be implemented in 1995. The Laboratory will continue to participate in the UC President's Postdoctoral Fellowship Program.

GOALS

The tables located in AAP Appendix C, **Utilization Analysis**, set forth the placement goals by EEO job group for women and people of color. These goals are based on estimates of availability percentages and are equal to aggregate availability percentages for general placement goals of underutilized job groups and specific availability rates for statistically significant underutilization. The use of these goals is intended to have no significance outside the context of this AAP. The following factors affect the establishment and attainment of goals:

- Adverse impact,
- Previous goals,
- Survey of present employment,
- Underutilization analysis,
- Anticipated turnover,
- Reduction of work force caused by budget constraints,
- Administrative controls on hiring and hiring-related activities caused by budget constraints,
- Changes in scientific programs and funding, and
- Time necessary to acquire technical skills specific to Laboratory programs.

The large number of factors that influence the attainment of goals, especially placement opportunities, require consideration in both the setting of goals and determining whether or not they could be reached using every good faith effort as outlined in the previous section, **Good Faith Efforts**. Goals are based on estimates of the various factors that impact their attainment. These estimates have been derived from the previous two fiscal years' activity. If estimates are found to be inaccurate at the end of FY95, these goals may be modified to more accurately reflect a reasonable performance. Of particular importance is the number of placement opportunities. If the number of placement opportunities is significantly less than predicted, goals may be modified to the rate of applicants instead of placements in order to ensure that every good faith effort is being taken to increase the representation of women and people of color.

Underutilization

In those instances where underutilization exists, annual percentage placement goals were set to address disparities. In all instances, goals were set for women and people of color equal to availability and were designed to reverse situations of underutilization of women and people of color as identified in the following charts.

1995 LABORATORY-WIDE UNDERUTILIZATION - WOMEN						
EEO Category	Job Group	Title	Total Staff	Availability Rate	Representation Rate	UU
Officials and Managers	A01	Directors	21			No
	A03	Administrative/Management	74	45.30%	35.14%	Yes
	A05	Technical Management	47	12.01%	4.26%	Yes
Scientific Professionals	B01	Bio-Med Science	85			No
	B02	Chemistry	52			No
	B03	Physics	210			No
	B04	Computer Sci./Math./Stat.	110	25.28%	18.18%	Yes
	B05	Elec'l/Electronics Eng.	56	9.65%	5.36%	Yes
	B06	Mech'l Engineering	53			No
	B07	Other Eng and Earth Sci.	65			No
	B08	Facilities Engineers	52			No
	B09	Economics/Analysis	28	21.27%	7.14%	Yes
	B11	Research Associate	155			No
	B16	Environ'l Health and Safety	63			No
Administrative Professionals	B10	Technical Editing/Writing	23			No
	B13	Administrators/Analysts	206			No
Technicians	C01	Computer Techs	13			No
	C02	Mechanical Techs	109	8.92%	1.83%	Yes*
	C03	Electronic Techs	98	16.75%	5.10%	Yes*
	C04	Tech/Research	51	29.17%	21.57%	Yes
	C05	Design/Graphics	43			No
	C06	Health/Medical	37	68.62%	37.84%	Yes*
	C07	Technical Associates	34	29.72%	14.71%	Yes
	C08	Accelerator Operators	18			No
Clerical	D01	Office Services	220			No
	D02	Clerical Supervisors	67			No
Skilled Crafts	E01	Machinists (entry)	31	7.48%	0.00%	Yes
	E02	Crafts/Trades	77			No
	E03	Mechanics/Repair	33			No
Operatives	F01	Semi-skilled	27	31.03%	22.22%	Yes
Service Workers	G01	Fire	18			No
	G02	Bus Drivers	12			No
	G03	Custodians	33			No

