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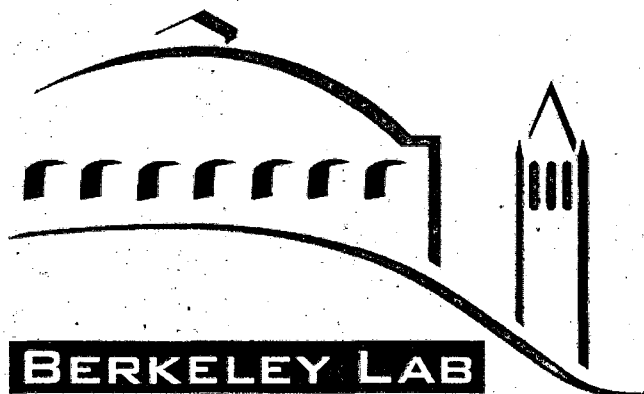
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AFFIRMATIVE ACTION PROGRAM

**Fiscal Year 1997
October 1, 1996 through September 30, 1997**

**ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY**

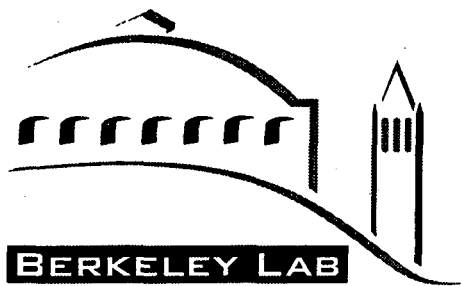
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AFFIRMATIVE ACTION PROGRAM

**Fiscal Year 1997
October 1, 1996 through September 30, 1997**

Prepared for by the U.S. Department of Energy under Contract Number
DE-AC03-76SF00098
PUB-3274REV (1997)

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OVERVIEW

The Ernest Orlando Lawrence Berkeley National Laboratory's (Berkeley Lab) 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.

Affirmative Action Program

Section 2

Definitions of Terms

OVERVIEW

The following terms and definitions are used in the Laboratory's Fiscal Year 1997 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	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. Refer to Section 13, Availability Analysis, for a complete definition. Aggregate Availability: the 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. 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).
Covered Veterans	Individuals who are considered special disabled veterans or Vietnam era veterans.
Equal Employment Opportunity (EEO)	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, 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, because of age or citizenship. EEO gives everyone the right to be considered for job status on the basis of his or her ability.
EEO-1 Categories	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.
Fiscal Year (FY)	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.
Individual with a Disability	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.

Internal Posting	A competitive process in which the applicant population is limited to the employees in a designated organizational unit.
Job Group	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.
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 or without accommodation to a disability.
Recruitment Procedures	Methods designed to attract members of a particular race, sex, or ethnic group that historically may have 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.
Regulations and Procedures Manual (RPM)	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 $(100 \times 50\% + 50 \times 30\%) \div 150 = 43.3\%$. All composite availability estimates are computed by the weighted average method and will be referred to by the term "aggregate availability."
Whole Person Rule	A measurement used in the declaration of underutilization whereby a shortfall between availability and the representation of women and people of color in a particular job group is 1.0 or more.
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

Ernest Orlando Lawrence Berkeley National 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 affirmative action and equal employment opportunity.

PROGRAMS FOR CAREER DEVELOPMENT

In 1996, the Employee Development and Training Unit (EDT) in the Human Resources Department continued the overall strategic direction for the unit. The primary tracks for employee development and training activity included: focus on improving management/supervisory effectiveness, process improvement training, and employee career development including tuition reimbursement. An analysis of the Laboratory's training needs and available resources resulted in a partnership with the University of California at Berkeley's (UCB) Employee Development and Training unit to provide a career development program to Berkeley Lab's employees, on a first come, first served basis. EDT now advertises available UCB classes in the *Currents* newsletter and on the world wide web. Specific career development courses include: "Applications, Resume Writing, and Effective Interviewing," "Career Planning: Self Assessment," "Road Map to Career Development," and "So You Want to be a Supervisor." Additional course offerings that are UCB specific can be customized for the Laboratory, and Berkeley Lab will have an option of scheduling any career development course on-site if a significant interest by division or by individual employees exists. Additional learning opportunities for Laboratory managers and employees are planned through the UCB EDT Course Catalogue. These opportunities will be made available once Berkeley Lab's participation in the UCB Career Development courses is established.

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.

**AA/EEO POLICY
STATEMENT**
(continued)

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 shared management 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 all employees including 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.

BUSINESS SERVICES

Programs for socioeconomically disadvantaged businesses, facilitated by the CFO/Business Services Department of the Laboratory, ensure that small, small-disadvantaged, and women-owned businesses are aware that the Laboratory practices affirmative action when purchasing materials and services. The Laboratory incorporates the 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, employment law courses including "Managing Within the Law" is offered to all managers and supervisors and "Knowing the Law" is offered to all other employees. Additionally, courses such as "Time Management," "Writing Development," and "Workers' Compensation" are available on site upon request.

The Lab also has a Tuition Reimbursement Program that reimburses employees two-thirds of the cost of tuition for college level courses. Lab employees who attend a university in the UC system are also able to receive a two-thirds reduction in the cost of tuition and enrollment fees through the UC Fee Reduction Program.

AAP ANALYSES

Statistical analyses of the results of Fiscal Year (FY) 1996's affirmative action goals and new goals established for FY97 are included in this FY 1996 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.

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

The FY96 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, employees who are not career- status employees, or who have term appointments at Berkeley Lab for one year or less.

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, 1996. 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 FY96 are detailed in the FY96 AAP, which comprises 19 sections and 3 appendices, most of which contain statistical information. The FY96 AAP for the Disabled, Special Disabled Veterans, and Vietnam era Veterans is also contained in Section 12 of this AAP.

OVERVIEW

Ernest Orlando Lawrence Berkeley National Laboratory is a multiprogram national research facility operated by the University of California (UC) for the U.S. Department of Energy (DOE). In 1996, the Berkeley Lab had over 3400 employees and a total budget of approximately \$348 million supporting a wide range of research activities in fields ranging from high energy physics to energy conservation to biosciences. The role of the Berkeley Lab as a DOE National Laboratory is to serve the nation and its scientific and educational communities. To do this, the Berkeley Lab operates unique, large research facilities and performs energy-related research. Its fundamental role is to solve major national problems using the Laboratory's distinctive capabilities. The Laboratory's mission is:

MISSION

- Perform leading multidisciplinary research in the energy sciences, general sciences, biosciences, and computing sciences 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, The National Energy Research Scientific Computing Center, National Center for Electron Microscopy, 88-Inch Cyclotron, Gammaphase, Biomedical Isotope Facility 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 the Berkeley Lab research programs and industry.

**BERKELEY LAB'S VISION AND
STRATEGIC OBJECTIVES**

The Berkeley Lab has undertaken a comprehensive strategic planning effort to define its vision, core competencies, strategic objectives, and implementary actions. This process has included assessing its programs and operating context, defining specific issues confronting the future, and addressing both the Berkeley Lab and DOE program objectives. At the same time, the Berkeley Lab 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.

BERKELEY LAB'S VISION AND STRATEGIC OBJECTIVES*(continued)*

The Berkeley Lab'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.
- Create value for the economy, enhance education and contribute to the community through partnerships with industry, universities, and other laboratories.
- Make Berkeley Lab 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 a Laboratory 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." These are an integration of research disciplines, personnel, skills, technologies, and facilities that produces valuable results for our sponsors and customers. The core competencies can be applied to rapidly changing national needs and new research problems while, at the same time, undergoing evolution themselves.

Underlying many of our core competencies in specific technical areas are fundamental capabilities, or "foundations." Berkeley Lab has identified seven core competencies and four foundations as follows.

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, electron, 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.

Core Competencies
(continued)

- **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; bio-organic 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.
- **Computational Science and Engineering:** Computational fluid dynamics; applied mathematics; computational chemical sciences; algorithms for scalable systems; discretization algorithms for partial differential equations; distributed memory; visualization techniques.

Foundations

- **National Research Facilities:** Advanced Light Source; National Energy Research Scientific Computing Division; ESnet; National Center for Electron Microscopy; 88-Inch Cyclotron and Gammasphere; Biomedical Isotope Facility; National Tritium Labeling Facility.
- **Information Management:** High-speed networking and distributed computing, including network congestion studies and remote experiment control; processing and analysis of scientific images; visualization and virtual reality; data-acquisition and analysis systems; mass storage and scientific data management.

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's leadership direction has been established and communicated through a system of management activities and organizational responsibilities that promote communications channels and advance the Berkeley Lab's Vision 2000 and affirmative action policies. The Laboratory Director has overall responsibility for management and planning. Laboratory-wide program planning is delegated to the Deputy Director for Research (DDR), and administrative and operational planning to the Deputy Director for Operations (DDO). The development of the Laboratory's current Strategic Plan and the continuing planning process is coordinated by the DDR, with direct participation of the Division Directors and representatives of the Laboratory community. An important element of the system continues to be formal communications and interactions with DOE Headquarters and Oakland and the University of California, and with national and local constituencies.

Laboratory Director
(continued)

The Director's Action Committee (DAC) serves as the Laboratory's policy planning committee, annually reviewing and recommending the priorities included in such documents as the Institutional Plan, budget plans, affirmative action and other human-resource plans, and capital-resource plans. DAC consists of the Director and Deputy Directors, the Associate Laboratory Director for Computing Sciences, and three Division Directors representing the Berkeley Lab's scientific program areas in the Biosciences, Energy Sciences, and General Sciences. The Assistant to the Director, Head of Planning and Communications, and Head of Public Communications serve as staff to ensure that plans and communications are consistent and aligned with Laboratory policies, research program plans, and institutional priorities. The consistency of program plans with operational plans and the Affirmative Action Program is assured through the central Director's Action Committee and the reviews and support of the Work Force Diversity Office and the Office for Planning and Communications.

The Laboratory Director also seeks 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 two resource and operations divisions are headed by a Division Director. The Associate Laboratory Director is At-Large and provides guidance on Lab-wide issues, strategic direction, and educational needs. 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.

The core research strengths of each of the Berkeley Lab divisions are as follows:

Energy Sciences

- Chemical Sciences
- Earth Sciences
- Energy and Environment
- Materials Science

General Sciences

- Accelerator and Fusion Research
- Nuclear Science
- Physics

Biosciences

- Life Sciences
- Structural Biology

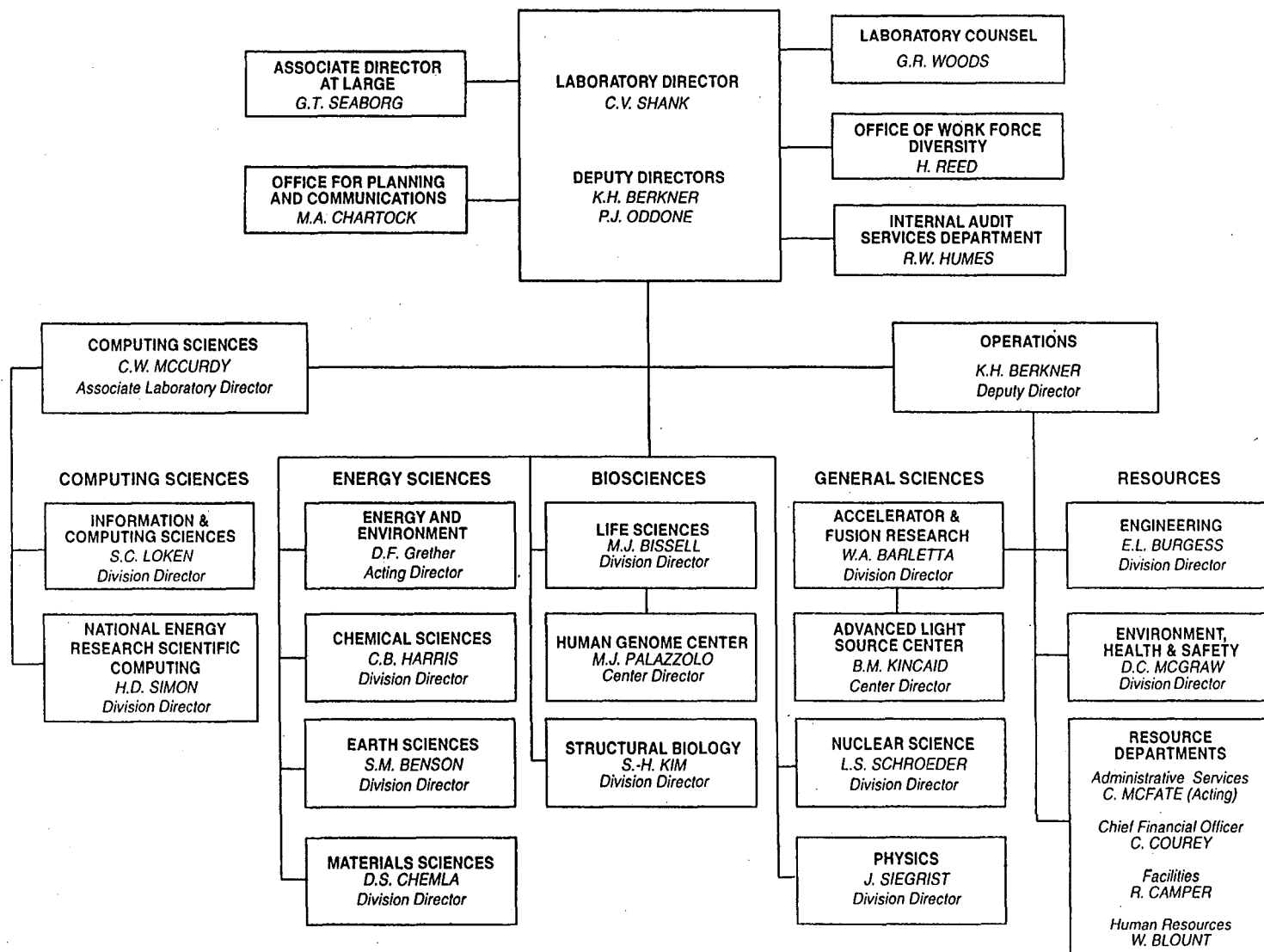
Computing Sciences

- Information and Computing Sciences:
- National Energy Research Scientific Computing (NERSC)

Resources and Operations

- Engineering
- Environment, Health and Safety
- Resources Departments

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY • UNIVERSITY OF CALIFORNIA



Affirmative Action Program

Section 5

Responsibility for Implementation

THE LABORATORY DIRECTOR

The Laboratory Director of the Ernest Orlando Lawrence Berkeley National 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 the Berkeley Lab'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 the Berkeley Lab. Section 7 includes such policies, as outlined in the Laboratory's *Regulations and Procedures Manual*.

- Developing targeted recruitment plans with the goal of increasing representation of underutilized groups in the applicant pools.
- 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.
- Providing calendars of recruitment and outreach events and assisting in the planning and coordination of those activities.

**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 greater numbers of qualified applicants including 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
DIRECTOR**

One Deputy Director is responsible for scientific policy, program development, and major new Laboratory initiatives. The second Deputy Director is responsible for Laboratory operations. The Associate Laboratory Director is At-Large and provides guidance on Lab-wide issues, strategic direction, and educational needs. 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 the Berkeley Lab'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 the Berkeley Lab employees and emphasize communication on all levels at the Berkeley Lab 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 the Berkeley Lab's Statement on Diversity which reads as follows:

Ernest Orlando Lawrence Berkeley National Laboratory 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, the Berkeley Lab 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 the Berkeley Lab.

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 1996 Statement is on page 6-4 of this section. The policy on sexual harassment is on page 6-5, 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*, Berkeley Lab's biweekly newsletter, which is distributed to all employees.

The *Regulations and Procedures Manual*, which is distributed throughout the Laboratory via the intranet, 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 Handbook which contains information on EEO policy.

Position Posting

Vacancies 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 also available electronically on the Internet. In addition, the CJO is available to callers through a telephone job line accessed at (510) 486-4226. The CJO includes the equal employment opportunity/affirmative action statement.

Training

The Laboratory offers the following internal training courses that provide information on legal requirements and policy related to equal employment opportunity and affirmative action: "Managing Within the Law" is offered to every manager and supervisor and "Rights and Responsibilities: Knowing the Law" is offered to every employee.

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

The Human Resources Department communicates the Berkeley Lab'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 recruitment flyers. The biweekly 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 Berkeley Lab's Reception Center and the Human Resources Department for review by walk-in applicants. In addition, the CJO is available electronically through the Internet and is accessed by thousands of users worldwide. A listing of vacancies is also available to callers through a twenty-four hour 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. The Berkeley Lab 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:

- **Directory.** The Laboratory publishes a Directory of Disadvantaged and Women-owned Businesses which contains over 1400 vendor listings. This publication is carried over into FY97. 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.

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.).

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

- **Industry Council.** The Berkeley Lab is an active member of the Industry Council for Small Business Development. Aside from attending monthly meetings where guest vendors make presentations, Berkeley Lab assisted in presenting the Council's June 1996 Procurement Fair at the Santa Clara Convention Center. Over 3000 people attended the two-day seminar and fair that hosted over 300 exhibit booths, more than half of which represented small, disadvantaged or women-owned businesses. The Berkeley Lab anchored three booths in which representatives from the Berkeley Lab, Lawrence Livermore National Laboratory, and the four Northern California UC campuses interviewed suppliers attending the fair.
- **Trade Fairs.** The Berkeley Lab shared a display booth with other UC laboratories and campuses at the Northern California Supplier Development Council's Minority Business Opportunity Day in November 1996. 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 FY96, Berkeley Lab continued to implement a set-aside program for small and disadvantaged businesses. Several major awards resulted. In addition, Berkeley Lab continued participation in FY 96 in the Small Business Administration's 8(a) Pilot Program.



ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

POLICY AND PROCEDURE

February 1997

Vol. XXIII, No. 4

DIRECTOR'S EQUAL OPPORTUNITY/AFFIRMATIVE ACTION POLICY STATEMENT*This supersedes Policy and Procedure memorandum Volume XXII, No. 1, dated December 1995.*

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 Program (AAP) 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 equal employment opportunity/affirmative action (EEO/AA) program is a necessary and vital part of every manager's and supervisor's job at Berkeley Lab.

Consistent with the provisions of applicable State and Federal law and University policies, it is the policy of the Laboratory not to engage in discrimination against, or harassment of, any person employed or seeking employment with the Laboratory on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related), ancestry, marital status, age, sexual orientation, citizenship, or status as a Vietnam era veteran or special disabled veteran. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation.

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

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 Program, monitoring all of its personnel actions, and ensuring compliance with EEO/AA rules and regulations. The Laboratory's Diversity Committee, whose membership represents the wide range of Berkeley Lab employees, advises me on diversity in the Laboratory's work force.

If employees have comments or concerns relative to EEO/AA, they are encouraged to contact their manager, Mike O'Neil, Employee/Labor Relations Manager in the Human Resources Department, at extension 6747 or Harry Reed at extension 4130. No employee shall be subject to reprisal or retaliation as a result of their comments or concerns.

Charles V. Shank
Director

DISTRIBUTION LEVEL 1 - All Employees



ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

POLICY AND PROCEDURE

February 1997

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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 of 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/Labor Relations Office, or the U.C. Employee Assistance Program, CARE Service for Faculty and Staff. 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 effective implementation of 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 unless budgetary restraints necessitate suspension of external hiring in order to avoid involuntary reductions-in-force. The Laboratory selects the best qualified candidates to fill vacant positions. To provide an opportunity for job/career development, the Laboratory employee may be given first consideration when a Laboratory and non-Laboratory applicant are equally qualified. All hiring officials are directed by policy to be mindful of the Berkeley Lab's EEO/AA policies and current goals.

The Lab's Affirmative Action policy does not imply preferential treatment or establish quotas for underrepresented groups, nor is it a means for compromising job-related standards for the purpose 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 Ernest Orlando Lawrence Berkeley National 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 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 Head, Human Resources, assists the Division Director or Department Head in determining and implementing the most effective course of recruitment activity.
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, <i>Determination of Appropriate Classification</i>).

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 RPM Section 2.05 H 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 through the Human Resources Department. When advertising is necessary to aid in recruiting personnel, advertising copy and publication selection 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 also RPM 4.01 K 1, *Non-Laboratory Personnel, Interviewees*.)

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 position description contains only those requirements necessary for satisfactory performance in that position.

Scope of Recruitment

The Human Resources Department, in consultation with 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.

The Human Resources Department negotiated a new contract with Cameron-Newell Advertising. This agreement includes enhanced provisions for resource research and strategy development by the agency.

Referral of Applications

Each application submitted to the hiring supervisor for review is accompanied by an electronic form, *Selection Log*, 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 and will include records to document the job-relatedness of an employment practice.

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.

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.

Selection Procedures
(continued)

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.

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, sexual orientation, age, ancestry, citizenship, medical condition, marital status, national origin, disability or handicap, mental condition, status as a Vietnam era veteran or disabled veteran.

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.

*

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 selection logs shall be returned to the Staffing Specialist before an offer can be made. Each log 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**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 the Berkeley Lab 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 the Berkeley Lab 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 Human Resources 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 employees such as Firefighters. 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 4.02, *Relocation*, and Section 4.03, *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 for certain classifications is required for positions which may involve potential hazard and in compliance with the Berkeley Lab 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 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.

Probationary Period
(continued)

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:

- (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*.

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.

General
(continued)

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 at sites other than the Berkeley Lab requires specific prior approval from DOE.

**Posting Procedures for
Foreign Nationals**

Positions that involve temporary appointments of non-immigrants of less than six months duration 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 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

Ernest Orlando Lawrence Berkeley National Laboratory has renewed its commitment to compete effectively in the marketplace to recruit the most promising scientists and retain existing key staff members. The scientific and engineering job classification structure that includes scientist and engineer leadership positions, provides 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. Berkeley Lab 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. The Berkeley Lab 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 designed to help develop promising individuals, including women and people of color, in fields relevant to the Laboratory's mission. Refer to Section 13, **Community Work Force Development Programs** for details on the Laboratory's programs for consideration of women and people of color not currently in the workforce.

RECRUITMENT OUTREACH

The Human Resources Department, in consultation with the hiring supervisor and utilizing the data provided by the Equal Opportunity Administrator, will develop an appropriate recruitment strategy, i.e., suitable search, designed 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. 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)* is available electronically through the World Wide Web and is accessed by over 15,000 people monthly. An e-mail address enables applicants to submit their résumés and curriculum vitae electronically to the Staffing Unit. Printed copies are also distributed.
- The Laboratory participates in the University of California Employment Outreach Consortium (UCEOC). The UCEOC 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. FY97 goals include joint participation in more than twenty-two outreach events and the development of a shared source database accessed by all sites utilizing World Wide Web technology.
- In an effort to develop recruitment partnerships and to enhance the exchange of information, the Laboratory participated in events hosted by several community organizations. Laboratory representatives attended functions hosted by the Asian Pacific Personnel Association, Northern California Diversity Forum, Northern California Human Resources Council.
- Resumix provides a highly automated system for tracking applicants, managing applicant pools, and generating equal employment opportunity profiles of these pools for the purposes of ensuring quality and diversity. This system has increased the accuracy of recordkeeping of applicant activity and increased the efficiency in pre-screening the some 25,000 resumes received by the Human Resources Department annually. In 1996 a training program designed to target Divisional Resumix users was implemented. The training will foster a smooth transition of staffing processes to a decentralized system.

RECRUITMENT OUTREACH
(continued)

- In 1996 representatives of the Laboratory attended the Chinese for Affirmative Action Job Fair, the Latina Leadership Conference, the American Indian Science & Engineering Society (AISES) Conference, the Hispanic Engineers & Scientists of UCB Career Fair, UC San Diego Career Day, CSU Sacramento Job Fair, Stanford Job Fair, Berkeley High Career Day, Women in Technology Conference, Westech Career Expo, Mexican American Sciences and Engineering Society Conference, the Annual Conference on Fostering Diversity in the Scientific Workforce in the Pharmaceutical and Biomedical Industries, and the 22nd Annual Conference of the National Organization for the Professional Advancement of Black Chemists and Chemical Engineers. The Human Resources Department participated in the Laboratory's First Annual "Employee Development Fair" designed to promote career enhancement opportunities.

Berkeley Lab 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 recruitment program activities and initiation and maintenance of ongoing communications with external organizations which provide recruitment expansion opportunities. 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, the Berkeley Lab encourages participation in community affairs. The following are examples of Laboratory participation in various community action organizations.

- **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)

- **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. The Laboratory participates in annual conferences and job fairs and is a regular advertiser in the organization's publication "Winds of Change."
- **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.
- **NATIONAL ASSOCIATION FOR THE ADVANCEMENT OF COLORED PEOPLE (NAACP).** The Laboratory has been a lifetime institutional member since January 1982.
- **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.
- **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.

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 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.
- **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 their 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.
- **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.

Professional Associations
(continued)

- **UNIVERSITY OF CALIFORNIA EMPLOYMENT OUTREACH CONSORTIUM.** Established to promote the sharing of resources and enhance community outreach activities, the University of California Employment Outreach Consortium is composed of members from the 15 University of California systemwide campuses and laboratories who conduct outreach at their particular facility. The Recruitment Coordinator is a member of this consortium.
- **WOMEN IN TECHNOLOGY INTERNATIONAL (WITI).** An international organization of women representing multi-disciplinary areas such as engineering, science, business and academia. The Laboratory participates in WITI's annual conference and job fair.

Affirmative Action Program

Section 9

Compliance with Sex Discrimination Guidelines

OVERVIEW

The Laboratory's policies and procedures comply with Sex Discrimination Guidelines as set forth in 41 CFR Part 60-20. The Berkeley Lab 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 placement 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 the Berkeley Lab 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.

OVERVIEW

To ensure that all employees know of the Affirmative Action Programs, the Laboratory has made its policy available 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 transmittal memo 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. 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.

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 Center for Independent Living (CIL) and Bay Area Communication Access (BACA).

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

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

OFFERS OF EMPLOYMENT

The Laboratory does not reduce the amount of compensation in its employment offers to disabled individuals and covered veterans because of disability income, pension, or any other benefit.

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 The Berkeley Lab's Transitional Employee Assignment for Medically Restricted Employees with a Disability (TEAM) defines the role of the supervisor and the department head in effecting the 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 Berkeley Lab employees and job applicants. This blanket purchase order utilizes the services of the CIL and BACA. Upon request, the agency will send out an interpreter and charge the Laboratory for the services rendered.
- 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** The Berkeley Lab currently operates seven buses with wheelchair access. During the first quarter of 1996, the Bus Services provided all bus operators with training using the videotape, "Transporting Passengers with Special Needs." Training continues to be provided to new bus operators.
- Providing such a service complies with the requirements of the Rehabilitation Act of 1973, which specifies that a contractor must make services available to other individuals who are disabled, unless the contractor can show that the accommodations would create an undue hardship on the business.

**Rehabilitation and
Health Services**

Berkeley Lab coordinates with Vocational Rehabilitation Services to provide counseling, vocational evaluation, job modification, job transfer, retraining, and trial return to work services to employees who are medically unable to perform all the functions of their job.

The Vocational Rehabilitation Services are available to employees and to their departments for consultation on the specifics of reasonable accommodation. 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 are available to administrators, managers, and supervisors at Berkeley Lab.

Disability Management Committee

A Vocational Rehabilitation Committee was formed in FY81 and was recently renamed the Disability Management Committee. 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 Berkeley Lab Disability Management Committee includes representatives from Health Services, Employee/Labor Relations, Equal Opportunity Administrator, Benefits, Risk Management, Plant Engineering, Environmental Health & Safety and Vocational Rehabilitation Services. Referrals are made by Health Services, a disability management analyst, or the disabled employee's department.

ADA Accommodation Fund

The Berkeley Lab 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

The Berkeley Lab 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 multidisciplinary effort for both industrial and non-industrial cases.

Employee Assistance Program

The Laboratory-contracted 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*.

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 Berkeley Lab's Health Services staff.

Facility Modification

The Berkeley Lab has evaluated the accessibility of facilities commonly shared by guests and employees. As a result of this evaluation, the following facilities were made ADA compliant by administrative or structural changes:

Human Resources, Bldg. 938

Purchasing, Bldg. 69

Auditorium, Bldg. 50

Cafeteria, Bldg. 54

Reception Center, Bldg. 65

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 the Berkeley Lab**

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 and toilet for Auditorium
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. the Berkeley Lab Shuttle Buses - Two modified for access. Buses on order are equipped with AA accessibility
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

**Disability-Accessible Buildings
at the Berkeley Lab (continued)**

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, the Berkeley Lab 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.

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, Toolworks, San Francisco Vocational Center, 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. Berkeley Lab 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.



CHARLES V. SHANK
DIRECTOR

March, 1997

TO: ALL BERKELEY LAB EMPLOYEES

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

As a federal government contractor, Berkeley Lab 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 Berkeley Lab's compliance with federal affirmative action regulations, and to Berkeley Lab'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 50/4049, by March 28, 1997. If you have any questions, please contact Harry Reed at extension 4130.

Charles V. Shank

Level 1
Attachments

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY | BERKELEY, CALIFORNIA 94720
TEL: 510.486.5111 | FAX: 510.486.6720 | E-MAIL: CVSHANK@LBL.GOV



ERNEST ORLANDO LAWRENCE
BERKELEY NATIONAL LABORATORY

1997 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

Division Job Class. & Number Start Date

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, 1975, who (i) served on active duty for a period of more than 180 days and was discharged or released therefrom with other than a dishonorable discharge, 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 Berkeley Lab.

What can Berkeley Lab 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.

* This is an invitation to identify yourself as a person with a disability, a special disabled veteran or a Vietnam era veteran based on Federal requirements.

MAIL TO WORK FORCE DIVERSITY OFFICE AT Mailstop 50-4049

PRIVACY NOTIFICATION

The State of California Information Practices Act of 1977 requires the Lawrence Berkeley National 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.

Affirmative Action Program

Section 12

Job Groups

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 include 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.

A new nonexempt administration classification structure was implemented in September 1996. As a result, 325 employees were mapped over into classifications reflecting the kind of work being performed, e.g., Accounting Assistant, Human Resources Assistant, etc. Two employees remained in Administrators/Analysts (B13) and Semi-skilled (F01), pending further analysis.

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	70	A01	Directors	15
B01	Bio-Med Science	102	A05	Technical Management	44
B02	Chemistry	67	B08	Facilities Engineers	39
B03	Physics	205	B09	Economics/Analysis	28
B04	Computer Sci/Math/ Statistics	215	B10	Technical Editing/Writing	25
B05	Elec'l/Electronics Engineers	63	C01	Computer Technicians	18
B06	Mechanical Engineers	63	C05	Design/Graphics	42
B07	Other Engineers and Earth Scientists	71	C06	Health/Medical	30
B11	Research Associates	190	C07	Technical Associates	48
B13	Administrators/Analysts	152	C08	Accelerator Operators	16
B16	Environment Health and Safety	57	D02	Clerical Supervisors	13
C02	Mechanical Technicians	110	E01	Machinists	26
C03	Electronics Technicians	99	E03	Mechanics/Repair	27
C04	Tech/Research	63	F01	Semi-Skilled	22
D01	Office Services	235	G01	Fire	12
E02	Crafts/Trades	64	G02	Bus Drivers	13
			G03	Custodians	32

JOB GROUP IDENTIFICATION - Officials and Managers

Group Name: DIRECTORS		Job Group: A01	
Code	Job Title	Code	Job Title
198.1	Division Director	198.4	Deputy Laboratory Director
198.2	Division Director, Faculty	198.5	Laboratory Director
198.3	Associate 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	280.1	Patent Advisor I
199.2	Management II	280.2	Patent Advisor II
199.3	Management III	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	Medical Scientist Post Doc Fellow	105.5	Biologist Staff Sci. / Eng.
102.2	Medical Scientist Div Fellow	105.6	Biologist Senior Sci. / Eng.
102.4	Medical Scientist	105.7	Biologist Dist. Sci. / Eng.
102.5	Medical Staff Scientist		
102.6	Medical Senior Scientist	107.1	Biophysicist Sci. Post Doc Fellow
102.7	Medical Dist. Scientist	107.2	Biophysicist Sci. Div Fellow
		107.4	Biophysicist Sci. / Eng.
103.1	Biochemist Sci. Post Doc Fellow	107.5	Biophysicist Staff Sci. / Eng.
103.2	Biochemist Sci. Div. Fellow	107.6	Biophysicist Senior Sci. / Eng.
103.4	Biochemist Sci. / Eng.	107.7	Biophysicist Dist. Sci. / Eng.
103.5	Biochemist Staff Sci. / Eng.		
103.6	Biochemist Senior Sci. / Eng.	109.1	Physiologist Sci. Post Doc Fellow
103.7	Biochemist Dist. Sci. / Eng.	109.2	Physiologist Sci. Div. Fellow
		109.4	Physiologist Sci. / Eng.
105.1	Biologist Sci. Post Doc Fellow	109.5	Physiologist Staff Sci. / Eng.
105.2	Biologist Sci. Div Fellow	109.6	Physiologist Senior Sci. / Eng.
105.4	Biologist Sci. / Eng.	109.7	Physiologist Dist. Sci. / Eng.

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

Group Name: PHYSICS		Job Group: B03	
Code	Job Title	Code	Job Title
113.1	Physicist Sci. Post Doc Fellow	113.5	Physicist Staff Sci. / Eng.
113.2	Physicist Sci. Div Fellow	113.6	Physicist Senior Sci. / Eng.
113.4	Physicist Sci. / Eng.	113.7	Physicist Dist. Sci. / Eng.

JOB GROUP IDENTIFICATION - Professionals (continued)

Group Name: COMPUTER SCIENCE/MATHEMATICS/STATISTICS		Job Group: B04	
Code	Job Title	Code	Job Title
137.1	Math/Stat Sci. Post Doc Fellow	260.0	Trainee, Computer Systems Engineer I
137.2	Math/Stat Sci. Div. Fellow	260.1	Computer Systems Engineer I
137.4	Math/Stat Sci./Eng.	260.2	Computer Systems Engineer II
137.5	Math/Stat Staff Sci./Eng.	260.3	Computer Systems Engineer III
137.6	Math/Stat Senior Sci./Eng.	260.4	Computer Systems Eng. IV
137.7	Math/Stat Dist. Sci./Eng.		
		261.3	Computer Systems Supervisor
138.1	Computer Sci Post Doc Fellow	261.4	Computer Systems Manager I
138.2	Computer Sci Div Fellow	261.5	Computer Systems Manager II
138.4	Computer Scientist		
138.5	Computer Staff Scientist	262.3	Computer Operations Supervisor
138.6	Computer Senior Scientist		
138.7	Computer Dist. Scientist	263.1	Change Control Administrator
		263.2	Security/Change Control Supervisor

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

Group Name: MECHANICAL ENGINEERING		Job Group: B06	
Code	Job Title	Code	Job Title
136.1	Mechanical Sci. Post Doc Fellow	136.5	Mechanical Staff Engineer
136.2	Mechanical Sci. Div Fellow	136.6	Mechanical Senior Engineer
136.4	Mechanical Engineer	136.7	Mechanical Dist. Engineer

JOB GROUP IDENTIFICATION - Professionals
(continued)

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

Group Name: FACILITIES ENGINEERS		Job Group: B08	
Code	Job Title	Code	Job Title
220.1	Facilities Architect I	224.1	Facilities Energy Management Eng. I
220.2	Senior Facilities Archtct II	224.2	Facilities Energy Management Eng. II
220.3	Chief Facilities Architect	224.3	Chief Facilities Energy Manag. Eng.
221.1	Facilities Civil/Structural Eng. I	225.1	Facilities Project Manager I
221.2	Facilities Civil/Structural Eng. II	225.2	Facilities Project Manager II
221.3	Chief Facilities Electrical Eng.	225.3	Chief Facilities Project Manager
222.1	Facilities Electrical Engineer I	226.2	Facilities Estimator II
222.2	Facilities Electrical Engineer II	226.3	Chief Facilities Estimator
222.3	Chief Facilities Electrical Eng.	227.1	Facilities Planner I
223.1	Facilities Mechanical Engineer I	227.2	Facilities Planner II
223.2	Facilities Mechanical Engineer II	227.3	Chief Facilities Planner
223.3	Chief Facilities Mechanical Eng.		

