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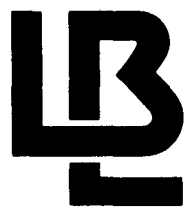
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Affirmative Action Compliance Program For Handicapped Persons, Disabled Veterans and Vietnam Era Veterans for FY'80

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Lawrence Berkeley Laboratory
University of California
Berkeley, California 94720
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AFFIRMATIVE ACTION PROGRAM
FOR HANDICAPPED PERSONS, DISABLED VETERANS,
AND VIETNAM ERA VETERANS FOR FY '80

Lawrence Berkeley Laboratory
University of California
Berkeley, CA 94720

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UNIVERSITY OF CALIFORNIA
LAWRENCE BERKELEY LABORATORY
AFFIRMATIVE ACTION PROGRAM FOR HANDICAPPED PERSONS,
DISABLED VETERANS, and VIETNAM ERA VETERANS -- FY 1980

A. Statement of Policy

The Lawrence Berkeley Laboratory will not engage in discriminatory practices against any employee or applicant for employment because of physical or mental handicap, or because the person is a disabled veteran or veteran of the Vietnam era, in regard to any position for which the employee or applicant for employment is qualified. The Laboratory will take affirmative action to employ, advance in employment, and otherwise treat qualified handicapped individuals, disabled veterans, and veterans of the Vietnam era without discrimination based upon their physical or mental handicap, disability, or veteran's status in all employment practices including recruitment, selection, promotion, transfer, merit increase, salary, employee training and development, demotion, and separation.

A written affirmative action program for the employment of handicapped persons, disabled veterans, and veterans of the Vietnam era shall be prepared and maintained by the Laboratory, and efforts to implement these programs shall be vigorously pursued. The intent of these affirmative action programs shall be to reflect fully the spirit of the law.

The Laboratory's Affirmative Action Program for Fiscal Year 1980 defines the specific responsibilities for the implementation of these affirmative action objectives. I urge each employee to add his or her efforts toward making this program a success.

B. Definitions

(Extracted from the Department of Labor regulations implementing Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974).

"Handicapped individual" means any person who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities, (2) has a record of such impairment or (3) is regarded as having such an impairment. For purposes of this Program, a handicapped individual is "substantially limited" if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of a handicap.

"Disabled veteran" means a person entitled to disability compensation under laws administered by the Veterans Administration for disability rated at 30 percentum or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

"Veteran of the Vietnam era" means a person (1) who (i) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (ii) was discharged or released from active duty for a service-connected disability if any part of such active duty was performed between August 5, 1964 and May 7, 1975, and (2) who was so discharged or released within 48 months preceding the alleged violation of the Act, the affirmative action clause, and/or the regulations issued pursuant to the Act.

C. Responsibilities

1. Director of the Laboratory

The Director of the Laboratory has designated the Associate Director for Administration, Mr. George L. Pappas, as the Equal Opportunity Officer, and has appointed an Equal Opportunity Administrator, Mr. Ben Pope, who provides administrative support for the Affirmative Action Program. The Equal Opportunity Officer, through the Equal Opportunity Administrator, is responsible for implementing the following actions:

- a. Develop, prepare, and following approval by the Director, disseminate the Affirmative Action Program.
- b. Monitor the implementation of the Affirmative Action Program and provide appropriate reports to the Director.
- c. Periodically review the Laboratory's personnel policies to ensure that they are consistent with the affirmative action policy.
- d. Review and evaluate the Affirmative Action Program, and, subject to approval by the Director, make any revisions as necessary.
- e. Provide liaison between the Laboratory and organizations representing those working with the disabled or handicapped, disabled veterans, and Vietnam era veterans, both inside and outside the Laboratory.
- f. Provide liaison, other than legal, between the Laboratory and compliance agencies.

2. Associate Directors are responsible for:

- a. The implementation of the Affirmative Action Programs in the units for which they are responsible, with particular attention to hiring, promotion, and employee development.

2. Associate Directors are responsible for: (Cont'd.)
 - b. Evaluating managers and supervisors on their effectiveness, including their good faith efforts in implementing the Affirmative Action Program.
 3. Equal Opportunity Administrator is responsible for:
 - a. The implementation of the Laboratory's Internal Audit System for handicapped persons, disabled veterans, and Vietnam era Veterans.
- D. Procedures for Implementing Affirmative Action for Handicapped Workers, Disabled Veterans, and Vietnam era Veterans.

This Policy shall be disseminated and implemented in accordance with Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974.



David A. Shirley
Director

November 1, 1980

IDENTIFICATION OF AFFIRMATIVE ACTION RESPONSIBILITIES

The Director of the Lawrence Berkeley Laboratory, Dr. David A. Shirley, has overall responsibility for the institution's compliance with its Affirmative Action/Equal Opportunity Policy for handicapped persons, disabled veterans, and Vietnam Era veterans. The Associate Director for Administration, George L. Pappas as the Laboratory's Equal Employment Opportunity Officer, (EEO), in conjunction with the institution's Equal Opportunity Administrator, Ben Pope, develops and communicates policy and monitors the application of the institution's Affirmative Action Program and the EEO Policy by all units within the organization.

The Equal Opportunity Administrator is responsible for:

Designing and seeing to the implementation of the organization's Affirmative Action Program for handicapped persons, disabled veterans, and Vietnam Era veterans (herein referred to as AAPHDV). He/she reports to the Laboratory's EEO Officer. His/her duties shall include, but not be limited to, the following:

Assisting the Division's development, implementation, and maintenance of the institution's AAPHDV. Reviews Program results with the Laboratory's management and EEO Officer.

Providing technical assistance to the Director, Associate Director, and Department and Section Heads for implementing the AAPHDV. Such includes, but is not limited to, assisting in clarifying the spirit and intent of EEO laws; assisting with making reasonable accommodation to an employee's physical or mental handicap to allow the employee to do the essential duties of the job; assisting with the objectives, career paths, upward mobility training for handicapped, disabled, and veteran employees, recruitment efforts, and techniques for the informal resolution of Affirmative Action/EEO related grievances. Develops and implements the Laboratory's auditing and reporting systems to measure the effectiveness of the AAPHDV.