*Statistically Significant Underutilization

1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Officials and Managers	A01	Directors	21	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	A03	Administrative Management	74	People of Color	21.86%	20.27%	Yes
				African American			No
				Hispanic	6.85%	0.00%	Yes*
				Asian			No
				Native American			No
	A05	Technical Management	47	People of Color	28.19%	19.15%	Yes
				African American			Yes
				Hispanic	11.06%	6.38%	Yes
				Asian	6.14%	2.13%	Yes
				Native American			No
Scientific Professionals	B01	Bio-Med Science	85	People of Color			No
				African American	3.09%	0.00%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B02	Chemistry	52	People of Color			No
				African American	2.25%	0.00%	Yes
				Hispanic	2.28%	0.00%	Yes
				Asian			No
				Native American			No
	B03	Physics	210	People of Color			No
				African American	1.13%	0.48%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B04	Computer Science Math. and Stat.	110	People of Color	22.40%	17.27%	Yes
				African American	4.36%	0.00%	Yes*
				Hispanic	3.30%	0.91%	Yes
				Asian			No
				Native American			No

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Scientific Professionals (continued)	B05	Elec'l and Electronics Eng.	56	People of Color	26.95%	16.07%	Yes
				African American			No
				Hispanic	3.69%	1.79%	Yes
				Asian	18.82%	8.93%	Yes
				Native American			No
	B06	Mech'l Engineering	53	People of Color	23.41%	20.75%	Yes
				African American	2.02%	0.00%	Yes
				Hispanic	4.38%	1.89%	Yes
				Asian			No
				Native American			No
	B07	Other Eng and Earth Sci.	65	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B08	Facilities Engineers	52	People of Color			No
				African American			No
				Hispanic	3.98%	1.92%	Yes
				Asian			No
				Native American			No
B09	Economics/Analysis	28	People of Color			No	
			African American			No	
			Hispanic			No	
			Asian			No	
			Native American			No	
B11	Research Associate	155	People of Color			No	
			African American	4.14%	0.65%	Yes*	
			Hispanic	2.69%	1.29%	Yes	
			Asian			No	
			Native American			No	
B16	Environ'l Health and Safety	63	People of Color			No	
			African American			No	
			Hispanic	1.77%	0.00%	Yes	
			Asian			No	
			Native American			No	

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Administrative Professionals	B10	Technical Editing Writing	23	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B13	Administrators and Analysts	206	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Technicians	C01	Computer Techs	13	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	C02	Mechanical Techs	109	People of Color	26.58%	18.35%	Yes
				African American	2.79%	0.92%	Yes
				Hispanic	10.56%	7.34%	Yes
				Asian			No
				Native American	1.96%	0.00%	Yes
	C03	Electronic Techs	98	People of Color	36.07%	24.49%	Yes*
				African American			No
				Hispanic	8.42%	3.06%	Yes
				Asian	18.72%	14.29%	Yes
				Native American	1.68%	0.00%	Yes
	C04	Tech/Research	51	People of Color	33.63%	23.53%	Yes
				African American			No
				Hispanic			No
				Asian	17.59%	5.88%	Yes*
				Native American			No
	C05	Design/Graphics	43	People of Color	34.04%	27.91%	Yes
				African American			No
				Hispanic	9.96%	4.65%	Yes
				Asian			No
				Native American			No

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Technicians (continued)	C06	Health/Medical	37	People of Color			No
				African American			No
				Hispanic	8.76%	2.70%	Yes
				Asian	15.84%	10.81%	Yes
				Native American			No
	C07	Technical Associates	34	People of Color	26.45%	14.71%	Yes
				African American	4.74%	0.00%	Yes
				Hispanic			No
				Asian	13.29%	5.88%	Yes
				Native American			No
	C08	Accelerator Operators	18	People of Color	38.27%	11.11%	Yes*
				African American			No
				Hispanic			No
				Asian	21.72%	0.00%	Yes*
				Native American			No
Clerical	D01	Office Services	220	People of Color			No
				African American			No
				Hispanic	12.38%	10.00%	Yes
				Asian	12.84%	8.18%	Yes*
				Native American			No
	D02	Clerical Supervisors	67	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Skilled Crafts	E01	Machinists (entry)	31	People of Color	36.10%	25.81%	Yes
				African American			No
				Hispanic	20.98%	6.45%	Yes
				Asian			No
				Native American			No
	E02	Crafts/Trades	77	People of Color	33.81%	22.08%	Yes*
				African American			No
				Hispanic	17.05%	11.69%	Yes
				Asian	6.63%	1.30%	Yes
				Native American			No