JOB GROUP IDENTIFICATION - Professionals (continued)

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

Group Name: TECHNICAL EDITING/WRITING		Job Group: B10	
Code	Job Title	Code	Job Title
191.1	Technical Editor & Writer I	194.1	Tech Information Specialist I
191.2	Technical Editor & Writer II	194.2	Tech Information Specialist II
191.3	Technical Editor & Writer III	194.3	Tech Information Specialist III
191.4	Technical Editor & Writer IV	194.4	Tech Information Specialist IV
191.5	Technical Editor & Writer V	194.5	Tech Information Specialist 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	Senior Research Associate	381.4	Staff Research Associate

Group Name: ADMINISTRATORS/ANALYSTS		Job Group: B13	
Code	Job Title	Code	Job Title
167.2	Administrator 2	405.1	Budget Analyst 1
167.3	Administrator 3	405.2	Budget Analyst 2
167.4	Administrator 4	405.3	Budget Analyst 3
		405.4	Budget Analyst 4
168.2	Administrative Specialist 2	495.1	Educational Program Administrator
168.3	Administrative Specialist 3	497.1	Exec. Secretary to the Director
168.4	Administrative Specialist 4		

JOB GROUP IDENTIFICATION - Professionals (continued)

Group Name: ENVIRONMENTAL HEALTH AND SAFETY		Job Group: B16	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
230.1	EH&S Professional 1	230.3	EH&S Professional 3
230.2	EH&S Professional 2	230.4	EH&S Professional 4

JOB GROUP IDENTIFICATION - Technicians

Group Name: COMPUTER TECH		Job Group: C01	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
757.0	Digital Computer Trainee	759.1	Computing Technician
757.1	Digital Computer Operator	759.2	Computing Technician, Senior
757.2	Digital Computer Operator, Senior	759.3	Computing Technician, Principal
757.3	Digital Computer Operator, Principal		
757.4	Digital Computer Operator, Specialist		

Group Name: MECHANICAL TECHNICIANS		Job Group: C02	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
306.1	Mechanical Engineering Associate	706.2	Mechanical Engineering Technologist II
306.2	Mechanical Engineering Associate, Senior	706.3	Mechanical Engineering Technologist III
706.1	Mechanical Engineering Technologist I	725.0	Mechanical Technician, Apprentice

Group Name: ELECTRONIC TECHNICIANS		Job Group: C03	
<i>Code</i>	<i>Job Title</i>	<i>Code</i>	<i>Job Title</i>
302.1	Electronic Engineering Associate	702.2	Electronic Engineering Technologist II
302.2	Electronic Engineering Associate, Senior	702.3	Electronic Engineering Technologist III
702.1	Electronic Engineering Technologist I	770.0	Electronic Technician Apprentice

JOB GROUP IDENTIFICATION - Technicians (continued)

Group Name: TECHNICAL / RESEARCH		Job Group: C04	
Code	Job Title	Code	Job Title
720.0	Lead Technologist	795.1	Research Technician
		795.2	Research Technician, Senior
724.1	Technical Assistant 1	795.3	Research Technician, Principal
724.2	Technical Assistant 2	795.4	Research Specialist
730.2	Assistant Technical Coordinator		
730.3	Assistant Technical Coordinator Senior		

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	Technician/Drafter Trainee	797.1	Technical Illustrator I
		797.2	Technical Illustrator II
730.0	Engineering Assistant	797.3	Technical Illustrator III
730.1	Engineering Assistant, Senior	797.4	Technical Illustrator IV
781.1	Graphic Arts Technician	798.1	Photographic Specialist I
781.2	Senior Graphic Arts Technician	798.2	Photographic Specialist II
781.3	Principal Graphic Arts Technician	798.3	Photographic Specialist III
		798.4	Photographic Specialist IV

JOB GROUP IDENTIFICATION - Technicians (continued)

Group Name: HEALTH / MEDICAL		Job Group: C06	
Code	Job Title	Code	Job Title
180.1	Occupational Health Nurse I	741.0	Health/Safety Technician Trainee
180.2	Occupational Health Nurse II	741.1	Health/Safety Technician
180.3	Occupational Health Nurse III	741.2	Health/Safety Technician, Senior
		741.3	Health/Safety Technician, Principal
372.1	Chief Res Clinical Lab Technologist	741.4	Health/Safety Technician, Specialist
		741.6	Health/Safety Technician, Apprentice
731.1	Medical Lab Technologist I		
731.2	Medical Lab Technologist II	742.1	Nurse
740.1	Radiation Safety Technician	744.1	Animal Technician 1
740.2	Radiation Safety Technician, Senior	744.2	Animal Technician 2
740.3	Radiation Safety Technician, Principal	744.3	Animal Technician 3

Group Name: TECHNICAL ASSOCIATE		Job Group: C07	
Code	Job Title	Code	Job Title
308.1	Plant/Facilities Eng. Associate	310.1	Sci/Eng. Associate
308.2	Plant/Facilities Eng. Associate, Senior	310.2	Sci/Eng. Associate, Senior

Group Name: ACCELERATOR OPERATORS		Job Group: C08	
Code	Job Title	Code	Job Title
650.1	Accelerator Operator	650.2	Principal Accelerator Operator

JOB GROUP IDENTIFICATION - Clericals

Group Name: OFFICE SERVICES		Job Group: D01	
Code	Job Title	Code	Job Title
566.1	Material Handler 1	578.1	Travel Assistant I
566.2	Material Handler 2	578.2	Travel Assistant II
566.3	Material Handler 3	578.3	Travel Assistant III
570.1	Clerical Assistant I	580.2	Payroll Assistant II
570.2	Clerical Assistant II	580.3	Payroll Assistant III
572.1	Administrative Assistant I	582.1	Purchasing Assistant I
572.2	Administrative Assistant II	582.2	Purchasing Assistant II
572.3	Administrative Assistant III	582.3	Purchasing Assistant III
574.1	Finance/Budget Assistant I	590.1	Executive Assistant
574.2	Finance/Budget Assistant II	642.0	Dispatcher, Emergency Comm
574.3	Finance/Budget Assistant III		
576.1	Human Resources Assistant I		
576.2	Human Resources Assistant II		
576.3	Human Resources Assistant III		

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 1

JOB GROUP IDENTIFICATION - Skilled Crafts

Group Name: MACHINE SHOP		Job Group: E01	
Code	Job Title	Code	Job Title
707.1	Mechanical Eng Machinist Assist I	785.0	Machinist - Apprentice (CR)
707.2	Mechanical Eng Machinist II	785.1	Machinist - Apprentice
707.3	Mechanical Eng Machinist III		
		920.5	Laborer Specialist

JOB GROUP IDENTIFICATION - Skilled Crafts

Group Name: CRAFTS/TRADES		Job Group: E02	
Code	Job Title	Code	Job Title
902.3	Sheet Metal Worker	950.3	Plumber/Fitter
902.5	Lead Sheet Metal Worker	950.5	Lead Plumber/Fitter
906.3	Welder	952.3	Air Conditioning/Refrig. Mechanic
906.5	Lead Welder	952.5	Lead Air Conditioning/ Refrig. Mechanic
930.3	Carpenter	960.3	Painter
930.5	Lead Carpenter	960.5	Lead Painter
930.6	Planner Estimator - Carpenter		
		970.3	Lighting Technician
940.3	Electrician	970.5	Lead Lighting Technician
940.5	Lead Electrician		
		990.1	Planner Estimator
942.3	Elevator Mechanic		
942.5	Lead Elevator Mechanic		

Group Name: MECHANICS/REPAIR		Job Group: E03	
Code	Job Title	Code	Job Title
739.1	Vehicle Mechanic	910.2	Plant Maint Tech, Senior
739.2	Diesel/Frklft Vehicle Mechanic	910.3	Plant Maint Tech, Principal
739.3	Lead Vehicle Mechanic	910.4	Plant Maint Tech Specialist
		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
737.1	Garage Attendant	784.2	Print Room Operator, Senior
745.1	Truck Driver, Light	784.3	Print Room Operator, Principal
745.2	Truck Driver	784.4	Print Room Camera Operator
745.3	Lead Truck Driver	791.1	Plant Assistant I
783.1	Printer 1	791.2	Plant Assistant II
		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	738.2	Senior Bus Driver

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

Affirmative Action Program

Section 13

Community Work Force Development Programs

CONSIDERATION OF WOMEN AND PEOPLE OF COLOR NOT CURRENTLY IN THE WORKFORCE

In compliance with guidelines set out in 41 CFR 60.2.13 (j), the Ernest Orlando Lawrence Berkeley National Laboratory has established programs which facilitate the employment of women and people of color who are not currently in the workforce but who have the requisite skills who can be recruited through affirmative action measures. Berkeley Lab offers flexible working hours, dependent care benefits, and participates in special employment and internship programs, including summer, student, and youth employment programs, as well as education programs designed to help develop promising individuals, including women and people of color, in fields relevant to the Laboratory's mission.

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. Berkeley Lab 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.

FLEXTIME

Berkeley Lab offers a Flextime program that allows most employees some flexibility in scheduling their work hours. The Laboratory also supports telecommuting as a viable work option under certain circumstances. The Laboratory's RPM, Section 2.22 D 1 through Section 2.22 D 5, *Flextime*, provides details regarding the policies, responsibilities, definitions, and exceptions for flextime and telecommuting.

DEPENDENT CARE BENEFITS

Employees hired to work more than three months at 100% time or at least 50% time for more than 12 months may participate in the Dependent Care Assistance Program (DEPCARE). See Regulation and Procedures Manual, Section 2.15, *Other Programs* for Laboratory policy.

EDUCATION OUTREACH

Ernest Orlando Lawrence Berkeley National Laboratory, through various educational programmatic efforts sponsored by the Center for Science and Engineering Education (CSEE), provides opportunities which are directed for all interested and qualified individuals thereby increasing the representation of individuals in underutilized areas. 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 undergraduate students, the Berkeley Lab seeks to encourage appreciation and ultimate participation in science and technology careers.

Educational Programs

- **ALLIANCE FOR MINORITY PARTICIPATION (AMP).** This program is a systemic effort to increase representation of Hispanics in engineering and the sciences. One component of the program is participation in an undergraduate research experience.
- **BAY AREA SCIENCE AND TECHNOLOGY EDUCATION COLLABORATION (BASTEC).** 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. Berkeley Lab 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. A Science and Technology Awareness day is held in April for teachers and over 2,000 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.

Educational Programs
(continued)

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.

- **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 National 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 the Berkeley Lab 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 the Berkeley Lab to present papers at a national conference for student researchers.

- **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 science and engineering students of color throughout their junior and senior academic years and with summer appointments at the national laboratories. Participating students spend two consecutive summers at the Berkeley Lab along with a faculty member from one of the participating California State Universities. Twelve students spend each summer in research positions at the Laboratory.

Educational Programs
(continued)

- **THE NATIVE AMERICAN RENEWABLE ENERGY EDUCATION PROJECT (NAREEP).** NAREEP is a DOE-funded project to support and encourage development of renewable energy projects on tribal lands. Since its inception in July of 1995, NAREEP has focused on two programs. The Tribal College Curriculum Program is a collaboration with tribal college faculty to develop renewable energy curriculum for tribal colleges. The Energy Outreach Program develops technical assistance materials for tribal groups who wish to assess their energy needs and to identify and seek funding support for renewable energy projects that are appropriate to those ends. NAREEP is a collaborative project of the Energy and Resources Group at the University of California at Berkeley and the Center for Science and Engineering Education.
- **SCIENCE CONSORTIUM.** The Ernest Orlando Lawrence Berkeley National 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 275 students will have received research participation appointments at Berkeley Lab. Over 125 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.

These have been carried out on the campuses and through teacher enhancement programs such as the Berkeley Lab Summer Teacher Research Associate program. Over 50 summer faculty research appointments have been made at the Berkeley Lab, 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.

Precollege Programs

- **TEACHER RESEARCH ASSOCIATE PROGRAM (TRAC).** TRAC is the Berkeley Lab 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 the Berkeley Lab. 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 the Berkeley Lab 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 the Berkeley Lab and curriculum materials for the classroom. A teacher network is maintained through a regular newsletter.
- **EDUCATION TOURS.** The Education Tours component of the Education Outreach program makes a vital contribution to the education community by acquainting students and teachers with the vast research projects conducted at LBNL. The scope of this program is extensive.

Students, teachers, administrators, and community leaders from the San Francisco Bay Area, as well as throughout the United States and some foreign countries, visit the Laboratory on an average of twice a month. These tours are comprised of:

- visits to various LBNL facilities, such as the Advanced Light Source, the National Center for Electron Microscopy, and the Human Genome Center,
- scientific and computer demonstrations, such as Liquid Nitrogen, and Hands-On Universe, and
- career speakers.

During FY 1996 approximately 2000 individuals visited the Laboratory through the Education Tours component. The range of visitors was extremely diverse.

Precollege Programs
(continued)

- **THE ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY EDUCATION OUTREACH PROGRAM.** The Ernest Orlando Lawrence Berkeley National Laboratory Education Outreach Program provides resources to support mathematics, science, and technology education in Bay Area schools. The Program provides a bridge between the Berkeley Lab and the local schools to enrich education in the schools. It also serves to increase community awareness of the Laboratory and its mission. The Berkeley Lab Outreach Coordinator recruits, trains, and assigns the Berkeley Lab staff to be volunteer mentors, tutors, and guest speakers. Volunteer requests and placements are arranged between the Berkeley Lab coordinator and the local school district coordinator.
- **THE OUTREACH TECHNOLOGY EDUCATION CENTER (OTEC).** The Outreach Technology Education Center, developed in 1996, is designed to train students, teachers, parents, CSEE program participants, community members, and Laboratory staff in computing skills and how to access and utilize the Internet. Approximately 200 people have utilized the services since its inception. Along with structured OTEC classes, the center has an "open door" policy whereby individuals are permitted to drop in to use the facility. One example is a structured class offered to students at Martin Luther King Junior High School, in Berkeley, CA.
- **THE NATIONAL TEACHER ENHANCEMENT PROJECT (NTEP).** The National Teacher Enhancement Project (NTEP) is a collaborative effort of the Department of Energy and the National Science Foundation. The three-year project commenced Summer 1994 and ended Summer 1996. The goal of this workshop is to identify, promote, and train a cadre of lead teachers who will lead their school district in systemic reform initiatives. The Berkeley Lab NTEP program employs a teaching-learning model which parallels the scientific method. Our teaching-learning model immerses the teachers in a real-life, hands on scientific project. This approach goes beyond the bounds of the science class and encourages students to take a more meaningful look at their world in general. It also challenges students to take action on what they are learning.

Precollege Programs
(continued)

The overall focus for the NTEP program offered at LBNL is Environmental Studies. The theme of the 1996 workshop was "Waste Watchers: Pollution Prevention and Industrial Ecology." The teachers became an integral part of the nonhazardous waste assessment process at the Laboratory. They studied nonhazardous waste streams, collected data, were introduced to issues and solutions, and learned to do a pollution prevention opportunity assessment (PPOA). The culminating project entailed groups writing PPOAs for three waste streams recommending protocol that LBNL can utilize to reduce its nonhazardous waste.

- **THE STUDENT RESEARCH PROGRAM (SRP).** The Student Research Program is an eight-week science and technology internship open to San Francisco Bay Area students. The program makes an effort to recruit students underrepresented in science (African Americans, Latinos, Native Americans, and women) and the economically disadvantaged. This program provides students with a multidisciplinary scientific research experience, access to a national laboratory and an opportunity to explore science career options.

Participants are active members of a research group and are assigned research mentors who insure the students have meaningful educational experiences. During the internship, students keep daily journals, attend seminars and participate in scientific workshops. At the conclusion of the program, students make formal presentations pertinent to their research project.

Piloted in 1992 with five students, the program reached a maximum of 25 students in 1994. In Summer 1996, 17 students participated in SRP.

- **TAKE OUR DAUGHTERS TO WORK DAY (DTW).** Take Our Daughters To Work Day, founded by the Ms. Foundation for girls ages 9-15, is a one-day event coordinated by the Education Outreach Program. Studies show that young women begin to lose self-confidence in their mathematics and science abilities while in junior high school. These studies form the premise for DTW, one day of hands-on science, engineering, technology, and vocational workshops aimed at recognizing and encouraging the potential that science can hold for women. Berkeley Lab hosted 260 children and guests of employees, both boys and girls, on DTW April 1996.

Precollege Programs
(continued)

- **THE VOLUNTEER PROGRAM.** The Lawrence Berkeley National Laboratory Volunteer Program was designed to:
 - support teachers in the enhancement and access of quality mathematics, science, and technology education for all students
 - support quality education for all students
 - foster greater awareness and potential for K-12 students to enter into scientific careers
 - provide human and physical resources to students and teachers that incorporate mathematics, science, and technology
 - promote scientific literacy

Berkeley Lab staff members volunteer as tutors, guest speakers, mentors, team teachers, summer research mentors for high school student, tour guides, and science fair judges. In addition to working with students and teachers, staff also participate in adult literacy programs, and various other community service activities.