Advising management in modifying and developing institutional policies which ensure equal employment and related opportunities.

Serving as a liaison between the Laboratory and groups concerned with employment opportunities for handicapped persons, disabled veterans, and

Vietnam Era veterans.

Auditing applicant flow, training programs, salary adjustments, and hiring and promotion patterns on a quarterly basis to remove impediments to attaining objectives. Conducts discussions, at least quarterly, with managers, supervisors, and employees to insure implementation of the Laboratory's AAPHDV policies. Reviews qualifications of all handicapped, disabled veterans, and Vietnam Era Veteran employees to insure that such individuals are given full opportunities for transfer and promotion. Conduct quarterly audits to insure that:

- a) AAPHDV policy posters are properly displayed;
- b) all facilities for the use and benefit of the Laboratory's employees are integrated, both in policy and practice; and
- c) handicapped, disabled veterans, and Vietnam Era veteran employees are encouraged to participate in all institution-sponsored educational, training, recreational and social activities.

Advising supervisors on actions to insure that handicapped, disabled veterans and Vietnam Era veteran employees are not harassed.

The Personnel Department, with respect to the Laboratory's Affirmative Action Program for Handicapped Persons, Disabled Veterans and Vietnam Era Veterans, is responsible for:

Assist management in meeting their hiring, promotion, transfer, and training objectives through working closely with handicapped, disabled veteran and Vietnam Era veteran recruiting sources, State employment offices, rehabilitation, and service centers. Gathering and maintaining records/data to provide sources of information and monitoring of the AAPHDV. Information shall be compiled and maintained to include disability, handicap, and veteran status in order to document good faith efforts toward achieving affirmative action objectives.

Advising all recruiting sources of the Laboratory's equal employment policy for hiring handicapped persons, disabled veterans and Vietnam Era veterans. Insuring that orientation is given to all such employees on the Laboratory's EEO policy, including the AAPHDV and its objectives.

Insuring that recruitment advertising is placed in appropriate publications.

In coordination with the Office of Equal Opportunity, reviewing all job descriptions and specifications to insure that they are realistic and that they detail the actual requirements. This review should include an examination of the physical and mental requirements of all job qualifications to insure that to the extent qualification requirements tend

to screen out qualified handicapped individuals, disabled veterans, or Vietnam Era veterans, they are job-related and are consistent with business necessity and the safe performance of the job.

Insuring that all applications, interviews, offers of employment, and wage commitments (equal pay, regardless of handicap or disability) and any other terms and conditions of employment are treated consistently with Laboratory policy.

Providing career counseling for all handicapped persons, disabled veterans, and Vietnam Era veteran employees.

Laboratory Division Heads are responsible for:

Informing and urging their supervisors and managers, as necessary, that their Affirmative Action and EEO efforts and results will be considered in their yearly performance review.

Implementing the APPHDV in the units for which they are responsible by:

- a) developing, in conjunction with the Office of Equal Opportunity, divisional, departmental, and unit objectives;
- b) reviewing qualifications of the handicapped, disabled and veteran employees and conducting career counseling with these employees to ensure equal opportunity;
- c) developing recruitment strategies in conjunction with the Personnel Department and Office of Equal Opportunity for attracting veterans, handicapped and disabled persons to fulfill affirmative action objectives;
- d) developing techniques in conjunction with the Office of Equal Opportunity for the informal resolution of Affirmative Action/EEO-related employee complaints and facilitating the resolution of those complaints;
- e) meeting with their department/section heads and supervisors to stress the importance of affirmative action objectives with respect to hiring, promotion and training of veterans, handicapped, and disabled persons;
- f) clarifying to department/section heads and supervisors the importance of employee development and its relationship to the attainment of division and unit affirmative action objectives; and

- g) conducting meetings with the division's department/section/unit heads to review the effectiveness of activities directed toward accomplishing affirmative action objectives for veterans, handicapped and disabled persons.

In those cases where the Office of Equal Opportunity audit report reveals areas of concern or potential problems, make appropriate adjustments to avert or resolve the problems at the earliest opportunity.

Insuring that employees who are placed through Affirmative Action efforts receive all the necessary training, peer support, and cooperation.

UNIVERSITY OF CALIFORNIA
LAWRENCE BERKELEY LABORATORY
AFFIRMATIVE ACTION PROGRAM FOR HANDICAPPED PERSONS,
DISABLED VETERANS, and VIETNAM ERA VETERANS

I. Purpose

The purpose of this statement is to define the Affirmative Action Program of the Lawrence Berkeley Laboratory, as it applies to disabled or handicapped persons, disabled veterans, and Vietnam era veterans, and to establish the responsibility for its implementation.

II. Objectives

The objectives of the Affirmative Action Program are:

- A. To maintain affirmative action for equal employment opportunities as a policy of the Laboratory.
- B. To ensure that all personnel actions are performed without discrimination as to disability, handicap, or Vietnam-era veteran status.
- C. To establish and administer special programs for the employment, training, and promotion of employees, including the disabled, handicapped, and Vietnam era veterans.

III. Applicability

This policy applies to all the Divisions and Departments of the Laboratory.

IV. Procedures for Implementing Affirmative Action

A. Recruitment

The Personnel Department is responsible for all Laboratory recruitment. Search committees within the scientific divisions assist with the recruitment of scientific personnel. Recruitment by both the Personnel Department and the scientific divisions must follow the procedures outlined below.

1. The division head or designee will review the written job description of the job to ensure that the listed requirements are job-related and that physical requirements are essential to the job.

Supervisors may elect, as a demonstration of their good faith effort, to select a lower job classification in the same or a related occupational series if such does not impair the service of the unit and aids the unit's capability of meeting its affirmative action goals.

The Office of Equal Opportunity will monitor this activity.

2. Openings shall be posted for immediate recruitment, seeking a diversified pool of qualified applicants from inside and outside the Laboratory. Before a job offer may be extended, the Personnel Representative will insure that a good faith effort has been made to ensure that the applicant pool includes qualified disabled, handicapped, disabled veterans and Vietnam era veterans. Jobs shall be posted for at least two (2) weeks. An exception may be made and internal postings are required for those positions where we have a representative pool of qualified applicants already on file.
3. The Personnel Manager may make exceptions to the posting rule for positions to be filled by someone on leave from a permanent position from outside the Laboratory to which he/she will be returning.