* Statistically Significant Underutilization

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1995 LABORATORY-WIDE UNDERUTILIZATION - PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Skilled Crafts (continued)	E03	Mechanics/Repair	33	People of Color	39.20%	30.30%	Yes
				African American			No
				Hispanic	15.92%	9.09%	Yes
				Asian	10.85%	3.03%	Yes
				Native American			No
Operatives	F01	Semi-skilled	27	People of Color			No
				African American			No
				Hispanic			No
				Asian	13.20%	3.70%	Yes
				Native American			No
Service Workers	G01	Fire	18	People of Color	20.50%	5.56%	Yes
				African American			No
				Hispanic	7.84%	0.00%	Yes
				Asian			No
				Native American			No
	G02	Bus Drivers	12	People of Color			No
				African American			No
				Hispanic	10.51%	0.00%	Yes
				Asian			No
				Native American			No
	G03	Custodians	33	People of Color			No
				African American			No
Hispanic						No	
Asian						No	
Native American						No	

* Statistically Significant Underutilization

GOALS

Placement goals relative to the underutilization of women and people of color have been set in 26 of 33 EEO job groups in the CY95 Affirmative Action Program. The term "placement" used here refers to the filling of an advertised job opening from either internal (Laboratory) or external (non-Laboratory) sources.

General Placement Goals for Underutilized Job Groups

The performance measures for these goals will be the ratio of placements to aggregate availability. These goals shall be considered met when this ratio is equal to or greater than 100%.

- Goal 1:* Placement of women at or above the aggregate availability rate for underutilized job groups.
- Goal 2:* Placement of people of color at or above the aggregate availability rate for underutilized job groups.
- Goal 3:* Placement of each minority group at or above the aggregate availability rate for underutilized job groups.

Specific placement goals for underutilized job groups

Significant placement activity is expected.

- Goal 4:* Placement of Hispanics in job group A03 (Administrative/Management) at or above 6.08%.

The expected number of A03 (Administrative/Management) placement opportunities for the current year is ten. Therefore one or more Hispanic placements are sought to fulfill this goal.

- Goal 5:* Placement of African Americans in job group B11 (Research Associates) at or above 4.14%.

The expected number of B11 (Research Associates) placement opportunities for the current year is 30. Therefore two or more African American placements are sought to fulfill this goal.

- Goal 6:* Placement of Asians in job group D01 (Office Services) at or above 12.84%.

The expected number of D01 (Office Services) placement opportunities for the current year is 30. Therefore four or more Asian placements are sought to fulfill this goal.

GOALS
(continued)*Significant Placement Activity is Not Expected.*

Goal 7: Application of African Americans for placement opportunities in job group B04 (Computer Science/Math/Statistics) at or above 4.36%.

The expected number of B04 (Computer Science/Math/Statistics) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that African Americans are given every opportunity to compete for the few placement opportunities that may arise.

Goal 8: Application of women for placement opportunities in job group C02 (Mechanical Technicians) at or above 8.92%.

There are no placement opportunities expected for C02 (Mechanical Technicians) for the current year. Therefore this goal is designed to ensure that women are given every opportunity to compete if a placement opportunity occurs.

Goal 9: Application of women for placement opportunities in job group C03 (Electronic Technicians) at or above 16.75%.

There are no placement opportunities expected for C03 (Electronic Technicians) for the current year. Therefore this goal is designed to ensure that women are given every opportunity to compete if a placement opportunity occurs.

Goal 10: Application of people of color for placement opportunities in job group C03 (Electronic Technicians) at or above 36.07%.

There are no placement opportunities expected for C03 (Electronic Technicians) for the current year. Therefore this goal is designed to ensure that people of color are given every opportunity to compete if a placement opportunity occurs.