The Volunteer Program is the strength of the Education Outreach Program. Berkeley Lab staff spent over 6000 hours in FY 96 volunteering in various outreach activities. The program reached a diverse population of approximately 25,000 students, teachers, and education leaders, both locally and nationally.

OVERVIEW

The following discussion describes how the Laboratory performs availability analyses. The Laboratory translates availability estimates into goals for underutilized job groups. These data are distributed to line managers and supervisors and to the Human Resources Department Staffing Specialist. Data Reports include 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.

Although the Laboratory strives to attain the most accurate and up to date information, developing availability estimates is not an exact science. In calculating data on external labor markets, it is not always 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. Great care is taken to assess the accuracy and validity of the various sources of information so that these data may be incorporated statistically and accurately into the availability analysis.

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.

**DEFINITION AND ROLE OF
AVAILABILITY**
(continued)

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. Where applicable, these difficulties are offset by supplementing census data with educational statistics, data on employee promotions and transfers, and applicant flow data.

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 Laboratory's 33 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.

Affirmative Action Program

Section 15

Utilization Analysis

OVERVIEW: Women

Because of the Laboratory's numerous and diverse projects, the demand is continuous for a diverse work force that is able to work in different environments that have rapidly changing requirements.

The utilization analysis is the process of comparing availability estimates with the actual representation of women in each job group and EEO-1 category at the beginning of FY96 (10/1/96) and the beginning of FY97 (10/1/97).

In the aggregate, the Laboratory continued to achieve workforce representation comparable to availability (29.66%) for women by reducing its underutilization in its EEO job groups during the preceding AAP year. Women representation was 32.50% compared to 31.4% at the beginning of FY96. In cases where women were not fully utilized (Y equals Yes as shown in the tables below), goals were established for the underrepresented job groups.

At the beginning of of FY96, women were fully utilized in 18 of 33 job groups. At the beginning of FY97, women were fully utilized in 17 of 33 job groups. The net reduction in utilization is due to an increase in underutilization in job groups Computer Sci/Math/Stat (B04) and Accelerator Operators (C08) and a reduction in underutilization in job groups Tech/Research (C04).

Officials and Managers: Women

In the aggregate, utilization of women in the Officials and Managers category experienced a decrease of 2.03% from FY95 levels. Women now make up 20.93% of this group as opposed to 22.96% last year.

Officials and Managers — Women									
Job Group	Job Title	FY1996			All LBL Empls	FY1997			All LBNL Empls
		Avail	Utiliz	UU		Avail	Utiliz	UU	
A01	Directors	9.20%	11.76%	N	17	9.00%	13.33%	N	15
A03	Admin Mgmt	45.72%	38.03%	Y	71	46.11%	31.43%	Y	70
A05	Tech Mgmt	11.01%	4.26%	Y	47	11.09%	6.82%	Y	44
Aggregate		29.04%	22.96%	Y	135	29.85%	20.93%	Y	129

The decrease in utilization is primarily attributed to an increase in underutilization in Administrative Management (A03).

Scientists and Engineers — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
B01	Bio-Med Sci	31.71%	40.00%	N	85	31.52%	42.16%	N	102
B02	Chemistry	18.67%	18.18%	N	55	18.52%	17.91%	N	67
B03	Physics	7.35%	5.97%	Y	201	7.24%	5.85%	Y	205
B04	Comp Sci./Math./Stat.	25.95%	28.39%	N	155	25.26%	24.65%	Y	215
B05	Elect / Electronics Eng.	9.51%	5.88%	Y	51	9.38%	6.35%	Y	63
B06	Mech Engineering	5.56%	6.90%	N	58	5.52%	4.76%	N	63
B07	Other Eng. & Earth Sci.	16.50%	15.28%	N	72	16.41%	21.13%	N	71
B08	Facil Engineers	13.46%	11.11%	Y	45	13.26%	10.26%	Y	39
B09	Economics	21.49%	12.12%	Y	33	21.82%	7.14%	Y	28
B11	Research Associate	35.15%	46.74%	N	184	35.18%	50.00%	N	190
B16	Env, Health & Safety	17.63%	27.42%	N	62	17.27%	29.82%	N	57
Aggregate		20.07%	22.98%	Y	1001	20.25%	23.64%	Y	1100

**Professionals –
Scientists and Engineers:
Women**

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

In the aggregate, utilization of women in this EEO category improved slightly in FY96 over FY95 utilization levels. Women comprised 23.64% of the total in the scientific professionals category during FY96, which is 0.66% over the FY95 level of 22.96%.

Four job groups remained slightly underutilized at the end of FY96:

- Physics (B03),
- Electrical/Electronics Eng (B05),
- Facilities Engineers (B08), and
- Economics (B09).

In addition, Computer/Sci/Math/Stat (B04) became slightly underutilized at the beginning of FY97.

Administrative Professionals — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
B10	Techl Edit/Writ	55.03%	68.00%	N	25	54.96%	64.00%	N	25
B13	Adminrs/Analysts	52.12%	73.75%	N	160	52.25%	74.34%	N	152
Aggregate		52.51%	72.97%	N	185	52.63%	72.88%	N	177

**Administrative Professionals:
Women**

The utilization of women in this category decreased slightly in FY96 in comparison with FY95. During FY96, women made up 72.88% of the category compared with 72.97% the preceding year, a slight decrease of 0.09%.

This category has been fully utilized since FY93.

Technicians — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
C01	Computer Techs	26.80%	9.09%	Y	11	26.71%	11.11%	Y	18
C02	Mechanical Techs	9.14%	2.00%	Y	100	8.90%	1.82%	Y	110
C03	Electronic Techs	15.83%	4.55%	Y	88	15.75%	4.04%	Y	99
C04	Tech / Research	28.79%	26.32%	Y	57	28.02%	26.98%	N	63
C05	Design / Graphics	26.00%	32.50%	N	40	26.07%	33.33%	N	42
C06	Health / Medical	68.40%	35.71%	Y	28	68.72%	33.33%	Y	30
C07	Technical Associates	31.58%	19.51%	Y	41	26.72%	16.67%	Y	48
C08	Accelerator Operators	28.92%	33.33%	N	15	29.00%	18.75%	Y	16
Aggregate		23.49%	15.26%	Y	380	22.74%	14.08%	Y	426

**Technicians:
Women**

The utilization of women in Technician job groups decreased during FY96 over FY95. Women comprised 14.08% of this category this year and made up 15.26% last year, a decrease of 1.18%.

Technicians:
Women
(continued)

At the beginning of FY96, underutilization existed in six job groups:

- Computer Technicians (C01),
- Mechanical Technicians (C02),
- Electronic Technicians (C03),
- Tech/Research (C04),
- Health/Medical (C06), and
- Technical Associates (C07).

At the beginning of FY97, Accelerator Operators (C08) became underutilized and one job group, Tech/Research (C04), achieved full utilization.

After availability rates and underutilization levels were recomputed at the end of FY96, the following job groups were underutilized:

- Computer Technicians (C01),
- Mechanical Technicians (C02),
- Electronic Technicians (C03),
- Health/Medical (C06),
- Technical Associates (C07), and
- Accelerator Operators (C08).

Of these, three job groups had statistically significant underutilization:

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

One job group, Tech/Research (C04) achieved full utilization and Design/Graphics (C05), maintained full utilization.

Office and Clerical — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
D01	Office Services	71.07%	82.04%	N	206	71.15%	85.11%	N	235
D02	Clerical Supervisors	71.25%	93.65%	N	63	72.17%	92.31%	N	13
Aggregate		71.11%	84.76%	N	269	71.20%	85.48%	N	248

**Office and Clerical:
Women**

The percentage of women in the Office and Clerical category during FY96 was 85.48%, a slight increase of 0.72% above the FY95 rate of 84.76%.

This category has been fully utilized for women since FY94.

Skilled Crafts — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
E01	Machinists	7.48%	0.00%	Y	28	7.48%	0.00%	Y	26
E02	Crafts/Trades	3.10%	0.00%	Y	63	3.10%	0.00%	Y	64
E03	Mechanics/Repair	2.43%	0.00%	N	27	2.43%	0.00%	N	27
Aggregate		3.99%	0.00%	Y	118	3.92%	0.00%	Y	117

Skilled Crafts: Women

Job groups E01 and E02 remained underutilized while underutilization was reduced in Machinists (E01).

Semi-skilled — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
F01	Semi-skilled	31.03%	17.39%	Y	23	31.03%	18.18%	Y	22
Aggregate		31.03%	17.39%	Y	23	31.03%	18.18%	Y	22

**Semi-skilled:
Women**

Utilization of women increased slightly during FY96. The statistical profile of this job group remained unchanged. *

Service Workers — Women									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
G01	Fire Fighters	4.49%	6.67%	N	15	4.49%	8.33%	N	12
G02	Bus Drivers	44.61%	53.85%	N	13	44.61%	53.85%	N	13
G03	Custodians	24.19%	36.36%	N	33	24.19%	37.50%	N	32
Aggregate		23.70%	32.79%	N	61	24.70%	35.09%	N	57

**Service Workers:
Women**

Utilization of women in this category increased from 32.79% in FY95 to 35.09% in FY96, an increase of 2.3%. These job groups are fully utilized for women.

OVERVIEW: People of Color

In the aggregate, the Laboratory continued to achieve workforce representation comparable to availability (25.65%) for people of color by reducing its underutilization in its EEO job groups during the preceding AAP year. People of color represented 27.39% compared to 27.1% at the beginning of FY96. In cases where people of color were not fully utilized (Y equals Yes as shown in the tables below), goals were established for the underrepresented job groups.

At the beginning of FY96, people of color were fully utilized in 19 of 33 job groups. At the beginning of FY97, people of color were fully utilized in 18 of 33 job groups. The net reduction in utilization is due to an increase in underutilization in job group Administrative Management (A03).

**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 a decrease over the previous fiscal year. People of color comprise 19.38% of this category, 2.10% below the FY95 level of 21.48%.

Officials and Managers — People of Color									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
A01	Directors	9.81%	11.76%	N	17	9.61%	13.33%	N	15
A03	Admin Mgmt	21.93%	25.35%	N	71	21.88%	20.00%	Y	70
A05	Tech Mgmt	28.54%	19.15%	Y	47	28.10%	20.45%	Y	44
Aggregate		22.71%	21.48%	Y	135	22.57%	19.38%	Y	129

In the aggregate, utilization of people of color in the Officials and Managers category experienced a slight decrease of 2.10% from FY95 levels. People of color now make up 19.38% of this group as opposed to 21.48% last year.

In FY96, Directors (A01) maintained parity. At the beginning of FY97, two job groups were underutilized: Administrative Management (A03) and Technical Management (A05). Underutilization in Technical Management (A05) was slightly reduced during FY96.

Scientists and Engineers — People of Color									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
B01	Bio-Med Sci	11.25%	18.82%	N	85	11.06%	19.61%	N	102
B02	Chemistry	12.21%	16.36%	N	55	12.10%	13.43%	N	67
B03	Physics	9.97%	18.41%	N	201	9.75%	15.12%	N	205
B04	Comp Sci./Math./Stat.	24.76%	22.58%	Y	155	24.94%	20.47%	Y	215
B05	Elect / Electronics Eng.	27.08%	17.65%	Y	51	26.64%	17.46%	Y	63
B06	Mech Engineering	22.58%	17.24%	Y	58	22.46%	19.05%	Y	63
B07	Other Eng. & Earth Sci.	17.08%	29.17%	N	72	18.04%	29.58%	N	71
B08	Facil Engineers	23.13%	28.89%	N	45	23.44%	28.21%	N	39
B09	Economics	9.75%	15.15%	N	33	10.29%	14.29%	N	28
B11	Research Associate	14.49%	28.80%	N	184	14.69%	34.21%	N	190
B16	Env, Health & Safety	12.71%	33.87%	N	62	12.32%	28.07%	N	57
Aggregate		16.19%	22.88%	N	1001	16.70%	22.18%	Y	1100

**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.

In the aggregate, utilization of people of color in the Professionals-Scientist and Engineers remained above availability at 22.18% versus 16.70%, representing virtually no change over the FY95 level of 22.88%.

Of the following three job groups that remained underutilized in people of color at the beginning of FY97, there was a reduction in Mechanical Engineering (B06) underutilization.

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

Administrative Professionals — People of Color									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
B10	Techl Edit/Writ	14.79%	16.00%	0	25	14.01%	16.00%	0	25
B13	Adminrs/Analysts	26.60%	30.63%	0	160	25.32%	28.95%	0	152
Aggregate		25.00%	28.65%	0	185	23.72%	27.12%	0	177

**Administrative Professionals:
People of Color**

The utilization of people of color in this category decreased during FY96 over FY95. People of color comprised 27.12% of this category this year and made up 28.65% last year, a decrease of 1.53%.

This category has been fully utilized since FY94.

Technicians — People of Color									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
C01	Computer Techs	26.79%	36.36%	N	11	26.44%	22.22%	N	18
C02	Mechanical Techs	25.76%	15.00%	Y	100	26.13%	14.55%	Y	110
C03	Electronic Techs	35.33%	25.00%	Y	88	33.46%	23.23%	Y	99
C04	Tech / Research	32.66%	24.56%	Y	57	31.33%	28.57%	Y	63
C05	Design / Graphics	34.02%	32.50%	N	40	33.97%	35.71%	N	42
C06	Health / Medical	34.85%	39.29%	N	28	35.39%	36.67%	N	30
C07	Technical Associates	27.19%	17.07%	Y	41	28.99%	12.50%	Y	48
C08	Accelerator Operators	37.80%	13.33%	Y	15	37.01%	18.75%	Y	16
Aggregate		31.21%	23.16%	Y	380	30.77%	22.54%	Y	426

**Technicians:
People of Color**

The utilization of people of color in the Technician job groups decreased slightly during FY96. People of color made up 22.54% of this group during FY96 and 23.16% during FY95, a difference of 0.62%.

At the beginning of FY96, five job groups were underutilized:

- Mechanical Technicians (C02),
- Electronics Technicians (C03),
- Technical/Research (C04),
- Technical Associates (C07), and
- Accelerator Operators (C08).

During FY96, underutilization in Technical Research (C04) was reduced. At the end of FY96, these job groups remained underutilized.

Three job groups maintained full utilization:

- Computer Technicians (C01),
- Design/Graphics (C05), and
- Health/Medical (C06).

Office and Clerical — People of Color									
Job Group	Job Title	FY 1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
D01	Office Services	42.89%	47.57%	N	206	42.22%	45.53%	N	235
D02	Clerical Supervisors	42.16%	38.10%	Y	63	41.54%	23.08%	Y	13
Aggregate		42.72%	45.35%	Y	269	42.18%	44.35%	Y	248

**Office and Clerical:
People of Color**

Representation of people of color decreased slightly in this category during FY96. Utilization of people of color was 44.35% in FY96, a decrease of 1% from the FY95 level of 45.35%.

Office Services (D01) has been fully utilized since FY93.

Skilled Crafts — People of Color									
Job Group	Job Title	FY 1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
E01	Machinists	36.10%	25.00%	Y	28	36.10%	23.08%	Y	26
E02	Crafts/Trades	33.81%	23.81%	Y	63	33.81%	25.00%	Y	64
E03	Mechanics/Repair	39.20%	25.93%	Y	27	39.20%	25.93%	Y	27
Aggregate		35.59%	24.58%	Y	118	35.56%	24.79%	Y	117

**Skilled Crafts:
People of Color**

In the aggregate, utilization of people of color in this EEO category remained virtually unchanged. People of color comprised 24.79% of this group in FY96 and 24.58% in FY95, a change of 0.21%.

All three job groups were underutilized for people of color at the beginning of FY97 with underutilization in Crafts/Trades (E02) slightly reduced.

Semi-skilled — People of Color									
Job Group	Job Title	FY1996			All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU		Avail	Utiliz	UU	
F01	Semi-skilled	46.60%	52.17%	N	23	46.60%	45.45%	N	22
Aggregate		46.60%	52.17%	N	23	46.60%	45.45%	N	22

**Semi-skilled:
People of Color**

Utilization of people of color decreased in FY96, from 52.17% in FY95 to 45.45% in FY96, a decrease of 6.72%. At the beginning of FY97 this job group was fully utilized.

Service Workers — People of Color										
Job Group	Job Title	FY1996				All LBL Emps	FY1997			All LBNL Emps
		Avail	Utiliz	UU	UU		Avail	Utiliz	UU	
G01	Fire Fighters	20.50%	6.67%	Y	2	15	20.50%	8.33%	Y	12
G02	Bus Drivers	65.46%	69.23%	N	0	13	65.46%	69.23%	N	13
G03	Custodians	61.94%	69.70%	N	0	33	61.94%	71.88%	N	32
Aggregate		52.50%	54.10%	Y	2	61	54.02%	57.89%	Y	57

**Service Workers:
People of Color**

Utilization of people of color in this category increased from 54.10% in FY95 to 57.89% in FY96, an increase of 1.72%. There were no hires in FY96. There were no promotions in this category.

At the beginning of FY97, Bus Drivers (G02) and Custodians (G03) continued to be fully utilized. Fire Fighters (G01) reduced underutilization.

OVERVIEW

The Laboratory's FY1996 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.

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 occurred, percentage goals equal to the availability were set to bring utilization in line with the availability estimate.

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

In the aggregate, the Laboratory continued to achieve workforce representation comparable to availability for women and people of color by reducing underutilization in its EEO job groups during the preceding AAP year. Minority representation was 27.39% compared to 27.1% at the beginning of FY95 and female representation was 32.50% compared to 31.4% at the beginning of FY95.