The Personnel Department will provide current Laboratory employees with information about all job openings, and will in addition notify other recruiting sources, including organizations working with the disabled, handicapped, disabled veterans, and Vietnam-era veterans.

- a) "The Laboratory department shall list with the Personnel Department all vacant positions except those to be filled by the transfer or demotion of a departmental employee within the department or those to be filled by a career employee on preferential rehire status or scheduled for layoff from the same department and classification. Vacant positions which may be filled by the promotion of a departmental employee to a clearly different position with the department shall be listed with the Personnel Department. Actions involving reclassification or reassignment of incumbent employees with no change in basic job duties and responsibilities are not considered as promotions to vacant positions and do not require listing with the Personnel Department."

A. Recruitment Cont'd.

- (b) A shift in budget allocation for the position from one division to another, and project funds being shared by more than one division.
- (c) One in which an employee of U. C. Berkeley is working within one of LBL's divisions on a specific project. In this case, the U. C. employee may be shifted to LBL's payroll without posting, but only for the term of the specific project.
- (d) A Deputy or Associate Director position, if the appointment is made from within the Laboratory. All qualified employees of the Laboratory shall be considered for such positions.

4. In order to develop a pool of qualified applicants that includes Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans, an analysis of our recruitment process will be made to ensure that appropriate sources are being utilized to reach these groups. If problems are revealed, steps will be taken to correct them.

B. Job Qualifications and Requirements

Whenever physical or mental qualifications are applied to a position, they shall be limited to those qualifications directly related to the satisfactory performance of the duties and responsibilities of the position. In the case of a handicapped individual, duties and responsibilities of the position shall include reasonable accommodation to the individual's handicap. No portion of a Disabled Veteran or Vietnam Era Veteran's military record may be considered if it is irrelevant to the specific qualifications for the position.

Applicants

Individual Applicant Records

A self identification form has been adopted from which statistics can be derived, showing the number of applications who are Disabled or Handicapped, Disabled Veterans, and Vietnam Era Veterans. Reports will be prepared annually showing the number of such applicants and their disposition.

C. Hiring

In selecting from among applicants who possess the qualifications for a particular position, the department head shall give first preference to persons in preferential rehire status. Preference shall next be given to career employees who are scheduled for indefinite layoff.

If no person on preferential rehire status scheduled for indefinite layoff is available, the department head shall consider all qualified applicants for the position. No applicant may be denied employment nor shall any applicant be selected for appointment, in preference to a more qualified applicant, on the basis of disability, handicap, or veteran's status.

- C. In selecting from among applicants who substantially are equally well qualified to perform the duties of the particular position, the department head shall be mindful of both affirmative action goals to hire the handicapped, disabled, veterans, and Veitnam Era veterans, and the policy of encouraging promotion of Laboratory employees.

No employment test may be used without specific review by the Office of Equal Opportunity and approval by the Personnel Director.

An analysis will be made of offers of employment to, and acceptances by, both present employee applicants and outside applicants to determine if there may be a significant disparate effect in relation to the availability of those covered by this Program.

To provide adequate information for a selection analysis the following records and reports are kept, or will be developed:

1. Job Requisitions

Job requisitions are maintained in the Personnel Office and are available for at least three years. The job requisition serves as the complete record of the recruitment and selection process for each position.

2. Referrals

A record is kept of each applicant or employee, for each position to which the person is referred by job title, department, and disposition. This record is maintained by the Personnel Office and is available upon request as required by Senate Bill (SB) 170.

3. Offers and Acceptances

The Personnel Department maintains records on offers and acceptances for all new hires. This information will be made available when requested through the Office of Equal Opportunity and when accompanied by adequate justification for its need.

Based on these analyses, the selection procedures will be modified as problems are revealed to ensure that equal opportunity is afforded all candidates and that there is no discrimination on the basis of disability, handicap, disabled veteran or Vietnam era veteran status.

D. Promotion and Transfer

Promotion opportunities and transfers shall be available equally to all employees without regard to disability, handicap, or veteran status. It is the responsibility of each supervisor to identify employees who are qualified for consideration for promotion to jobs that would further their career development. Promotional paths shall be made as flexible as the requirements of available positions permit in order to encourage employee development and promotion. Employees are expected to assume responsibility for initiating discussions concerning their career interests with their supervisors and for making known their career objectives.

D. Promotion and Transfer Cont'd.

Promotion and transfer actions will be monitored to ensure that all employees have equal opportunity to apply for and be considered for promotion or transfer, and that supervisors seek out and recommend employees without regard to disability, handicap or veteran status.

If a possible problem area is identified in the first level review, an indepth analysis will be made of each segment of the relevant promotion process. The procedures by which employees are identified for promotion or transfer--self identification, supervisory identification, or Personnel Department identification--will be reviewed and analyzed.

Based upon these analyses, the promotion and transfer procedures may be modified to ensure that the handicapped persons, disabled veterans, and Vietnam Era veterans have equal opportunity to seek promotion or transfer. Further analyses of the selection of employees for promotion and transfer on a regular basis are included as part of the selection analysis.

1. Definitions

- a) Promotion: A promotion is the change of an employee's job title to a different class with a higher salary range maximum either by assignment to a different position or by reclassification of the employee's current position.
- b) Transfer: A transfer is the reassignment of an employee to another position in the same class or in a different class with the same salary range maximum.

2. Records

So that the promotion and transfer system may be analyzed, the Personnel Department maintains the following records. Reports based on these records may be requested of the Office of Equal Opportunity and will be provided when accompanied by adequate justification for their need.

a) Requests and Recommendations for Promotion and Transfer

Records of individual request to Personnel and supervisors' recommendations for promotion and transfer are maintained including information on disability, handicap and veteran status.

b) Individual Promotion and Transfer Actions

Records are maintained for each employee who is promoted or transferred. Information maintained has been modified to include disability, handicap, or veteran status.

c) Total Promotion and Transfer Activity

Summary reports will be prepared annually for all promotions and all transfers by job category, handicap, disabled veteran and Vietnam-era veteran status.