Goal 11: Application of Asians for placement opportunities in job group C04 (Tech/Research) at or above 17.59%.

There are no placement opportunities expected for C04 (Tech/Research) for the current year. Therefore this goal is designed to ensure that Asians are given every opportunity to compete if a placement opportunity occurs.

GOALS
(continued)

Goal 12: Application of women for placement opportunities in job group C06 (Health/Medical) at or above 68.62%.

The expected number of C06 (Health/Medical) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that women are given every opportunity to compete for the few placement opportunities that may arise.

Goal 13: Application of people of color for placement opportunities in job group C08 (Accelerator Operators) at or above 38.27%.

There are no placement opportunities expected for C08 (Accelerator Operators) for the current year. Therefore this goal is designed to ensure that people of color are given every opportunity to compete if a placement opportunity occurs.

Goal 14: Application of Asians for placement opportunities in job group C08 (Accelerator Operators) at or above 21.72%.

There are no placement opportunities expected for C08 (Accelerator Operators) for the current year. Therefore this goal is designed to ensure that Asians are given every opportunity to compete if a placement opportunity occurs.

Goal 15: Application of people of color for placement opportunities in job group E02 (Crafts/Trades) at or above 33.81%.

There are no placement opportunities expected for E02 (Crafts/Trades) for the current year. Therefore this goal is designed to ensure that people of color are given every opportunity to compete if a placement opportunity occurs.

**INTERNAL MONITORING
AND AUDITING SYSTEM**

The Equal Employment Opportunity Officer is assisted by Staff in the Work Force Diversity Office (WFDO) to initiate the monitoring and auditing system for the Laboratory. A formal auditing and reporting system was initiated in FY94 and is intended to complement the Laboratory's existing efforts to maintain compliance. This system is intended to evaluate AA/EEO accomplishments in relation to established goals to determine whether good faith efforts are being made. The following procedures are implemented to audit and support the Laboratory's affirmative action efforts. See Section 5, **Responsibility for Implementation**, for details on responsibilities for ensuring that the audit process of AA/EEO efforts is accomplished.

**LABORATORY
MONITORING
COMMITMENTS**

Work Force Utilization Reports are prepared semi-annually and annually for internal dissemination to relevant Laboratory personnel. Analysis of the work force includes the composition and fluctuation of women and people of color, updated availability estimates and utilization levels, and progress toward current affirmative action goals.

The Work Force Utilization Reports, by EEO job group and EEO job category, present the utilization and availability of women and people of color. Data on women and people of color are reported by separate ethnic or racial groups, i.e., Hispanic, African American, Asian, Native American, and other.

Line managers are responsible for being aware of this information. The EO Administrator is responsible for reviewing and advising line managers about the patterns shown in the Work Force Utilization Report. The monitoring system is reviewed periodically to ensure that the data collection method provides current and accurate supporting documentation.

The Laboratory has renewed its commitment to monitoring and auditing of personnel activities through the development of a new Human Resources Information System (HRIS). This system is expected to be on-line in FY96. The HRIS will allow for better tracking of personnel actions and will have the ability to give an accurate history of events which is limited with the current system.

Job Requisition and Hire Justification

The use of employment forms provides for proper documentation of hiring actions taken by the hiring authority for each organization.

The Human Resources Department reviews job requirements to ensure that education, skills, experience, knowledge, and any other qualifications or advertised positions are job-related. The use of employment forms provides for proper documentation of hiring actions taken by the hiring authority for each organization. The requirements of this employment practice provide that the forms be completed correctly and thoroughly before an offer is made to the candidate.

Placement Goals

Placement rate goals are established in the Affirmative Action Program pursuant to 41 CFR 60-2.12 and 60.2.13(e). These goals are intended to correct any identified underutilization of women and people of color based on their availability for specific jobs at the Laboratory. The WFDO tracks statistical data to determine if the goals are being achieved and to what level.

Recruitment

The Work Force Diversity Office and Human Resources Department identifies viable recruiting resources who have in the past maintained a consistent pool of available applicants for vacant Laboratory positions.