At the beginning of FY96, five of 33 job groups were fully utilized across women, people of color, and individual ethnic categories. Women were fully utilized by the Laboratory in 18 of 33 job groups. Nineteen of 33 job groups were fully utilized for people of color and eight of 33 were fully utilized in every individual minority group. In cases where women, people of color or individual minority groups were not fully utilized, goals were established for the underrepresented job groups.

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 are high, availability is high, and representation is low. See Section 2, **Definition of Terms** and Section 17, **Concerns and Resolutions** for more on statistically significant underutilization. As with all underutilization, the Laboratory establishes goals and closely monitors this activity throughout the year.

The following job groups were identified with statistically significant underutilization:

- | | |
|--------------------------------|------------------------|
| • Research Associate (B11) | African American |
| • Mechanical Technicians (C02) | Women, People of Color |
| • Electronic Technicians (C03) | Women |
| • Health/Medical (C06) | Women |

During FY96, with respect to Research Associate (B11), there was no level of change in underutilization. Job Groups Mechanical Technicians (C02), Electronic Technicians (C03), and Health/Medical (C06) reflected a slight increase in underutilization. Hence, these job groups remained statistically significantly underutilized at the end of this period. The Laboratory will continue to closely monitor these job groups in 1997.

By October 1, 1996, one job group achieved full utilization of women:

- C04 Tech/Research

Two job groups achieved full utilization in individual minority groups:

- A05 Administrative Management (Asian)
- B06 Technical Management (African American)

Three job groups demonstrated a reduction of underutilization of women:

- A05 Administrative Management
- E01 Machinists (entry)
- F01 Semi-skilled

Six job groups demonstrated a reduction of underutilization among People of Color:

- A05 Technical Management
- B06 Mechanical Engineering
- C04 Tech/Research
- C08 Accelerator Operators
- E02 Crafts/Trades
- G01 Fire

Four job groups demonstrated a reduction of underutilization in individual minority groups:

- A05 Technical Management (Hispanic)
- B04 Computer Sci/Math/Statistics (African American)
- C03 Electronic Technicians (Asian)
- F01 Semi-skilled (Asian)

Four job groups were fully utilized across women, people of color, and individual ethnic categories. Women were fully utilized by the Laboratory in 17 of 33 job groups. Eighteen of 33 job groups were fully utilized for people of color and seven job groups were fully utilized in every individual minority group.

The following table, "FY1996 Progress of Underutilization" provides details of these summary results.

FY 1996 Progress of Underutilization

Job Group	Female			Total Minority			African American			Hispanic			Asian			Native American			Total		
	Oct-95	Oct-96	change	Oct-95	Oct-96	change	Oct-95	Oct-96	change	Oct-95	Oct-96	change	Oct-95	Oct-96	change	Oct-95	Oct-96	change	Oct-95	Oct-96	change
A01	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
A03	5	10	5	0	1	1	0	0	0	3	3	0	0	0	0	0	0	0	8	13	5
A05	3	1	(2)	4	3	(1)	0	0	0	2	2	0	1	0	(1)	0	0	0	6	3	(3)
Total A	8	11	3	4	4	0	0	0	0	5	5	0	1	0	(1)	0	0	0	14	16	2
B01	0	0	0	0	0	0	1	2	1	0	0	0	0	0	0	0	0	0	1	2	1
B02	0	0	0	0	0	0	1	1	0	1	1	0	0	0	0	0	0	0	2	2	0
B03	2	2	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	3	3	0
B04	0	1	1	3	9	6	5	4	(1)	6	6	0	0	0	0	0	0	0	11	11	0
B05	1	1	0	4	5	1	0	0	0	1	1	0	4	4	0	0	0	0	6	6	0
B06	0	0	0	3	2	(1)	1	0	(1)	2	2	0	0	0	0	0	0	0	3	2	(1)
B07	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
B08	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0
B09	3	4	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	4	1
B11	0	0	0	0	0	0	5	5	0	3	3	0	0	0	0	0	0	0	8	8	0
B16	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total BS	7	9	2	10	16	6	15	14	-1	13	13	0	4	4	0	0	0	0	39	40	1
B10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
B13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total BA	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total B	7	9	2	10	16	6	15	14	(1)	13	13	0	4	4	0	0	0	0	39	40	1
C01	1	2	1	0	0	0	0	0	0	0	0	0	0	2	2	0	0	0	1	4	3
C02	7	7	0	10	12	2	1	2	1	4	4	0	2	3	1	1	1	0	15	17	2
C03	9	11	2	9	10	1	0	1	1	3	3	0	4	3	(1)	0	0	0	16	18	2
C04	1	0	(1)	4	1	(3)	0	0	0	0	0	0	5	5	0	0	0	0	6	5	(1)
C05	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	1	1
C06	9	10	1	0	0	0	0	0	0	2	2	0	0	0	0	0	0	0	11	12	1
C07	4	4	0	4	7	3	1	2	1	2	2	0	1	2	1	0	0	0	8	10	2
C08	0	1	1	3	2	(1)	0	0	0	0	0	0	3	3	0	0	0	0	3	4	1
Total C	31	35	4	40	48	8	2	5	3	11	11	0	15	19	4	1	1	0	60	71	11
D01	0	0	0	0	0	0	0	0	0	2	2	0	4	6	2	0	0	0	6	8	2
D02	0	0	0	2	2	0	0	0	0	1	1	0	1	1	0	0	0	0	2	2	0
Total D	0	0	0	2	2	0	0	0	0	3	3	0	5	7	2	0	0	0	8	10	2
E01	2	1	(1)	3	3	0	0	0	0	4	4	0	0	0	0	0	0	0	6	5	(1)
E02	1	1	0	6	5	(1)	1	1	0	1	1	0	2	2	0	0	0	0	5	5	0
E03	0	0	0	3	3	0	0	0	0	2	2	0	1	1	0	0	0	0	3	3	0
Total E	3	2	(1)	12	11	(1)	1	1	0	7	7	0	3	3	0	0	0	0	14	13	(1)
F01	3	2	(1)	0	0	0	0	0	0	0	0	0	2	1	(1)	0	0	0	5	3	(2)
G01	0	0	0	2	1	(1)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
G02	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	1	1	0
G03	0	0	0	0	0	0	1	1	0	0	0	0	0	0	0	0	0	0	1	1	0
Total G	0	0	0	2	1	(1)	1	1	0	1	1	0	0	0	0	0	0	0	2	2	0
Total	52	59	7	70	82	12	19	21	2	40	40	0	30	34	4	1	1	0	142	155	13
			13.46%			17.14%			10.53%			0.00%			13.33%			0.00%			9.15%

OVERVIEW:
1996 AAP PLACEMENT
GOAL RESULTS

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)).

Three types of placement goals were set in the 1996 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 257 advertised placements in FY96. Two hundred and twenty-five of these placements were in underutilized job groups. Of the 28 job groups that were underutilized, there were significant placement opportunities (ten or more) in eight job groups:

• B01	Bio-med Science	15 placements
• B03	Physics	11 placements
• B04	Computer Science/Math./Stat.	62 placements
• B11	Research Associates	25 placements
• B13	Administrators/Analysts	20 placements
• C02	Mechanical Technicians	11 placements
• C03	Electronic Technicians	13 placements
• D01	Office Services	16 placements

Seven job groups had more than 5 placements:

• A03	Administrative Management	8 placements
• B02	Chemistry	6 placements
• B05	Electrical/Electronic Eng.	6 placements
• B06	Mechanical Engineering	6 placements
• B16	Environmental Health and Safety	7 placements
• C01	Computer Technicians	8 placements
• C04	Tech/Research	9 placements.

Of the 225 placements in underutilized job groups, 173 (77%) were in the first eight job groups with significant opportunities noted above. Including the seven job groups with more than five placements brings the number of placements to 223 (99%).

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 1996 AA/EEO Placement Goals. This situation is not unique to FY96 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.

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**Women****Goal 1 Results: GOAL MET****Goal 1: Placement of women at or above the aggregate availability rate for underutilized job groups****103.65% performance for placements of women.**

Of the 83 placements in job groups that were underutilized for women, 20 (24.10%) were filled by women. The aggregate availability for these placements was 23.25%.

Officials and Managers

In this category, women comprised 10.00% of placements, which is below the aggregate availability of 38.42%. Women received 42.9% of promotions in this category, which is above last year's utilization rate of 22.96%.

**Professionals —
Scientists and Engineers**

In this category, women comprised 25.52% of placements, which is above the aggregate availability rate of 24.04%. Women received 21.43% of promotions in this category, which is below last year's utilization rate of 22.98%.

Administrative Professionals

In this category, women comprised 80.95% of placements, which is significantly greater than the aggregate availability rate of 52.26%. Women received 86.67% of promotions, which is higher than last year's utilization rate of 72.97%.

Technicians

In this category, women comprised 18.87% of placements, which is below the aggregate availability rate of 23.75%. Women received 25% of promotions, which is significantly higher than last year's utilization rate of 15.26%.

Office and Clerical

In this category, women comprised 79.17%, which is significantly greater than the aggregate availability rate of 71.13%. Women received 100% of promotions, which is higher than last year's utilization rate of 84.76%.

Skilled Crafts

Of the three hires in this category, none were women. There were three promotions in this category and none were women.

Semi-Skilled

There was one hire in this category and it was not a woman. There was one promotion in this category and it was not a woman.

Service Workers

There were no placement opportunities in this category. There were no promotion opportunities in this category.

Female Hiring and Performance by Job Group						
Job Group	Female Underutilization	Availability	Vacancies Filled	Females Hired	Placement	Performance*
A03	5	45.72%	8	1	12.50%	27.34%
A05	3	11.01%	0	0	-	-
B03	2	7.35%	11	0	0.00%	0.00%
B05	1	9.51%	6	1	16.67%	175.25%
B08	1	13.46%	0	0	-	-
B09	3	21.49%	0	0	-	-
C01	1	26.80%	8	1	12.50%	46.64%
C02	7	9.14%	11	0	0.00%	0.00%
C03	9	15.83%	13	1	7.69%	48.59%
C04	1	28.79%	9	7	77.78%	270.16%
C06	9	68.40%	3	0	0.00%	0.00%
C07	4	31.58%	2	1	50.00%	158.33%
D02	2	42.16%	8	8	100.00%	237.19%
E01	2	7.48%	0	0	-	-
E02	1	3.10%	3	0	0.00%	0.00%
F01	3	31.03%	1	0	0.00%	0.00%
Total	54	23.25%	83	20	24.10%	103.65%

* Performance is a function of comparing placement percentage with the availability rate.

People of Color**Goal 2 Results: GOAL MET**

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

205.31% performance for placements of people of color.

Excellent placement of people of color was observed in FY96. Of the 217 placements in job groups that were underutilized for people of color, 54 (24.88%) were filled by people of color. The aggregate availability for these placements was 12.12%.

Officials and Managers

Placements of people of color in Officials and Managers comprised 10.00%, which is below the aggregate availability rate of 19.39%. People of color received 28.57% of promotions, which is above last year's utilization rate of 21.48%.

**Professionals —
Scientists and Engineers**

Placements of people of color in this category comprised 26.90%, which is significantly higher than the aggregate availability rate of 18.92%. People of color received 25.71% of promotions, which is higher than last year's utilization rate of 22.88% and constitutes a significant improvement over the promotion rate in FY95, which was 16.19%.

Administrative Professionals

Placements of people of color in this category comprised 19.05%, which is above the aggregate availability rate of 14.37%. People of color received 28% of promotions, which was slightly less than last year's utilization rate of 28.65%.

Technicians

Placements of people of color in this category comprised 16.98%, which is below the availability rate of 31.20%. People of color received 5% of promotions, which is significantly lower than last year's utilization rate of 23.16%.

Office and Clerical

Placements of people of color comprised 33.33%, which is lower than the aggregate availability rate of 42.55%. There were no promotion opportunities in this category.

Skilled Crafts

Placements of people of color comprised 33.33%, which is slightly lower than the aggregate availability rate of 33.51%. People of color received 66.7% of promotions, which is higher than last year's utilization rate of 24.58%.

Semi-Skilled There was one hire in this category and it was not a person of color. There was one person of color promoted in the category (100%), which exceeded last year's utilization rate of 52.17%.

Service Workers There were no placement opportunities in this category. There were no promotion opportunities in this category.

People of Color Hiring and Performance by Job Group						
Job Group	People of Color Underutilization	Availability	Vacancies Filled	People of Color Hired	Placement	Performance*
A03	3	5.94%	8	1	12.50%	210.44%
A05	4	17.43%	0	0	-	-
B01	1	3.32%	15	5	33.33%	1004.02%
B02	2	4.41%	6	2	33.33%	755.86%
B03	1	1.24%	11	2	18.18%	1466.28%
B04	8	8.08%	62	12	19.35%	239.54%
B05	4	18.66%	6	2	33.33%	178.64%
B06	2	6.35%	6	2	33.33%	524.93%
B07	1	2.66%	7	1	14.29%	537.06%
B11	8	6.73%	25	10	40.00%	594.35%
C02	7	24.81%	11	0	0.00%	0.00%
C03	8	26.79%	13	1	7.69%	28.71%
C04	5	18.74%	9	6	66.67%	355.75%
C06	2	8.94%	3	0	0.00%	0.00%
C07	3	26.56%	2	0	0.00%	0.00%
C08	3	21.38%	5	1	20.00%	93.55%
D01	9	24.87%	16	7	43.75%	175.91%
D02	2	21.36%	8	1	12.50%	58.52%
E01	3	20.98%	0	0	-	-
E02	5	32.04%	3	1	33.33%	104.04%
E03	3	26.77%	0	0	-	-
F01	2	13.20%	1	0	0.00%	0.00%
G01	1	7.84%	0	0	-	-
G02	1	10.51%	0	0	-	-
G03	1	19.93%	0	0	-	-
Total	89	12.12%	217	54	24.88%	205.31%

* Performance is a function of comparing placement percentage with the availability rate.

African Americans

Goal 3 Results: PROGRESS

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

35.99% performance for placements of African Americans.

Progress was made toward reaching this goal; four additional underutilized African American placements would have resulted in this goal being met.

African American Hiring and Performance by Job Group						
Job Group	African American Underutilization	Availability	Vacancies Filled	African American Hired	Placement	Performance*
B01	1	3.32%	15	0	0.00%	0.00%
B02	1	2.32%	6	0	0.00%	0.00%
B03	1	1.24%	11	0	0.00%	0.00%
B04	5	4.54%	62	1	1.61%	35.53%
B06	1	2.05%	6	0	0.00%	0.00%
B07	1	2.66%	7	0	0.00%	0.00%
B11	5	4.00%	25	1	4.00%	100.00%
C02	1	2.79%	11	0	0.00%	0.00%
C07	1	5.11%	2	0	0.00%	0.00%
E02	1	8.36%	3	0	0.00%	0.00%
G03	1	19.93%	0	0	-	-
Total	19	3.76%	148	2	1.35%	35.99%

* Performance is a function of comparing placement percentage with the availability rate.

Asians

Goal 3 Results: PROGRESS

72.97% performance for placements of Asians.

Progress was made toward reaching this goal in FY96; three additional underutilized Asian placements would have resulted in this goal being met.

Asian Hiring and Performance by Job Group						
Job Group	Asian Underutilization	Availability	Vacancies Filled	Asians Hired	Placement	Performance*
A05	1	6.58%	0	0	-	-
B05	4	18.66%	6	2	33.33%	178.64%
C02	2	9.91%	11	0	0.00%	0.00%
C03	4	18.48%	13	1	7.69%	41.63%
C04	5	18.74%	9	3	33.33%	177.87%
C07	1	13.29%	2	0	0.00%	0.00%
C08	3	21.38%	5	0	0.00%	0.00%
D01	4	12.91%	16	2	12.50%	96.82%
D02	1	11.66%	8	0	0.00%	0.00%
E02	2	6.63%	3	0	0.00%	0.00%
E03	1	10.85%	0	0	-	-
F01	2	13.20%	1	0	0.00%	0.00%
Total	30	14.81%	74	8	10.81%	72.97%

* Performance is a function of comparing placement percentage with the availability rate.

Hispanics

Goal 3 Results: PROGRESS

31.26% performance for placements of Hispanics.

Progress was made toward reaching this goal in FY96. Seven additional underutilized Hispanic placements would have resulted in this goal being met.

Hispanic Hiring and Performance by Job Group						
Job Group	Hispanic Underutilization	Availability	Vacancies Filled	Hispanics Hired	Placement	Performance*
A03	3	5.94%	8	0	0.00%	0.00%
A05	3	10.85%	0	0	-	-
B02	1	2.09%	6	0	0.00%	0.00%
B04	3	3.54%	62	0	0.00%	0.00%
B06	1	4.30%	6	0	0.00%	0.00%
B11	3	2.73%	25	0	0.00%	0.00%
C02	3	10.45%	11	0	0.00%	0.00%
C03	4	8.31%	13	0	0.00%	0.00%
C06	2	8.94%	3	0	0.00%	0.00%
C07	1	8.16%	2	0	0.00%	0.00%
D01	5	11.96%	16	1	6.25%	52.26%
D02	1	9.70%	8	1	12.50%	128.87%
E01	3	20.98%	0	0	-	-
E02	2	17.05%	3	1	33.33%	195.50%
E03	2	15.92%	0	0	-	-
G01	1	7.84%	0	0	-	-
G02	1	10.51%	0	0	-	-
Total	39	5.89%	163	3	1.84%	31.26%

* Performance is a function of comparing placement percentage with the availability rate.

Native Americans

Goal 3 Results: NO PROGRESS

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 and the few placement opportunities, one placement would have resulted in substantially exceeding this goal.