Promotion and transfer actions are carefully reviewed to assure that all employees have equal opportunity to apply for and be considered for transfer or promotion.

E. Development and Training Opportunities

Development and training opportunities are available to all employees without regard to disability, handicap, disabled veteran, or Vietnam-era veteran status. In order to help maintain a staff of competent personnel at all levels, each manager and supervisor shall encourage employees to undertake educational and training activities related to the work done by the Laboratory. Particular efforts shall be made to encourage veterans and the handicapped to participate in our Education and Training program in line with our affirmative action objectives. Available education and training activities are as follows. (See Supervisors' Manual Sec. 2.07, pp. 2-21, 2-23.)

F. Salary Analysis

Analyses of salary actions, appointment rates and merit increase actions will be made to insure that these decisions are being made on the basis of established standards without regard to disability, handicap, or status as a disabled veteran or Vietnam-era veteran.

G. Terminations

All terminations shall be made in accordance with Laboratory termination policy. (See Supervisor's Manual, Sec. 2.06, pp. 2-18, 2-19.)

1. Termination Analysis

When records become available, an analysis will be made to determine if separations occur without regard to disability, handicap, or status as a disabled veteran, or Vietnam-era veteran.

2. Records and Reports

Records are maintained for a minimum of three years for each separated employee. These records show the employee status as disabled, handicapped, disabled veteran or Vietnam-era veteran.

H. Grievance Procedures

Laboratory grievance procedures are available to all employees. They are intended for prompt, equitable resolution of problems.

I. Adequacies of Policies and Practices

The Laboratory has reviewed its policies and practices in such matters as testing, seniority, training, wage and salary administration, recruitment methods and areas, establishment of job qualifications, placement, fringe benefit plans and their administration, maternity and other leave provisions, subcontracting and procurement, and community relations to determine their adequacy for implementing an effective Affirmative Action Program and has found them adequate.

J. Records and Reports

1. The Laboratory shall maintain records to provide sources of information on personnel actions and information for the implementation and monitoring of the Affirmative Action Program as indicated earlier in this report. The Laboratory will continue to augment its information system whenever it is revealed that problems have developed in areas it has not considered.
2. The Affirmative Action Plan for Handicapped Persons, Disabled Veterans, and Vietnam era veterans will be made available for inspection upon request by any employee.
3. LBL's affirmative action policy statement for handicapped persons, disabled veterans, and Vietnam era veterans will be included in Laboratory manuals and publicized in "Currents", handbooks, and other Laboratory publications.
4. External dissemination shall include the following:
 - a) The Affirmative Action Plan will be available for inspection upon request by any applicant for employment.
 - b) Statements of policy will be disseminated to such contacts as state employment, rehabilitation, and education agencies; organizations of and for the handicapped; veteran's service organizations; Veterans Administration Regional Offices; educational institutions which participate in training for the handicapped; college placement offices; and other local, state, and national organizations.
 - c) The affirmative action policy will be publicized in press releases and in publications or reports which are disseminated externally.
5. Outreach recruitment will be conducted. A list of employment openings are sent weekly to those agencies involved in the placement of handicapped and Vietnam era veterans. As a recipient of federal funding, the Lawrence Berkeley Laboratory includes in all advertisements an equal opportunity affirmation.

PERSONNEL ACTIONS
July 1, 1979 to June 30, 1980
APPLICANTS, HIRES, PROMOTIONS AND TRANSFERS,
TERMINATIONS AND TRAINING

I. Applicants

A. Vietnam Era Veterans

Of the 2,087 total applicants for employment for all job openings at Lawrence Berkeley Laboratory, 147 or 7% identified themselves as Vietnam Era Veterans.

B. Disabled Veterans

Disabled Veterans represented six or .028% of the total applicants.

C. Handicapped

.0076% of the total applicants identified themselves as handicapped.

D. Vietnam and Disabled Veterans

10 or .047% of the applicants identified themselves as both a Vietnam Era and Disabled Veteran

E. Vietnam Era Veterans and Handicapped

One or .004% of the total applicants identified herself as both a Vietnam Era Veteran and handicapped.

F. One or .004% of the total applicants identified himself as a Vietnam Era Veteran, Disabled and also handicapped.

Summary

180 or 8.6% were represented in the above protected class group. Of the 180, 169 were male, four females and seven were unknown.

II. Hires

A. Vietnam Era Veterans

Of the 147 applicants for employment that identified themselves as Vietnam Era Veterans, 30 or 20% were hired at LBL.

B. Disabled Veterans

Of the six applicants for employment, 1 or .016% was hired at LBL.

C. Handicapped

Of the 16 applicants for employment four or 25% were hired at LBL.

D. Vietnam Era Veterans and Disabled Veterans

Of the 10 applicants for employment, 9 or 90% were hired at LBL.

E. Vietnam Era Veterans and Handicapped

One person in this group applied and was hired at LBL.

F. Vietnam Era Veterans and Disabled Veteran and Handicapped

The one person that identified himself as above was not hired at LBL.

Summary

Of the 180 persons applying for employment in the above protected class groups 45 or 25% were hired at LBL.

III. Promotions and Transfers

A. LBL experienced 214 intra-category and inter-category promotions during this period. Of the 214 promotions and transfers, 26 or 12% were from the Vietnam Era Disabled Veteran or Handicapped or combinations thereof protected class groups.

IV. Terminations

Of the 1166 terminations at LBL 30 or 2.5% were in the protected class group of Vietnam Era Veterans, Disabled Veteran and Handicapped or a combination of the above.

Summary of Personnel Actions

Analysis of the above data indicates that LBL is showing good faith efforts in all areas of its personnel actions.

TRAINING FOR LBL EMPLOYEES WHO ARE DISABLED VETERANS, HANDICAPPED,
AND VIETNAM VETERANS DURING UC FY '79 AND UC FY ' 80

We have carefully reviewed all our employee development and training information for the above periods to determine the level of participation by the above designated employees in Lab-wide training programs.