**EMPLOYMENT
APPLICATIONS
ACCOUNTABILITY**

The Human Resources Department enters all applications into Resumix. This Department also records information, such as sex and ethnicity, in a separate database using the Applicant Data Entry Form.

The applicant tracking database facilitates the Laboratory's examination of placement statistics. Analysis determines if there is a substantially different rate of selection which adversely impacts a race, sex, or ethnic group. The adverse impact analyses are performed on placement rates, promotions, terminations, and other applicable employment decisions. Adverse impact is a mechanism used to identify possible concerns but does not in itself constitute discrimination.

Selection Analysis

The WFDO conducts adverse impact analyses using data provided by Resumix by EEO job group as follows: the number of applicants; qualified applicants; interviewees; job offers; and placements by sex, total people of color, and separate racial and ethnic groups. The report reflects both Laboratory and non-Laboratory applicants who are considered for advertised vacancies.

The WFDO compares the data by applicants to placements for adverse impact analysis. As appropriate, anticipated problems are researched and appropriate corrective actions may be recommended. For example, should adverse impact be discovered on some part or all of the selection process for a specific job category, patterns will be checked and/or job selection packages will be audited.

Training

The Human Resources Department's Employee Development and Training Unit generates reports that reflect employee participation in training programs and determines the extent of compliance with the Laboratory's commitment to equal opportunity for all employees. Training results are provided to management for their action, as appropriate. The WFDO reviews training statistics (as provided by the Human Resources Department) to be cognizant of compliance with AA/EEO regulations.

OTHER MONITORING AND AUDITING ACTIVITIES

In addition to data gathering for recruiting, employment, and internal work force statistics, the WFDO reviews the following situations for compliance purposes:

- Laboratory policies and practices including salary management to ensure compliance with current EEO laws and OFCCP regulations are regularly reviewed by WFDO. Any deviation from personnel policies as stated in the RPM requires justification memoranda and approval by the cognizant Division Director.
- Complaints are investigated by the Employee/Labor Relations Unit. Employees needing guidance or assistance in resolving complaints are encouraged to contact the Human Resources Department and/or the WFDO. Complaints are reviewed for discriminatory practices.

IDENTIFICATION OF PROBLEM AREAS AND CORRECTIVE ACTIONS

The monitoring and auditing activities described herein are used to identify any potential problem areas as called for by 41 CFR 60-2.13. The table of EEO job groups with underutilization appear in Section 14, **Utilization Analysis: 1994 Progress**, Section 17, **CY95 Placement Goals**, and Appendix C, **Utilization Analysis**.

Any problems that the Work Force Diversity Office identifies through internal monitoring and auditing procedures are reported through line management. The WFDO monitors the actions described in Section 15, **Concerns and Resolutions**, and the information is subsequently passed through line management levels to the Laboratory Director. The EEO Officer and the Laboratory Director, if necessary, become personally involved with problems in the corrective action process. Managers are responsible for implementing AA/EEO efforts and they are expected to correct identified problems, as already noted in policy.

The Laboratory is underutilized in the job groups identified in Section 14, **Utilization Analysis: 1994 Progress**, Section 17, **CY95 Placement Goals**, and Appendix C, **Utilization Analysis**. As stated in Section 16, **Good Faith Efforts**, the Laboratory will continue its good faith efforts to improve representation of women and people of color in these EEO job groups where underutilization occurs.

The Work Force Diversity Office continues to work with units in the Human Resources Department to develop, maintain, and improve databases and programs for tracking applicant flow, new hires, terminations, promotions, and transfers.

**IDENTIFICATION OF
PROBLEM AREAS AND
CORRECTIVE ACTIONS***(continued)***Outreach Efforts**

Recruitment, in-house training programs, employee development plans, tuition reimbursement programs, and other programs (explained in more detail in Section 8) are just a few examples of how the Laboratory tries to assist women and people of color in competing for positions where the Laboratory has identified underutilization. The Laboratory continues to strengthen its commitment and maintain its good faith efforts by ensuring that women and people of color applicants are considered for Laboratory positions.