Native American Hiring and Performance by Job Group						
Job Group	Native American Underutilization	Availability	Vacancies Filled	Native Americans Hired	Placement	Performance*
C02	2	1.66%	11	0	0.00%	0.00%
Total	2	1.66%	11	0	0.00%	0.00%

* Performance is a function of comparing placement percentage with the availability rate.

Specific Placement Goals for
Underutilized Job Groups

Significant Placement Activity is Expected.

Goal 4: Placement of African Americans in job group B11 (Research Associates) at or above 4.00%.

Goal Met. The actual number of placements was 25 and one African American was hired. The placement rate for African Americans was 4.00%.

Significant Placement Activity is Not Expected.

Goal 5: Application of women for placement opportunities in job group C02 (Mechanical Technicians) at or above 9.14%.

Progress Made. The actual number of placements was 11, which exceeded the estimated number of opportunities established for CY1996. Of the 18 applicants who identified their gender, one applicant was female. This yielded an applicant rate of 5.3%.

Goal 6: Application of people of color for placement opportunities in job group C02 (Mechanical Technicians) at or above 25.76%.

No Progress. The actual number of placements was 11, which exceeded the estimated number of opportunities established for CY1996. Of the 17 applicants who identified their ethnicity, none were people of color.

**Specific Placement Goals for
Underutilized Job Groups**
(continued)

Goal 7: Application of women for placement opportunities in job group C03 (Electronic Technicians) at or above 15.83%.

Progress Made. The actual number of placements was 13, which exceeded the estimated number of opportunities established for CY1996. Out of the 28 applicants who identified their gender, two were female. This yielded an applicant rate of 7.14%.

Bonus: Of the 13 placements, one was a female, yielding a placement rate of 7.7%.

Goal 8: Application of women for placement opportunities in job group C06 (Health/Medical) at or above 68.40%.

No Progress. The actual number of placements was three, which was in line with the estimated number of opportunities established for CY1996. Of the six applicants who identified their gender, none were female.

JOB GROUPS

**Statistically Significantly
Underutilized Areas**

In utilization analysis, underutilization is considered 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. However, 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 19, **CY97 Goals and Objectives**.

However, there are eleven areas in nine job groups that have been identified with statistically significant underutilization using the Exact Binomial Test. These eleven areas are of immediate concern and are reviewed in Section 19, **CY97 Goals and Objectives**, for the applicability of individual goals. These eleven 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.

Of the nine job groups that have statistically significant underutilization, three are expected to have significant placement opportunities based on historical trends:

- Administrative Management (A03),
- Computer Sci/Math/Statistics (B04), and
- Research Associate (B11).

Therefore, the Laboratory must look beyond placement as the sole area to combat underutilization.

"Table 1, 10/1/96 Job Groups with Statistically Significant Underutilization," illustrates the areas with significant underutilization relative to significant placement opportunities in FY96.

"Table 2, 10/1/96 Other Job Groups with Underutilization," illustrates areas other than those identified in Table 1, with underutilization relative to significant placement opportunities in FY96.

Table 1**10/1/96 JOB GROUPS WITH
STATISTICALLY SIGNIFICANT UNDERUTILIZATION**

JOB GROUP	TITLE	AREAS WITH SIGNIFICANT UNDERUTILIZATION	AREAS WITH SIGNIFICANT OR MODERATE PLACEMENT OPPORTUNITIES *
A03	Administrative/Management	Women	9
B04	Computer Sci/Math/Statistics	Hispanic	28
B11	Research Associate	African American	31
C02	Mechanical Technicians	Women	-
		People of Color	-
C03	Electronic Technicians	Women	-
		People of Color	-
C06	Health/Medical	Women	-
C07	Technical Associates	People of Color	-
C08	Accelerator Operators	Asians	-
E01	Machinists (entry)	Hispanics	-

Table 2**10/1/96 OTHER JOB GROUPS WITH UNDERUTILIZATION**

JOB GROUP	TITLE	AREAS WITH UNDERUTILIZATION	AREAS WITH SIGNIFICANT OR MODERATE PLACEMENT OPPORTUNITIES *
A03	Administrative/Management	People of Color	9
		Hispanic	9
A05	Technical Management	Women	-
		People of Color	-
		Hispanic	-
		Asian	-
B01	Bio-med. Science	African American	7
B02	Chemistry	African American	-
		Hispanic	-
B03	Physics	Women	9
		African American	9

* Ten or more placements is considered significant; More than five is considered moderate.
Figures are based on three-year placement trend.

Table 2

10/1/96 OTHER JOB GROUPS WITH UNDERUTILIZATION - *continued*

JOB GROUP	TITLE	AREAS WITH UNDERUTILIZATION	AREAS WITH SIGNIFICANT OR MODERATE PLACEMENT OPPORTUNITIES *
B04	Computer Sci/Math/Statistics	Women	28
		People of Color	28
		African American	28
B05	Electrical/Electronic Engineering	Women	-
		People of Color	-
		Hispanic	-
		Asian	-
B06	Mechanical Engineering	People of Color	-
		African American	-
		Hispanic	-
B07	Other Eng and Earth Sciences	African American	-
B08	Facilities Engineers	Women	-
B09	Economics/Analysis	Women	-
B11	Research Associates	Hispanic	31
C01	Computer Technicians	Women	-
		Asian	-
C02	Mechanical Technicians	African American	-
		Hispanic	-
		Asian	-
		Native American	-
C03	Electronic Technicians	African American	-
		Hispanic	-
		Asian	-
C04	Tech/Research	Women	6
		People of Color	6
		Asian	6
C05	Design/Graphics	Asian	-
C06	Health/Medical	Hispanic	-

* Ten or more placements is considered significant; More than five is considered moderate.
Figures are based on three-year placement trend.

Table 2

10/1/96 OTHER JOB GROUPS WITH UNDERUTILIZATION - *continued*

JOB GROUP	TITLE	AREAS WITH UNDERUTILIZATION	AREAS WITH SIGNIFICANT OR MODERATE PLACEMENT OPPORTUNITIES *
C07	Technical Associates	Women	-
		African American	-
		Hispanic	-
		Asian	-
C08	Accelerator Operators	Women	-
		People of Color	-
D01	Office Services	Hispanic	27
		Asian	27
D02	Clerical Supervisors	People of Color	6
		Hispanic	6
		Asian	6
E01	Machinists (entry)	Women	-
		People of Color	-
E02	Crafts/Trades	Women	-
		People of Color	-
		African American	-
		Hispanic	-
		Asian	-
E03	Mechanics/Repair	People of Color	-
		Hispanic	-
		Asian	-
F01	Semi-Skilled	Women	-
		Asian	-
G01	Fire	People of Color	-
		Hispanic	-
G02	Bus Drivers	Hispanic	-
G03	Custodians	African American	-

* Ten or more placements is considered significant; More than five is considered moderate.
 Figures are based on three-year placement trend.

**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 for personnel activities such as hiring, terminations and promotions, 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, the Berkeley Lab has worked closely with the Office of Federal Contract Compliance Programs (OFCCP). Each approach has merit. Using Laboratory-wide data permits meaningful analysis relative to potential problem areas. 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.

The Fishers Exact Test was used to reach the findings and conclusions for protected groups in each EEO-1 Category. Because of the relatively small number of personnel actions (hirings, terminations, and promotions) within many job groups, the adverse impact analyses are at the EEO-1 level. Using this methodology for hires, adverse impact was detected among African Americans, Asians, and Total Minorities in the Federal Occupation Category for Professionals and among African Americans and Total Minorities in the Federal Occupation Category for Technicians. Analysis of terminations detected adverse impact among women in the Federal Occupation Category for Technicians and among African Americans in the Federal Occupation Category Office and Clerical. No adverse impact was detected among promotions.

An alternative procedure for addressing the problem of relatively small numbers of personnel actions (hirings, terminations, and promotions) is to perform the same statistical tests for each job group on Laboratory-wide data. Using this methodology for hires, adverse impact was detected among Total Minorities in Bio-Med Science (B01), Total Minorities and Hispanics in Computer Sci/Math/Stat (B04), Total Minorities in Administrators/Analysts (B13), and Total Minorities in Computer Technician (C01) job group. In analyzing terminations, adverse impact was detected among African Americans in Office Services (D01) job group. There was no adverse impact in promotions.

**DIVISION WORK FORCE
ANALYSIS**

In compliance with the guidelines set out in 41 CFR 60.2.13 (d), the Ernest Orlando Lawrence Berkeley National Laboratory has developed a work force analysis (also known as an array) that lists each job title as it appears in collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each organizational unit. The organizational unit used by the Berkeley Lab is Division. See Section 4, **Organization**, for details of the Berkeley Lab's organizational units. Each job title is accompanied by information pertinent to the job title, such as the total number of incumbents, the total number of male and female incumbents, and the total number of male and female incumbents in each of the following ethnic categories: African American, Hispanic, Asian, and Native American. Refer to Appendix A, **Work Force Array**, to review this listing.

All Division Directors are charged with the overall responsibility for implementing AA/EEO policies within their Divisions. Refer to Section 5, **Responsibility for Implementation**, for more information.

This analysis serves to identify potential problem areas where one or more protected groups are not represented within the work force, particularly over time, where greater attention to accountability is needed.

The results of the fiscal year 1996 review of divisional work force analysis reveal potential problem areas in work force composition of women and people of color in the following divisions:

- Earth Sciences
- Energy and Environment
- Engineering
- Environment, Health and Safety
- Computing Sciences
- Life Sciences
- Nuclear Science
- Physics
- Structural Biology
-

These three areas (statistically significant underutilization, adverse impact, and division work force analysis) are further addressed in Section 18, **Good Faith Efforts and Action-Oriented Programs** and Section 19, **CY97 Goals and Objectives**.

INTRODUCTION

This 1997 action-oriented program was identified to address significant underutilization, recruitment, and retention issues described in Section 16, **Fiscal Year 1996: Progress**, Section 15, **Utilization Analysis**, and Section 17, **Concerns and Resolutions**. Since the Laboratory does not expect increased hiring activity over FY96 levels, emphasis will be placed on retention, employee development, and educational outreach.

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 Berkeley Lab 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.

**ONGOING AA/EEO
INITIATIVES**

The Berkeley Lab continually works to ensure equal employment opportunity for all people and pursues the concepts of EEO within the Laboratory at all times.

The Laboratory is committed to recruit women and people of color into its work force. Equally important is retention of those employees. 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 targeted recruitment efforts will be utilized for this purpose.

**ONGOING AA/EEO
INITIATIVES**
(continued)

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

The Laboratory will continue to implement new initiatives to further affirmative action and EEO throughout the year. The AA/EEO initiatives highlighted for FY96 are by no means intended to be an all-inclusive list but merely illustrate the direction and support of AA/EEO in the Laboratory. The following affirmative action efforts and human resources programs support the goals stated above.

Career Counseling

Since the second quarter of FY96, Berkeley Lab employees have had access to career development classes at the University of California at Berkeley. Additionally, the Employee Development Plan and the Tuition Reimbursement forms are available in the Laboratory's Public Access Folder and are included in the Employee Development & Training Unit's Home Page on the World Wide Web.

**Educational Assistance
Program**

For many years, the Laboratory has sponsored a Tuition Reimbursement Program that reimburses employees for two-thirds of tuition 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.

**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*.

The Berkeley Lab 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. The University is currently bargaining a contract with the University Professional and Technical Employees (UPTE) Union for the University's and Laboratory's technical unit employees.

Employment Law	Employment law training was completed by Operations managers and employees. "Managing Within the Law" was provided to supervisors and managers, and "Rights and Responsibilities: Knowing the Law" was provided to employees. The Laboratory's scientific division directors completed "Managing Within the Law." Scientific managers and supervisors attended this course in FY96. This course will continue to be offered in FY97.
Engineering Internships	This two-tiered, paid internship program was designed and developed in FY96 for the Laboratory's Engineering Divisions. Participants are recent recipients of undergraduate degrees in Mechanical and Electronic Engineering. These individuals, guided through their internship by the field's brightest engineers, take part in the design and development of the next generation of experimental research instruments and related systems. This program will continue in FY97.
The Lawrence Postdoctoral Fellowship Program	The Laboratory has developed its own year-around Postdoctoral Program aimed at improving diversity and developing promising scientists and engineers for career employment opportunities. The program was implemented in FY96 and currently has two postdoctoral fellows in the program. The Laboratory will continue to participate in the UC President's Postdoctoral Fellowship Program.
Management Skills Assessment Program (MSAP)	MSAP is a week-long residential career development program where participants gain a better understanding of their strengths and weaknesses and develop an action program for continued development of their management skills. This program will continue to be offered in FY97.
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 the Berkeley Lab 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.
Professional Skills Assessment Program (PSAP)	PSAP is a staff development program designed to allow participants an opportunity to increase their knowledge about career-related skills, on-the-job potential, and planning for future career growth. This program will continue to be offered in FY97.

Zenger-Miller Programs Zenger-Miller's FrontLine Leadership Program with an 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 1996.

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 offered by Employee Development and Training, 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.

UC President's Postdoctoral Fellowship Program

The Regents established the UC President's Postdoctoral Fellowship Program which is open to all qualified individuals 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. One postdoctoral fellow is currently in the 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 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 determining whether or not they could be reached using every good faith effort as outlined in the previous section, **Good Faith Efforts and Action-Oriented Programs**. These estimates have been derived from the previous two fiscal years' activity. If estimates are found to be inaccurate at the end of FY97, 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/
Adverse Impact**

In those instances where underutilization and/or adverse impact exists within job groups, 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.

1997 LABORATORY-WIDE UNDERUTILIZATION – WOMEN						
EEO Category	Job Group	Title	Total Staff	Availability Rate	Representation Rate	UU
Officials and Managers	A01	Directors	15			No
	A03	Administrative/Management	70	46.11%	31.43%	Yes*
	A05	Technical Management	44	11.09%	6.82%	Yes
Scientific Professionals	B01	Bio-Med Science	102			No
	B02	Chemistry	67			No
	B03	Physics	205	7.24%	5.85%	Yes
	B04	Computer Sci./Math./Stat.	215	25.26%	24.65%	Yes
	B05	Elec'l/Electronics Eng.	63	9.38%	6.35%	Yes
	B06	Mech'l Engineering	63			No
	B07	Other Eng and Earth Sci.	71			No
	B08	Facilities Engineers	39	13.26%	10.26%	Yes
	B09	Economics/Analysis	28	21.82%	7.14%	Yes
	B11	Research Associate	190			No
Administrative Professionals	B16	Environ. Health and Safety	57			No
	B10	Technical Editing/Writing	25			No
	B13	Administrators/Analysts	152			No
Technicians	C01	Computer Techs	18	26.71%	11.11%	Yes
	C02	Mechanical Techs	110	8.90%	1.82%	Yes*
	C03	Electronic Techs	99	15.75%	4.04%	Yes*
	C04	Tech/Research	63			No
	C05	Design/Graphics	42			No
	C06	Health/Medical	30	68.72%	33.33%	Yes*
	C07	Technical Associates	48	26.72%	16.67%	Yes
	C08	Accelerator Operators	16	29.00%	18.75%	Yes
Clerical	D01	Office Services	235			No
	D02	Clerical Supervisors	13			No
Skilled Crafts	E01	Machinists (entry)	26	7.48%	0.00%	Yes
	E02	Crafts/Trades	64	3.10%	0.00%	Yes
	E03	Mechanics/Repair	27			No
Operatives	F01	Semi-skilled	22	31.03%	18.18%	Yes
Service Workers	G01	Fire	12			No
	G02	Bus Drivers	13			No
	G03	Custodians	32			No