Our findings are as follows:

I. DATA (Pure incidence)

	FY 79	FY 80
A. Percentage of employees participating in Off-Site Training	330/3373	360/3373
1. Lab-wide	10%	11%
2. Disabled Vets, Handicapped, Vietnam Era Veterans	16/160 10%	15/160 10%
B. Percentage of employees participating in On-Site Training	944/3373	600/3373
1. Lab-wide	28%	18%
2. Disabled Vets, Handicapped, Vietnam Era Veterans	30/160 18%	4/160 3%
C. Percentage of employees participating in Tuition Aid Program	46/3373	35/3373
1. Lab-wide	1%	1%
2. Disabled Vets, Handicapped, Vietnam Era Veterans	9/160 6%	13/160 8%

II. ANALYSIS

- A. Off-Site Training
This category of training activities include outside seminars, workshops, and courses that are paid for by Divisional funds; and which will be of direct benefit to the employee's work assignment. If an employee brings the necessary skills, knowledges, and abilities to the job for fully meeting or exceeding established performance expectations, there may be little need to

A. Off-Site Training Cont'd.

use this form of training. Since this category has a fundamental needs criterion, the ultimate judgement of equity must realistically rest on a case by case review. In lieu of such an extensive analysis, the comparative data suggests parity. This category does not include professional scientific symposium, colloquia, or conferences. There is no administrative Laboratory requirement for this information to be part of the Laboratory's statistical base for employee development and training.

B On-Site Training

This category of activities includes formal in-house training courses sponsored or conducted on an Intra-Departmental basis. It also includes information on Apprenticeship training programs and Internships offered by the Office of Equal Opportunity. More often than not, these courses are of a specific rather than a general nature (microprocessing, Berman Act training, Wage and Salary training for committee members, Grievance Hearing training for LBL panel members, and Performance Appraisal training). Hence, the majority of this type of training is position related, and any employee in the target population is eligible and encouraged to attend. The disparity in percentage data on this item suggests that most of the disabled veterans, handicapped, and Vietnam-era veterans were not in the target populations.

C. Tuition Aid

On this activity, the data is fairly clear. All full-time, career employees are eligible for reimbursement of course fees irregardless of position. In this category 20% of all users in UC FY 1979 were disabled veterans, handicapped, or Vietnam-era veterans. In UC FY 1980, 37% of all users fall in this category. Hence, the participation rate was six times greater than the Lab-wide data in UC FY 1979, and eight times greater in UC FY 1980.

In summary, the data suggests parity on Off-Site training, under parity on On-Site training (with probable justifiable reasons), and substantially above parity on Tuition Aid.

INTERNAL AUDIT SYSTEM FOR HANDICAPPED PERSONS, DISABLED VETERANS, AND VIETNAM ERA VETERANS

The overall purpose of the Laboratory's Internal Audit System is to provide its management and personnel with a tool which allows them to measure the successes and accomplishments of affirmative action and to provide a warning system for potential problem areas. This provides an early opportunity to develop corrective measures to meet affirmative Action Equal Opportunity requirements as it applies to Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans.

An applicant flow data component of the audit system will become part of the MIS data base in the immediate future. This data will aid the Equal Opportunity Office in monitoring the success of recruitment efforts.

The Internal Audit System for the Lawrence Berkeley Laboratory will have three phases: the Data Gathering Phase, the Data Analysis Phase, and the Reporting Phase.

The Data Gathering Phase

Data is gathered on personnel actions including, but not limited to, data on recruitment efforts, applicants, candidates, hires, promotions, transfers, terminations, and training.

All data compiled indicates, handicapped persons, disabled veterans and Vietnam Era veterans. The yearly data base calendar will be from July 1 to June 30 of the following year. Further, the Laboratory has established quarterly data base cut-off dates which are comprised of the periods July 1 - September 30, October 1 - December 31, January 1 - March 31, and April 1 - June 30, respectively. This quarterly date program will be used for the Data Analysis and Reporting phases of the Internal Audit System.

The Data Analysis Phase

Under the Laboratory's Internal Audit System, data analysis will be conducted on a quarterly and yearly basis. The quarterly analysis will consist of analyses on all personnel actions, and in particular personnel actions for those employees who have identified themselves as handicapped persons, disabled veterans, or Vietnam Era veterans. Analyses will also be conducted on workforce profile, job requirements, recruitment efforts, and accomplishments of affirmative action objectives.

The yearly analyses will be comprised of analyses of the workforce profile, selected wage studies and a summary of results of the proceeding twelve-month period.

The Reporting Phase

Our Internal Audit System provides for on-going review and monitoring of employment actions and specifically provides for quarterly and annual reports. The Audit System allows for an annual review and analysis of personnel actions to determine whether these actions assure equitable participation and thorough consideration of the qualifications of Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans as applicants and employees; allows for the identification of problem areas, the development of solutions, and evaluation of the results of corrective actions.

Quarterly reports are comprised of a work force update report, a personnel actions status report, a report on the results of job requirements studies, a report on the results of recruitment efforts, a report on the Affirmative Action Program's implementation and accomplishments of objectives and recommendations for improving the implementation of the Affirmative Action Program as it applies to Handicapped Person, Disabled Veterans and Vietnam Era Veterans.

DISSEMINATION

During the course of each fiscal year, the following activities, with regard to affirmative action compliance for handicapped persons, disabled veterans, and Vietnam Era veterans, shall take place at the Lawrence Berkeley Laboratory per the implementation specified in Section 503 of the 1973 Rehabilitation Act and Section 402 of the 1974 Vietnam Era Veterans Readjustment Assistance Act.

Internal Dissemination

1. The Laboratory annually invites all employees who desire to be covered by the affirmative action program for handicapped persons, disabled veterans, Vietnam Era veterans and who wish to benefit under the Program to identify themselves. Additionally, applicants are requested to designate, on a self-identification form (RL 6384 7600-55202), whether they are a handicapped person, disabled veteran or Vietnam Era veteran.
2. Copies of the complete Affirmative Action Program for Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans (hereinafter referred to as the AAPHDV) will be distributed internally during the month of August using the Laboratory's "Directors, Division and Department Heads, and Group Leaders" list. Each department/unit head is required to make copies of the Program available to its employees and provide each supervisor within the department/unit with a copy of the Program.
3. LBL's AAPHDV policy statement shall continue to be posted throughout the Laboratory in order to inform and remind employees, supervisors, and managers of LBL's affirmative action commitment to handicapped persons, disabled veterans, and Vietnam Era veterans and of the efforts being made to meet those commitments. Further, the said policy statement shall be publicized quarterly in LBL's newsletter "Currents", in its quarterly in-house organ the LBL Newsmagazine, as well as in any material/publications used for recruitment purposes.
4. Each new employee shall be informed of the AAPHDV by the Employment Representatives in the Personnel Department. A copy of the Program is available for viewing upon request in the Office of Equal Opportunity.

5. The AAPHDV shall be discussed with management and supervisory personnel by the Equal Opportunity Officer and/or the Equal Opportunity Administrator on a quarterly basis to explain the intent of LBL's AAPHDV compliance policies and procedures, to define the individual responsibilities for effective implementation, and to reaffirm the Laboratory Director's commitment.
6. The Office of Equal Opportunity (OEO) in conjunction with the Laboratory's Management and Supervisors Training Program, shall conduct training sessions for managers and supervisors in order to bring about a fuller understanding of EEO and Affirmative Action for handicapped persons, disabled veterans, and Vietnam Era veterans related areas of concern.
7. Special meetings will be conducted on a quarterly basis with departmental/divisional/unit Equal Opportunity Representatives to discuss policy and to explain individual employee responsibilities.
8. Articles covering EEO and affirmative action efforts for handicapped persons, disabled veterans, and Vietnam Era veterans, promotions of the same, and progress reports relating to the implementation and achievement of AAPHDV objectives shall be published in the respective Laboratory publications (LBL "Currents", LBL News magazine).
9. If the Laboratory, under the umbrella of the University of California, enters into union agreements, Laboratory management will meet with union officials to inform them of LBL's AAPHDV Policy and request their cooperation. Additionally, the Laboratory will include nondiscrimination clauses in all union agreements specifying that a good faith efforts will be made to make reasonable accommodations throughout the employment process (from recruitment--through hiring and promotion--to separation, and all points in between), and will review all contractual provisions to ensure that they are nondiscriminatory.
10. When any general publication is released on the activities of the Laboratory where employees are featured, handicapped persons, disabled veterans, and Vietnam Era veterans will be pictured.
11. As part of the contractual obligations of Section 503 and 402, the Laboratory shall include its AAPHDV policy statement in the Laboratory's Regulations and Procedures Manual.

External Dissemination

1. The Lawrence Berkeley Laboratory shall identify itself by name in any newspaper recruitment efforts and shall inform all recruiting sources, both verbally and in writing, of the Laboratory's AAPHDV Policy and shall request that these sources actively recruit and refer handicapped persons, disabled veterans, and Vietnam Era veterans for all positions listed.
2. The Laboratory shall continue to incorporate the equal opportunity clause in all purchase orders, leases, contracts, etc., covered by Section 503 and 402.
3. The Laboratory will continue to send written notification of the institution's AAPHDV Policy to all subcontractors, vendors, and suppliers requesting appropriate action on their part.
4. The Laboratory shall continue to notify relevant agencies and educational institutions of its AAPHDV making available those elements of the Program which will enable such prospective employees to know and avail themselves of the Program's benefits.

ACCOMPLISHMENTS FOR 1979-80

Two LBL handicapped employees represented the Laboratory at the two-day Science Career Workshop for Physically Disabled Students May 29 and 30, 1980 at the Lawrence Hall of Science. Over 200 participants attended.

Two Equal Employment Representatives attended the one-day California Governor's Committee for Employment of the Handicapped in San Francisco. Another employee is active on the San Francisco Mayor's Committee on the Handicapped and the Governor's Committee.

The special proposal which was submitted to the Department of Energy in 1979 has not been funded; however, the Laboratory is developing a new proposal for training handicapped and disabled persons in scientific and technical areas. Efforts will be made to explore ways of funding such a proposal within and outside the Laboratory.

The objective of the Program is to provide on-the-job training and/or work experience. This is in keeping with LBL's mission of developing human resources that will further the national objectives of energy-related research and development. Additionally, this proposal would be part of the Laboratory's good faith efforts to provide equal opportunity for such individuals.

A "Deaf Awareness and Survival; American Sign Language" course was offered to interested Laboratory employees. College credit was awarded to those persons completing the 18 week course through Vista College. (October 30, 1979 - January 24, 1980).

This course, attended by 30 Laboratory employees, was part of an educational program sponsored by the Office of Equal Opportunity, designed to provide the Laboratory hearing community a basic knowledge of deafness, of the deaf community and a basic communication skills.

This educational program was a component of the Laboratory's good faith efforts for reasonable accommodations.

The Laboratory has reviewed all personnel actions. This review shows employment opportunities are offered to Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans and shows that these groups have equitable participation in these personnel actions, including hires, promotions, upgrading, and training. A review of terminations shows that this action does not occur because of a person's handicap, disability, or veteran's status.

The Laboratory did review physical and mental qualifications of job requirements as part of its efforts to ensure equal opportunity.

The Laboratory does invite handicapped, disabled and veteran applicants and employees to identify themselves on a voluntary and confidential basis. The purpose is not only to comply with federal regulations, but also to insure access and accommodation in all areas of the Laboratory. Individuals are encouraged to identify not only structural barriers but also programs and equipments.

The Laboratory conducted specific outreach recruitment activities. A list of referral agencies is attached to this plan.

REASONABLE ACCOMMODATIONS

Reasonable accommodations shall be made to the physical and mental limitations of qualified handicapped applicants and employees and qualified disabled veteran applicants and employees, unless a demonstrably undue hardship would be imposed on the conduct of business. In determining the extent of accommodation obligations, the following factors among others may be considered: (1) business necessity and (2) financial cost and expenses.