*Statistically Significant Underutilization

1997 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	15	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	A03	Administrative Management	70	People of Color	21.88%	20.00%	Yes
				African American			No
				Hispanic	5.86%	1.43%	Yes
				Asian			No
				Native American			No
	A05	Technical Management	44	People of Color	28.10%	20.45%	Yes
				African American			No
				Hispanic	11.22%	4.55%	Yes
				Asian			No
				Native American			No
Scientific Professionals	B01	Bio-Med Science	102	People of Color			No**
				African American	3.19%	0.98%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B02	Chemistry	67	People of Color			No
				African American	2.17%	0.00%	Yes
				Hispanic	2.20%	0.00%	Yes
				Asian			No
				Native American			No
	B03	Physics	205	People of Color			No
				African American	1.09%	0.49%	Yes
				Hispanic			No
				Asian			No
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

continued on next page

1997 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Scientific Professionals (continued)	B04	Computer Science Mathematics and Statistics	215	People of Color	24.94%	20.47%	Yes
				African American	4.32%	2.33%	Yes
				Hispanic	3.89%	0.93%	Yes*
				Asian			No
				Native American			No
	B05	Elec'l and Electronics Eng.	63	People of Color	26.64%	17.46%	Yes
				African American			No
				Hispanic	3.68%	1.59%	Yes
				Asian	18.78%	11.11%	Yes
				Native American			No
	B06	Mech'l Engineering	63	People of Color	22.46%	19.05%	Yes
				African American			No
				Hispanic	4.14%	0.00%	Yes
				Asian			No
				Native American			No
	B07	Other Eng and Earth Sciences	71	People of Color			No
				African American	2.79%	0.00%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B08	Facilities Engineers	39	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B09	Economics/Analysis	28	People of Color			No
				African American			No
				Hispanic			No
				Asian			Yes
				Native American			No
	B11	Research Associate	190	People of Color			No
				African American	3.97%	1.05%	Yes*
				Hispanic	2.93%	1.05%	Yes
				Asian			No
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

continued on next page

1997 LABORATORY-WIDE UNDERUTILIZATION -- PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Scientific Professionals (continued)	B16	Environment, Health and Safety	57	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Administrative Professionals	B10	Technical Editing Writing	25	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B13	Administrators and Analysts	152	People of Color			No**
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Technicians	C01	Computer Techs	18	People of Color			No**
				African American			No
				Hispanic			No
				Asian	17.78%	5.56%	Yes
				Native American			No
	C02	Mechanical Techs	110	People of Color	26.13%	14.55%	Yes*
				African American	3.08%	.91%	Yes
				Hispanic	10.41%	6.36%	Yes
				Asian	10.02%	7.27%	Yes
				Native American	1.66%	0.00%	Yes
	C03	Electronic Techs	99	People of Color	33.46%	23.23%	Yes*
				African American	7.53%	6.06%	Yes
				Hispanic	6.98%	3.03%	Yes
				Asian	17.98%	14.14%	Yes
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

continued on next page

1997 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Technicians (continued)	C04	Tech/Research	63	People of Color	31.33%	28.57%	Yes
				African American			No
				Hispanic			No
				Asian	18.32%	9.52%	Yes
				Native American			No
	C05	Design/Graphics	42	People of Color			No
				African American			No
				Hispanic			No
				Asian	15.96%	11.90%	Yes
				Native American			No
	C06	Health/Medical	30	People of Color			No
				African American			No
				Hispanic	8.94%	0.00%	Yes
				Asian			No
				Native American			No
	C07	Technical Associates	48	People of Color	28.99%	12.50%	Yes*
				African American	4.97%	0.00%	Yes
				Hispanic	10.10%	4.17%	Yes
				Asian	13.29%	8.33%	Yes
				Native American			No
	C08	Accelerator Operators	16	People of Color	37.01%	18.75%	Yes
				African American			No
				Hispanic			No
				Asian	21.23%	0.00%	Yes*
				Native American			No
Clerical	D01	Office Services	235	People of Color			No
				African American			No**
				Hispanic	12.06%	11.06%	Yes
				Asian	12.93%	10.21%	Yes
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

continued on next page

1997 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
Clerical (continued)	D02	Clerical Supervisors	13	People of Color	41.54%	23.08%	Yes
				African American			No
				Hispanic	10.25%	0.00%	Yes
				Asian	11.52%	0.00%	Yes
				Native American			No
Skilled Crafts	E01	Machinists (entry)	26	People of Color	36.10%	23.08%	Yes
				African American			No
				Hispanic	20.98%	3.85%	Yes*
				Asian			No
				Native American			No
	E02	Crafts/Trades	64	People of Color	33.81%	25.00%	Yes
				African American	8.36%	6.25%	Yes
				Hispanic	17.05%	14.06%	Yes
				Asian	6.63%	3.13%	Yes
				Native American			No
	E03	Mechanics/Repair	27	People of Color	39.20%	25.93%	Yes
				African American			No
				Hispanic	15.92%	7.41%	Yes
				Asian	10.85%	3.70%	Yes
				Native American			No
Operatives	F01	Semi-skilled	22	People of Color			No
				African American			No
				Hispanic			No
				Asian	13.20%	4.55%	Yes
				Native American			No
Service Workers	G01	Fire	12	People of Color	20.50%	8.33%	Yes
				African American			No
				Hispanic			No
				Asian			No
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

continued on next page

1997 LABORATORY-WIDE UNDERUTILIZATION – PEOPLE OF COLOR (continued)							
EEO Category	Job Group	Title	Total Staff	Specific Classes	Availability Rate	Representation Rate	UU
	G02	Bus Drivers	13	People of Color			No
				African American			No
				Hispanic	10.51%	0.00%	Yes
				Asian			No
				Native American			No
	G03	Custodians	32	People of Color			No
				African American	19.93%	15.63%	Yes
				Hispanic			No
				Asian			No
				Native American			No

* Statistically Significant Underutilization

** Adverse Impact in Hiring and Terminations

GOALS*(continued)*

Placement goals relative to the underutilization of women and people of color were set in 29 of 33 EEO job groups in the 1997 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. Among the 29 job groups with underutilization, the Laboratory has identified a high priority for those job groups using the following factors: underutilization levels, availability levels, placement opportunities, and the typical size and diversity of the applicant pools.

In addition to these factors, the Laboratory establishes a high priority for any job group with findings of statistically significant underutilization. Job groups containing one or both of these factors are given specific placement goals. These job groups and their specific goals are identified below under "Specific Placement Goals for Underutilized Job Groups. All other underutilized job groups are given general placement goals. These goals can be found below under "General Placement Goals for Underutilized Job Groups."

**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 with
Statistically Significant
Underutilization and/or
Adverse Impact**

Significant placement activity is expected.

- Goal 4:* Placement of total minorities in job group B04 (Computer Sci/Math/Statistics) at or above 24.94%.

The expected number of B04 (Computer Sci/Math/Statistics) placement opportunities for the current year is 28. Therefore seven or more placements are sought to fulfill this goal.

- Goal 5:* Placement of Hispanics in job group B04 (Computer Sci/Math/Statistics) at or above 3.89%.

The expected number of B04 (Computer Sci/Math/Statistics) placement opportunities for the current year is 28. Therefore one or more Hispanic placements are sought to fulfill this goal.

**Specific Placement Goals for
Underutilized Job Groups with
Statistically Significant
Underutilization and/or
Adverse Impact
(continued)**

Goal 6: Placement of African Americans in job group B11 (Research Associates) at or above 3.97%.

The expected number of B11 (Research Associates) placement opportunities for the current year is 31. Therefore two or more African American placements are sought to fulfill this goal.

Goal 7: Placement of total minorities in job group B13 (Administrators/Analysts) at or above 25.32%.

The expected number of B13 (Administrators/Analysts) placement opportunities for the current year is 21. Therefore five or more placements are sought to fulfill this goal.

Goal 8: Placement of African Americans in job group D01 (Office Services) at or above 16.51%.

The expected number of D01 (Office Services) placement opportunities for the current year is 27. Therefore four or more African American placements are sought to fulfill this goal.

Significant Placement Activity is Not Expected.

Goal 9: Placement of women in job group A03 (Administrative/Management) at or above 46.11%.

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

Goal 10: Placement of total minorities in job group B01 (Bio-Med Science) at or above 11.06%.

The expected number of B01 (Bio-Med Science) placement opportunities for the current year is seven. Therefore, one or more placements are sought to fulfill this goal.

Goal 11: Application of total minorities for placement opportunities in job group C01 (Computer Technicians) at or above 26.44%.

The expected number of C01 (Computer Technicians) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that people of color are given every opportunity to compete for the few placement opportunities that may arise.

**Specific Placement Goals for
Underutilized Job Groups with
Statistically Significant
Underutilization and/or
Adverse Impact**
(continued)

Significant Placement Activity is Not Expected.

Goal 12: Application of women for placement opportunities in job group C02 (Mechanical Technicians) at or above 8.90%.

The expected number of C02 (Mechanical Technicians) placement opportunities for the current year is five. Therefore this goal is designed to ensure that women are given every opportunity to compete if a placement opportunity occurs.

Goal 13: Application of people of color for placement opportunities in job group C02 (Mechanical Technicians) at or above 26.13%.

The expected number of C02 (Mechanical Technicians) placement opportunities for the current year is five. 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 women for placement opportunities in job group C03 (Electronic Technicians) at or above 15.75%.

The expected number of C03 (Electronic Technicians) 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 if a placement opportunity occurs.

Goal 15 : Application of people of color for placement opportunities in job group C03 (Electronic Technicians) at or above 33.46%.

The expected number of C03 (Electronic Technicians) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that people of color are given every opportunity to compete if a placement opportunity occurs.

Goal 16: Application of women for placement opportunities in job group C06 (Health/Medical) at or above 68.72%.

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.

**Specific Placement Goals for
Underutilized Job Groups with
Statistically Significant
Underutilization and/or
Adverse Impact
(continued)**

Significant Placement Activity is Not Expected.

Goal 17: Application of people of color for placement opportunities in job group C07 (Technical Associates) at or above 28.99%.

The expected number of C07 (Technical Associates) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that people of color are given every opportunity to compete if a placement opportunity occurs.

Goal 18: Application of Asians for placement opportunities in job group C08 (Accelerator Operators) at or above 21.23%.

The expected number of C08 (Accelerator Operators) placement opportunities for the current year is less than five. Therefore this goal is designed to ensure that Asians are given every opportunity to compete if a placement opportunity occurs.

Goal 19: Application of Hispanics for placement opportunities in job group E01 (Machinists-entry) at or above 20.98%.

There are no placement opportunities expected for E01 (Machinists-entry) for the current year. Therefore this goal is designed to ensure that Hispanics are given every opportunity to compete if a placement opportunity occurs.

**Action-Oriented Program
Objectives**

The Laboratory will continue to develop and implement a results-oriented plan and good faith efforts with a purpose of improving organizational units (division) performance in the recruitment, selection, and retention of women and people of color in the selected high priority areas.

Specifically, Divisions with potential problem areas and their work force composition of women and people of color, will implement goals and objectives in an effort to eliminate potential problem areas. The following action-oriented program is aimed at addressing these areas will include implementing outreach and recruitment strategies along with a variety of good faith activities where hiring opportunities exist.

**Action-Oriented Program
Objectives**
(continued)

- a) Ensure that, as vacancies occur (hiring, promotion, or transfer), Department Heads, Divisions Managers and selecting Officials are aware of the underrepresentation of women and people of color in the various Divisions
- b) Development of specific and relevant recruitment sources, including colleges, that will be used to recruit qualified women and people of color applicants for positions in the various Divisions
- c) Notify recruitment sources identified both verbally and in writing each time a vacancy occurs, allowing sufficient time for the recruitment sources to refer qualified women and people of color applicants. Retention of documentation of all actions taken with regard to hires, promotions, or transfers, which result from this good faith effort recruitment, as well as from any internal training, mentoring, or upward mobility programs.
- d) Maintain data on applicants data on applicants, i.e., interviews and reasons for selection/non-selection of candidates. Data will be maintained by gender, ethnicity, and job group. This will include all selections, including outside hires, promotions, and transfers.

The Head, Work Force Diversity Office is responsible for this action-oriented program and will contact recruitment resources, colleges, and professional organizations when the Division identifies a hiring opportunity. The Head will work also ensure appropriate training of the Selection and Hiring Officials, to ensure compliance with this requirement.

Further, all Divisions will continue to carry out a variety of baseline and ongoing development activities aimed at obtaining diverse applicant goals and developing and retaining employees. Refer to Section 8, **Outreach and Recruitment** and Section 18, **Good Faith Efforts and Action-Oriented Programs** for more information on organizations such as referral agencies for women and people of color, colleges, professional organizations, universities, local State Employment offices, and other recruitment sources, with which the Laboratory interacts as well as the Laboratory's programmatic initiatives.

Affirmative Action Program

Section 20

Monitoring

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 good faith efforts. 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 the monitoring and auditing of personnel activities through the development of a new Human Resources Information System (HRIS). The HRIS will allow for improved tracking of personnel actions and will provide an accurate historical record of events that was previously not available.

**Job Requisition and
Hire Justification**

The use of employment forms provides 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 are job-related. 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 identify viable recruiting resources that 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, utilizing an Applicant Data Entry Form that is completed by applicants on a voluntary basis.

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 qualified applicants to placements for adverse impact analysis. As appropriate, identified 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 are regularly reviewed by WFDO to ensure compliance with current EEO laws and OFCCP regulations. 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 15, **Utilization Analysis**, Section 19, **CY97 Goals and Objectives**, 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 17, **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 15, **Utilization Analysis**, Section 19, **CY97 Goals and Objectives**, and Appendix C, **Utilization Analysis**. As stated in Section 18, **Good Faith Efforts and Action-Oriented Programs**, 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 as well as address issues raised in Section 17, **Concerns and Resolutions**, as referenced above.

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

Targeted 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.

Report ID: PER025

Lawrence Berkeley National Lab
WORK FORCE ANALYSISPage No. 1
Run Date 10/21/96
Run Time 15:41:08

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Division: Directorate																
Deputy Director	0	0	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Laboratory Director	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	8	5	2	2	0	0	0	0	6	1	2	2	1	0
Administrative Assistant III	2,389	3,153	5	1	1	1	0	0	0	0	4	3	1	0	0	0
Administrative Specialist 1	2,453	3,337	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrator 2	2,804	4,207	2	1	0	0	0	0	0	0	2	1	0	1	0	0
Administrative Specialist 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Biophysicist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Hlth/Sft Eng/Sci Staff Sci 2	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Editor and Writer III	3,301	4,986	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Pgm Mgt E/S Staff Sci 3	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 4	3,885	5,828	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Tech Editor and Writer IV	3,885	5,856	4	0	1	1	0	0	0	0	3	3	0	0	0	0
Env Health & Safety Prof 2	3,924	6,239	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Biophysicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 5	4,503	6,969	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Patent Advisor II	4,503	6,969	1	1	0	0	0	0	0	0	1	0	0	0	0	0
Administrative Specialist 5	4,503	6,969	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Management I	5,125	8,187	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Patent Advisor III	5,125	8,187	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Management I	5,125	8,187	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Patent Advisor III	5,125	8,187	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Management I	5,125	8,187	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Program Manager	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Program Manager, Sr.	6,055	9,689	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Management II	6,616	10,569	4	1	2	1	1	0	0	0	2	2	0	0	0	0
Management III	7,609	12,155	1	0	1	1	0	0	0	0	0	0	0	0	0	0
TOTAL			53	12	25	23	1	1	0	0	28	18	3	4	3	0
% OF TOTAL			100.00	22.64	47.17	43.40	1.89	1.89	0.00	0.00	52.83	33.96	5.66	7.55	5.66	0.00

Division: Engineering

Clerical Assistant I	1,598	2,045	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computing Technician	1,837	3,042	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Engineering Assistant	1,837	3,042	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Print Room Operator, Princ	1,888	2,782	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computing Technician, Sr	2,105	3,572	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Travel Assistant II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Assistant II	2,161	2,832	4	1	1	1	0	0	0	0	3	2	1	0	0	0
Computer Sci Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Electronic Engr Sp Post Doc F	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Chemical Engr Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Drafter I	2,241	3,588	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electrical Engr Tech I	2,241	3,588	3	2	2	1	0	0	1	0	1	0	0	0	1	0
Mech Engr Machinist Asst I	2,241	3,588	5	1	5	4	1	0	0	0	0	0	0	0	0	0
Research Assoc	2,325	3,597	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Purchasing Assistant III	2,389	3,153	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Administrative Assistant III	2,389	3,153	3	1	0	0	0	0	0	0	3	2	0	1	0	0
Finance/Budget Asst III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Technical Coordinator, Asst	2,499	4,021	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Research Technician, Princ	2,499	4,021	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Design/Drafter II	2,506	4,009	2	2	1	0	0	0	1	0	1	0	0	0	1	0
Mechanical Engr Tech II	2,506	4,009	21	4	19	16	0	2	1	0	2	1	0	0	1	0
Electrical Engr Tech II	2,506	4,009	24	8	22	15	2	3	2	0	2	1	0	0	1	0
Design/Drafter II	2,506	4,009	2	1	2	1	0	1	0	0	0	0	0	0	0	0
Mechanical Engr Tech II	2,506	4,009	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electrical Engr Tech II	2,506	4,009	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Engr Tech III	2,801	4,482	37	8	37	29	1	4	3	0	0	0	0	0	0	0
Electrical Engr Tech III	2,801	4,482	25	6	25	19	1	0	5	0	0	0	0	0	0	0
Mechanical Engr Tech III	2,801	4,482	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Supervisor Admin Services 2	2,804	4,207	3	0	0	0	0	0	0	0	3	3	0	0	0	0
Tech Coordinator, Sr Asst	2,873	4,731	2	1	1	1	0	0	0	0	1	0	1	0	0	0
Mechanical Engineer	2,900	5,800	3	2	3	1	0	0	2	0	0	0	0	0	0	0
Electronic Engineer	2,900	5,800	10	5	8	4	1	1	2	0	2	1	0	0	1	0
Mechanical Engineer	2,900	5,800	8	3	7	4	1	0	2	0	1	1	0	0	0	0
Electronic Engineer	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Engr Special Sci	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Engineer	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Engr Special Sci	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Engineer	2,900	5,800	3	2	2	1	0	0	1	0	1	0	0	0	1	0
Mechanical Engineer	2,900	5,800	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Designer III	3,082	4,933	15	6	14	8	2	1	3	0	1	1	0	0	0	0
Mechanical Engr Machinist III	3,082	4,933	23	6	23	17	1	2	3	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	4	1	4	3	0	0	1	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	23	5	22	18	1	0	3	0	1	0	1	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	17	3	15	13	0	0	2	0	2	1	0	0	1	0
Materials Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	6	0	6	6	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	6	0	6	6	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Lead Technologist	3,454	5,368	14	0	13	13	0	0	0	0	1	1	0	0	0	0

Report ID: PER025

Lawrence Berkeley National Lab
WORK FORCE ANALYSISPage No. 3
Run Date 10/21/96
Run Time 15:41:08