Improvements and Modifications to LBL Physical Plant Facilities to Facilitate Occupancy by Handicapped Persons

Plant Engineering began a concentrated effort in 1977 to review and analyze LBL's existing physical plant to identify architectural barriers to accessibility by handicapped persons. In December 1977 a report was submitted to LBL by McLellan and Copenhagen, Inc., Consultants, entitled "Barrier Free Study, Identification of Physical Obstacles and Recommended Improvements" which covered 25% of the buildings at the Laboratory. These buildings were selected as representative of high handicapped occupancy potential. The cost of this study and evaluation was about 30K\$. It was then used to establish initial priorities for more detailed studies of key areas of the Laboratory to develop scope and budget cost estimates for specific projects as candidates for funding.

In April 1980 Kurtzman and Kodama, Architects and Planners, submitted a detailed survey of Buildings 50, 50A, 50B, 70 and 70A with recommendations for "Modifications for the Handicapped" complete with cost estimates proposed as candidate projects for FY 1981 funding. These recommendations, which include conceptual design solutions and an implementation plan for accomplishment, cost about 12K\$. The total estimated project cost for all recommended projects for the 50-70 building complex is 700K\$ based upon FY 1981 money.

Simultaneously, LBL Architects developed similar data and recommendations for the Cafeteria, Building 54, and Medical Services, Building 26. Proposed modifications for the two buildings would cost about 120K\$ in FY 1981 money.

Both Capital and non-capital funds will be required to carry out this program over a period of three to four years. A capital allotment of 300K\$ has been included in the FY 1981 General Plant Projects planning list submitted to DOE for approval in September. Another 300K\$ has been allotted in the tentative GPP list for FY 1982. Overhead funds will be made available on a case by case basis to carry out priority recommendations for non-capital projects.

Since 1979 two people, William Harrison, Architect in Plant Engineering, and Barbara Edwards, Administrator in Construction Management, have been assigned specific responsibility for technical development and coordination of all aspects of the handicapped accessibility program. Their responsibilities have included design review of new building and additions as well as modifications including documentation required for project authorizations and preliminary proposals.

All projects covering new facilities and modifications to existing facilities are being designed and constructed to meet the latest recommendations and regulations covering barrier free access for handicapped persons.

Modifications specifically designed to remove barriers or improve access for handicapped during the last few years include:

1. Cafeteria Building 54, Toilet
2. Accelerator Development Building 46, Toilets
3. B90 Trailer Complex, Toilets
4. Heavy Ion Accelerator, Building 71, 2nd Floor Access
5. LBL Shuttle Buses, Two Modified for Access
6. Parking at Buildings 50A and 90, Access
7. Elevator Improvements, Buildings 50A, 50B, 70, 70A, Control Panels
8. Emergency Exit Ramp, Building 90, Access
9. Telephone Access, Various Locations
10. Bus Shelter, B65, Access Ramp
11. Building 50A Terrace, Access
12. B44A and B Trailers, Access
13. Building 930 Toilet and Fountain
14. Building 931 Toilet and Fountain
15. Building 934, Toilet and Access

Additions and modifications which have included improved conditions for handicapped persons include:

1. Research Medicine, B55, Toilets and Access
2. Real Time, Building 46A, Access
3. Visitors Center, Building 65, Toilets and Access
4. National Resource for Computations in Chemistry, Building 50D, Toilets and Access
5. Budget Office, Building 50C, Access
6. Building 29 Trailers, Toilets and Access

Several new projects, now in design, will include provisions for handicapped persons.

EMPLOYEE IDENTIFICATION

Employees covered by this program will be invited, on a continuing basis, to identify themselves.

Staff Career Employees Job Occupation Code	Number of			
	Handicapped (excluding vets)	Veterans & Disabled	Disabled Veterans	Vietnam Era Veterans
A - Officials & Mgrs.	1	0	0	7
B - Professional	7	0	2	35
C - Technicians	4	0	3	37
D - Office & Clerical Wrks	4	0	0	2
E - Skilled Crafts	0	5	3	18
F - Operatives/ Laborers	4	2	2	4
G - Service Workers	0	1	0	7
TOTAL	20	8	10	110

Employees at the Laboratory as of July 1980, totaled 3,016. Handicapped Persons, Disabled Veterans, and Vietnam Era Veterans totaled 148 - 5% of the Laboratory workforce.

APPENDIX
ORGANIZATIONS THAT PROVIDE
COUNSELING/REFERRAL SERVICES FOR
THE HANDICAPPED/DISABLED

ORGANIZATIONS THAT PROVIDE COUNSELING/REFERRAL
SERVICES FOR THE HANDICAPPED/DISABLED

Blinded Veterans Association
Employment Representative
211 Main Street
San Francisco, Ca 94105

California Industries for
the Blind
1255 Park Avenue
Emeryville, Ca 94608

California League for the
Handicapped
1299 Bush Street
Job Placement Office
San Francisco, California 94109

Center for Independent Living
2539 Telegraph Avenue
Berkeley, Ca 94704

Crawford Rehabilitation Services
1900 Powell Street, Suite 245
Emeryville, California 94608

Deaf Self Help
2891 Bush Street
San Francisco, California 94115

Department of Rehabilitation
1111 Jackson Street
Oakland, California 94607

Department of Rehabilitation
2285 Morello
Pleasant Hill, Ca 94523

Department of Rehabilitation
625 Steele Lane
Santa Rosa, Ca 94501

Department of Rehabilitation
P O Box 1286
Richmond, California 94802

Department of Rehabilitation
211 Bancroft Way Room 306
Berkeley, California 94720

Disabled Veterans
211 Main Street
San Francisco, Ca 94105

East Bay Center for the Blind, Inc
Mr. Silva, President
5433 Shattuck Avenue
Oakland, California 94609

Easter Seals Foundation
858 Stanton Road
Burlingame, California 94010

Employment Project for the Handicapped
Cerebral Palsy
814 Mission Street
San Francisco, California 94103

Goodwill Industries Redwood Empire
Vocational Training for the Handicapped
11 Barham Avenue
Santa Rosa, Ca 96402

Goodwill Industries of the
Greater Bay Area
212 Ninth Street
Oakland, California 94607

Living Skills Center
2444 Road 20 Apt C-105
San Pablo, Ca 94806

Orientation Center for the Blind
400 Adams Street, Admin Sec
Albany, California 94706

The San Francisco Lighthouse for Blind, Inc
1097 Howard Street
San Francisco, Ca 94103

VOCATIONAL/REHABILITATION ORGANIZATIONS.

Alameda County Employment
Preparation Program
401 Broadway
Oakland, California 94607

Alameda County
Project Intercept
2054 University Avenue
Berkeley, California 94704
(ex-offender program)

Alameda County Skills Bank
#10 Eastmont Mall
Suite 300
Oakland, California 94605

Oakland Work Incentive Program
1925 Brush Street
Oakland, California 94612
(WIN prescreening and
training)

BACOP
Personnel Director
2315 Valdez Room 305
Oakland, California 94612
(placement of minorities in
the construction trades)

Downtown Oakland Adult Center
c/o 2572 Titan Way
Castro Valley, Ca 94546
(multi-ethnic placement/
referral)

East Bay Chapter
Seventh Step Foundation
Job Developer
475 Medford Avenue
Hayward, California 94541
(vocational counseling)

East Palo Alto Development Center
1671 Bay Road
East Palo Alto, Ca 94303

Educational Guidance Center
1900 Fruitvale Avenue Suite 1C
Oakland, California 94601
(career counseling, educational
counseling for predominately
Black and Hispanic clients)

Educational Opportunity Corporation
6118 E 14th Street
Oakland, California 94621
(educational counseling for young
adults encouraging them to pursue
higher education; multi-ethnic)

Embarcadero Referral Service
One Embarcadero Center #809
San Francisco, California 94111
(Rehabilitative counseling)

Experience Unlimited
Oakland Chapter
235 12th Street
Oakland, California 94607
(multi-ethnic)

Experience Unlimited
Personnel Director
3520 S. El Camino Real
San Mateo, Ca 94403

Forty Plus
1990 Embarcadero
Oakland, California 94606
(geared toward people over 40
seeking to come back into the
job market)

Friendship House
1340 Golden Gate Avenue
San Francisco, Ca 94115
(ex-offenders, drug program)

Athena House
Vocational Specialist
3276 Mendocino Avenue
Santa Rosa, Ca 95401
(drug rehabilitation program)

Industrial Therapy Program
3212 San Pablo Avenue
Oakland, California 94608
(OJT for disabled and handicapped)

International Institute of S.F.
2209 Van Ness Avenue
San Francisco, Ca 94601
(job placement/counseling for recently
arrived immigrants)

VOCATIONAL/REHABILITATION ORGANIZATIONS

San Francisco Skills Center
Judy Tang
1311 Sutter
San Francisco, Ca 94109
(matching up people with
jobs in clerical and
administrative fields)

WEPT
Job Developer
2364 E. 15th Street
Oakland, California 94602
(women; training, job counseling,
placement)

San Francisco Skills Center
Placement Center
5815 Third Street
San Francisco, Ca 94124
(screening/training/
placement; predominately
black clientele)

Soutside Community Service Center
Administrative Assistant
745 Marina Way South
Richmond, Ca 94804
(predom. black and hispanic
clientele)

University--Alternative Program
Coordinator
125 S. 7th Street
San Jose, Ca 95192
(Career planning and placement
for Black and Hispanic students)

Vocare Foundation
2849 Delaware Street
Oakland, California 94602
(vocational counseling)

Vocational Rehabilitation Services
Mr. Dan Ricketts
2400 Westbrough Blvd. Suite 205
S. San Francisco, Ca 94080
(multi-ethnic clientele
vocational counseling and
training)

Volunteers of America
2364 E. 14th Street
Oakland, California 94601
(ex-offenders program)

VOCATIONAL/REHABILITATION ORGANIZATIONS

International Institute of the
Bay Area
297 Lee Street
Oakland, California 94601
(employment counseling for
recently arrived immigrants)

Mission Hiring Hall
2922 19th Street
San Francisco, California 94110
(referral/counseling, pre-
dominately black and hispanic
clients)

Neighborhood House
321 Alamo Avenue
Richmond, California 94801
(half-way house for ex-
offenders)

NEL Employment
Attn: Job Developer
3319 E 14th Street
Oakland, California 94601
(employment counseling
for ex-offenders)

The New Bridge Four
Attn: Dan Cassidy
Vocational Counseling
1816 Scenic Avenue
Berkeley, Ca 94709
(half-way house for
ex-offenders)

Oak Center Cultural Center
Job Placement Office
1231 Adeline Street
Oakland, California 94607
(multi-ethich clientele)

Oakland Public Schools
Affirmative Action Program
900 High Street
Oakland, California 94601

Open Road/New Job Project
149 9th Street
San Francisco, Ca 94103
(predominately women clientele
for jobs in the trades and crafts)

Peralta Service Corporation
Job Developer: G. Greenhouse
1248 - 35th Avenue
Oakland, California 94601
(multi-ethnic clientele)

Project Intercept
1122 B Street
Hayward, Ca 94541
(ex-offenders; employment counseling
placement)

Project Intercept
477 15th Street
Oakland, California 94612
(ex-offenders: job placement/referral)

Project Intercept
235 E. Santa Clara
San Jose, Ca 95113
(ex-offenders: job placement, training)

Project to Assist in Employment, Inc.
1419 Broadway, Suite 315
Oakland, California 94612
(assitance to multi-ethnic clientele
with placement in the trades and crafts)

Redwood City Ceta
2600 Middlefield Road
Redwood City, Ca 94063
(CETA Placement and training)

Regional Occupational Program
Superintendent of Schoools
2199 Norse Drive
Pleasant Hill, Ca 94523
(rehabilitative and vocational
counseling)

Rehabilitation Associates
2950 Merced Street Suite 123
San Leandro, Ca 94577
(counseling and placement of the
disabled)

Salvation Army
101 Valencia Street
San Francisco, California 94103
(rehabilitation counseling and
job placement/referral)

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