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Mechanical Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc	3,680	5,716	3	1	3	2	1	0	0	0	0	0	0	0	0	0
Technical Supervisor	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc	3,680	5,716	12	1	12	11	0	0	1	0	0	0	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Electronics Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Engr Assoc	3,680	5,716	13	2	13	11	0	0	2	0	0	0	0	0	0	0
Electronics Engr Assoc	3,680	5,716	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Technical Supervisor	3,680	5,716	8	1	8	7	0	1	0	0	0	0	0	0	0	0
Mechanical Engr Assoc	3,680	5,716	15	0	15	15	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Plant/Facil Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Painter	3,917	3,917	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr II	3,924	6,239	7	1	2	1	0	0	1	0	5	5	0	0	0	0
Mechanical Engr Assoc, Sr	4,025	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc, Sr	4,025	6,239	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Scientific Engr Assoc, Sr	4,025	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronics Engr Assoc, Sr	4,025	6,239	5	0	5	5	0	0	0	0	0	0	0	0	0	0
Mechanical Engr Assoc, Sr	4,025	6,239	7	1	7	6	0	0	1	0	0	0	0	0	0	0
Electronics Engr Assoc, Sr	4,025	6,239	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Mechanical Engr Assoc, Sr	4,025	6,239	9	0	9	9	0	0	0	0	0	0	0	0	0	0
Welder	4,120	4,120	5	2	5	3	0	2	0	0	0	0	0	0	0	0
Sheet Metal Worker	4,387	4,387	6	2	6	4	0	1	1	0	0	0	0	0	0	0
Technical Superintendent	4,388	7,023	6	2	6	4	0	0	2	0	0	0	0	0	0	0
Mechanical Sr Engineer	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Sr Engineer	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electronic Sr Engineer	4,400	11,390	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Sr Engineer	4,400	11,390	8	1	8	7	0	0	1	0	0	0	0	0	0	0
Electronic Sr Engineer	4,400	11,390	6	0	6	6	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr III	4,832	7,730	7	1	7	6	0	0	1	0	0	0	0	0	0	0
Computer Systems Supervisor	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr III	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Computer Systems Manager I	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Program Manager	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Management II	6,616	10,569	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Division Director	9,071	14,489	1	0	1	1	0	0	0	0	0	0	0	0	0	0
TOTAL			462	89	419	343	12	18	46	0	43	30	3	2	8	0
% OF TOTAL			100.00	19.26	90.69	74.24	2.60	3.90	9.96	0.00	9.31	6.49	0.65	0.43	1.73	0.00

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Division: Environment, Health & Safety																
Sr Physician II	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Services 4	2,088	2,828	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Research Technician, Sr	2,105	3,572	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Dispatcher, Emergency Comm	2,140	2,906	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Travel Assistant II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Administrative Assistant II	2,161	2,832	4	1	1	1	0	0	0	0	3	2	0	0	1	0
Firefighter	2,210	2,873	12	1	11	10	1	0	0	0	1	1	0	0	0	0
Radiation Safety Tech, Sr	2,241	3,588	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Health/Safety Tech, Sr	2,241	3,588	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrative Assistant III	2,389	3,153	2	1	1	0	0	0	1	0	1	1	0	0	0	0
Purchasing Assistant III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Assistant III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 1	2,453	3,337	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Health/Safety Tech, Principal	2,499	4,021	12	4	12	8	2	0	2	0	0	0	0	0	0	0
Fire Captain	2,542	3,304	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 2	2,804	4,207	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Health/Safety Tech, Specialist	2,873	4,731	5	1	4	4	0	0	0	0	1	0	1	0	0	0
Env Health & Safety Prof 1	2,993	4,669	5	1	4	3	1	0	0	0	1	1	0	0	0	0
Occupational Health Nurse II	3,039	4,557	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Medical Laboratory Tech I	3,202	4,802	2	1	0	0	0	0	0	0	2	1	0	0	1	0
Computer Systems Engr I	3,261	5,120	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Administrator 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 3	3,301	4,951	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Administrator 3	3,301	4,951	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Lead Technologist	3,454	5,368	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Scientific Engr Assoc	3,680	5,716	4	0	3	3	0	0	0	0	1	1	0	0	0	0
Env Health & Safety Prof 2	3,924	6,239	17	6	8	4	1	0	3	0	9	7	1	1	0	0
Occupational Health Nurse III	3,924	6,239	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Computer Systems Engr II	3,924	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Env Health & Safety Prof 2	3,924	6,239	8	0	5	5	0	0	0	0	3	3	0	0	0	0
Fire Chief, Assistant	4,025	6,239	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Scientific Engr Assoc, Sr	4,025	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Env Health & Safety Prof 3	4,832	7,730	18	4	16	12	1	0	3	0	2	2	0	0	0	0
Env Health & Safety Prof 4	6,055	9,689	4	2	4	2	0	0	2	0	0	0	0	0	0	0
Occupational Physician	6,814	10,903	3	1	1	1	0	0	0	0	2	1	0	0	1	0
Division Director	9,071	14,489	1	0	1	1	0	0	0	0	0	0	0	0	0	0
TOTAL			124	29	82	64	6	1	11	0	42	31	6	1	4	0
% OF TOTAL			100.00	23.39	66.13	51.61	4.84	0.81	8.87	0.00	33.87	25.00	4.84	0.81	3.23	0.00
Division: Accelerator & Fusion Research																
Physicist Sp Staff Sci 3	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Dist Sci/Engr	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Associate Laboratory Director	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Travel Assistant I	1,948	2,532	3	2	0	0	0	0	0	0	3	1	1	1	0	0

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Accelerator Operator	2,098	4,021	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	6	4	0	0	0	0	0	0	6	2	2	0	2	0
Physicist Post Doc Fellow	2,200	4,400	5	0	4	4	0	0	0	0	1	1	0	0	0	0
Physicist Sp Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Assistant III	2,389	3,153	4	1	0	0	0	0	0	0	4	3	0	1	0	0
Supervisor Admin Services 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Coordinator, Sr Asst	2,873	4,731	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	4	0	4	4	0	0	0	0	0	0	0	0	0	0
Accelerator Oper, Principal	2,967	5,037	9	2	7	5	1	1	0	0	2	2	0	0	0	0
Administrator 3	3,301	4,951	4	1	0	0	0	0	0	0	4	3	0	0	1	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Computer Staff Scientist	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	34	9	33	24	0	1	8	0	1	1	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrator 4	3,885	5,828	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Administrative Specialist 4	3,885	5,828	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Scientific Engr Assoc, Sr	4,025	6,239	5	0	5	5	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	9	2	9	7	0	0	2	0	0	0	0	0	0	0
Materials Sr Scientist/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	12	1	12	11	0	0	1	0	0	0	0	0	0	0
Technical Manager	5,261	8,423	2	0	2	2	0	0	0	0	0	0	0	0	0	0
TOTAL			116	24	88	73	1	3	11	0	28	19	4	2	3	0
% OF TOTAL			100.00	20.69	75.86	62.93	0.86	2.59	9.48	0.00	24.14	16.38	3.45	1.72	2.59	0.00

Division: Computing Sciences

Associate Laboratory Director	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Clerical Assistant II	1,763	2,274	4	4	0	0	0	0	0	0	4	0	2	2	0	0
Printer 2	1,888	2,782	2	2	0	0	0	0	0	0	2	0	1	1	0	0
Administrative Assistant I	1,948	2,532	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Graphic Arts Technician, Sr	2,065	3,412	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Computing Technician, Sr	2,105	3,572	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Technical Illustrator II	2,105	3,572	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	8	5	1	0	0	1	0	0	7	3	2	0	2	0
Math/Statistician Post Doc Fel	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Sci Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Math/Statistician Post Doc Fel	2,200	4,400	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Computer Sci Post Doc Fellow	2,200	4,400	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Graphic Arts Technician, Princ	2,319	3,845	3	1	0	0	0	0	0	0	3	2	0	1	0	0
Printer 4	2,328	3,410	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant III	2,389	3,153	2	2	0	0	0	0	0	0	2	0	0	1	1	0
Finance/Budget Asst III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Human Resources Asst III	2,389	3,153	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Purchasing Assistant III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computing Technician, Princ	2,499	4,021	4	2	4	2	1	1	0	0	0	0	0	0	0	0

Run Time 15:41:08

Job Title	Salary		Total Employees	Total Minorities	M A L E						F E M A L E					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Digital Computer Oper, Princ	2,499	4,021	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computing Technician, Princ	2,499	4,021	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Photographic Specialist III	2,499	4,021	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Technical Illustrator III	2,499	4,021	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Electrical Engr Tech II	2,506	4,009	6	3	6	3	2	0	1	0	0	0	0	0	0	0
Change Control Administrator	2,800	4,200	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Administrative Specialist 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Info Specialist II	2,804	4,252	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Digital Computer Oper, Spec	2,873	4,731	9	2	9	7	1	0	1	0	0	0	0	0	0	0
Tech Coordinator, Sr Asst	2,873	4,731	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Technical Illustrator IV	2,873	4,731	4	1	2	1	0	1	0	0	2	2	0	0	0	0
Photographic Specialist IV	2,873	4,731	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Scientist	2,900	5,800	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Comp Systems Engr I, Trainee	2,993	4,669	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr I	3,261	5,120	23	7	14	10	1	0	3	0	9	6	1	0	2	0
Administrative Specialist 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrator 3	3,301	4,951	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Administrative Specialist 3	3,301	4,951	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrator 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 3	3,301	4,951	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Tech Info Specialist III	3,301	4,986	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Tech Editor and Writer III	3,301	4,986	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Computer Staff Scientist	3,400	9,500	24	2	21	19	0	0	2	0	3	3	0	0	0	0
Math/Statistician Staff Sci/En	3,400	9,500	8	0	7	7	0	0	0	0	1	1	0	0	0	0
Computer Staff Scientist	3,400	9,500	2	1	1	1	0	0	0	0	1	0	0	0	1	0
Lead Technologist	3,454	5,368	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Technical Supervisor	3,680	5,716	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Electronics Engr Assoc	3,680	5,716	8	1	8	7	0	0	1	0	0	0	0	0	0	0
Plant/Facil Engr Assoc	3,680	5,716	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrator 4	3,885	5,828	3	0	1	1	0	0	0	0	2	2	0	0	0	0
Tech Editor and Writer IV	3,885	5,856	6	2	4	3	0	0	1	0	2	1	0	0	1	0
Computer Systems Engr II	3,924	6,239	19	3	11	9	0	1	1	0	8	7	0	0	1	0
Change Control/Security Supv	3,924	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr II	3,924	6,239	17	5	13	9	0	1	3	0	4	3	0	0	1	0
Plant/Facil Engr Assoc, Sr	4,025	6,239	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Technical Superintendent	4,388	7,023	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Math/Statistician Sr Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Senior Scientist	4,400	11,390	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 5	4,503	6,969	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Tech Info Specialist V	4,503	6,969	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Editor and Writer V	4,503	6,969	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computer Systems Engr III	4,832	7,730	16	4	15	12	0	0	3	0	1	0	0	0	1	0
Computer Systems Supervisor	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Computer Operations Supervisor	4,832	7,730	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Computer Systems Engr III	4,832	7,730	9	0	6	6	0	0	0	0	3	3	0	0	0	0
Computer Operations Supervisor	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Computer Systems Engr III	4,832	7,730	6	2	5	3	0	0	2	0	1	1	0	0	0	0
Computer Systems Supervisor	4,832	7,730	4	1	2	2	0	0	0	0	2	1	0	0	1	0
Computer Systems Engr III	4,832	7,730	11	3	10	8	0	0	2	0	1	0	1	0	0	0
Management I	5,125	8,187	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Technical Manager	5,261	8,423	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Manager I	5,382	8,612	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Computer Systems Engr IV	6,055	9,689	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Manager II	6,055	9,689	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr IV	6,055	9,689	11	2	6	5	0	1	0	0	5	4	0	0	1	0
Management II	6,616	10,569	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Division Director	9,071	14,489	2	0	2	2	0	0	0	0	0	0	0	0	0	0
TOTAL			284	70	194	154	9	7	24	0	90	60	11	6	13	0
% OF TOTAL			100.00	24.65	68.31	54.23	3.17	2.46	8.45	0.00	31.69	21.13	3.87	2.11	4.58	0.00

Division: Operations

Deputy Director	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Custodian	1,747	2,567	29	23	17	2	3	8	4	0	12	4	2	4	2	0
Plant Assistant I	1,888	2,782	2	2	2	0	1	1	0	0	0	0	0	0	0	0
Bus Driver	1,888	2,782	10	7	4	2	2	0	0	0	6	1	5	0	0	0
Custodian, Sr	1,888	2,782	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Administrative Assistant I	1,948	2,532	2	1	0	0	0	0	0	0	2	1	1	0	0	0
Finance/Budget Asst I	1,948	2,532	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Human Resources Asst I	1,948	2,532	3	2	0	0	0	0	0	0	3	1	2	0	0	0
Material Handler 2	2,027	2,798	3	3	3	0	1	2	0	0	0	0	0	0	0	0
Material Handler 3	2,118	3,036	11	5	10	5	2	2	0	1	1	1	0	0	0	0
Administrative Assistant II	2,161	2,832	6	2	0	0	0	0	0	0	6	4	1	1	0	0
Purchasing Assistant II	2,161	2,832	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Finance/Budget Asst II	2,161	2,832	12	10	3	0	1	0	2	0	9	2	4	1	2	0
Purchasing Assistant II	2,161	2,832	6	3	0	0	0	0	0	0	6	3	2	0	1	0
Administrative Assistant II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Human Resources Asst II	2,161	2,832	3	1	0	0	0	0	0	0	3	2	0	1	0	0
Administrative Assistant II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Plant Assistant II	2,328	3,410	3	2	3	1	1	1	0	0	0	0	0	0	0	0
Truck Driver, Light	2,328	3,410	4	1	3	2	0	1	0	0	1	1	0	0	0	0
Plant Assistant II	2,328	3,410	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Truck Driver, Light	2,328	3,410	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Plant Assistant II	2,328	3,410	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Truck Driver, Light	2,328	3,410	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Plant Assistant II	2,328	3,410	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Bus Driver, Lead	2,328	3,410	2	1	1	1	0	0	0	0	1	0	1	0	0	0
Administrative Assistant III	2,389	3,153	7	2	1	1	0	0	0	0	6	4	1	1	0	0
Finance/Budget Asst III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	1	0
Administrative Assistant III	2,389	3,153	4	2	1	1	0	0	0	0	3	1	1	0	1	0
Finance/Budget Asst III	2,389	3,153	2	2	0	0	0	0	0	0	2	0	1	0	1	0
Payroll Assistant III	2,389	3,153	4	2	0	0	0	0	0	0	4	2	1	0	1	0

Run Time 15:41:08

Job Title	Salary		Total	Total	M A L E						F E M A L E					
	Min.	Max.	Employees	Minorities	Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Travel Assistant III	2,389	3,153	3	2	0	0	0	0	0	0	3	1	0	1	1	0
Administrative Assistant III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Human Resources Asst III	2,389	3,153	3	2	0	0	0	0	0	0	3	1	2	0	0	0
Administrative Assistant III	2,389	3,153	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Administrative Services 5	2,410	3,263	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 1	2,453	3,337	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Research Technician, Princ	2,499	4,021	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Technical Coordinator, Asst	2,499	4,021	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Research Technician, Princ	2,499	4,021	2	1	2	1	0	1	0	0	0	0	0	0	0	0
Design/Drafter II	2,506	4,009	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Material Specialist - N/E	2,655	3,985	2	1	2	1	1	0	0	0	0	0	0	0	0	0
Administrative Specialist 2	2,804	4,207	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrator 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Material Specialist	2,804	4,207	3	2	3	1	0	2	0	0	0	0	0	0	0	0
Administrative Specialist 2	2,804	4,207	4	1	0	0	0	0	0	0	4	3	0	0	1	0
Administrator 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	0	0	0	1
Administrative Specialist 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Truck Driver	2,828	3,967	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Designer III	3,082	4,933	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Truck Driver, Lead	3,202	4,802	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Administrative Specialist 3	3,301	4,951	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrator 3	3,301	4,951	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Supervisor Admin Services 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 3	3,301	4,951	19	7	10	8	0	1	1	0	9	4	2	0	3	0
Administrator 3	3,301	4,951	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Administrative Specialist 3	3,301	4,951	3	0	0	0	0	0	0	0	3	3	0	0	0	0
Technical Supervisor	3,680	5,716	12	3	11	8	3	0	0	0	1	1	0	0	0	0
Plant/Facil Engr Assoc	3,680	5,716	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Plant Maintenance Tech, Princ	3,747	3,747	20	5	20	15	3	1	1	0	0	0	0	0	0	0
Administrative Specialist 4	3,885	5,828	29	15	12	5	4	1	2	0	17	9	2	4	2	0
Administrator 4	3,885	5,828	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Painter	3,917	3,917	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Plant Maintenance Tech, Spec	3,999	3,999	3	1	3	2	0	0	0	1	0	0	0	0	0	0
Plant/Facil Engr Assoc, Sr	4,025	6,239	2	2	2	0	0	1	1	0	0	0	0	0	0	0
Carpenter	4,035	4,035	7	1	7	6	0	1	0	0	0	0	0	0	0	0
Painter, Lead	4,212	4,212	1	1	1	0	0	0	0	0	0	0	0	0	0	0
Plant Maintenance Tech, Lead	4,299	4,299	4	1	4	3	0	1	0	0	0	0	0	0	0	0
Carpenter, Lead	4,339	4,339	5	2	5	3	1	0	0	1	0	0	0	0	0	0
Facil Civil/Structural Engr I	4,342	6,904	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Electrical Engr I	4,342	6,904	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Energy Mgmt Engr I	4,342	6,904	3	1	3	2	0	0	1	0	0	0	0	0	0	0
Facil Mechanical Engr I	4,342	6,904	3	2	3	1	0	0	2	0	0	0	0	0	0	0
Facil Project Manager I	4,342	6,904	4	2	4	2	1	1	0	0	0	0	0	0	0	0
Facilities Architect I	4,342	6,904	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Facilities Planner I	4,342	6,904	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Electrician	4,387	4,387	12	4	12	8	2	2	0	0	0	0	0	0	0	0
Plumber/Fitter	4,387	4,387	5	1	5	4	1	0	0	0	0	0	0	0	0	0

Lawrence Berkeley National Lab
WORK FORCE ANALYSIS

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Electrician	4,387	4,387	4	2	4	2	0	1	1	0	0	0	0	0	0	0
Technical Superintendent	4,388	7,023	5	1	5	4	1	0	0	0	0	0	0	0	0	0
Air Cond/Refrig Mech	4,477	4,477	5	0	5	5	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 5	4,503	6,969	3	2	3	1	0	0	2	0	0	0	0	0	0	0
Administrator 5	4,503	6,969	1	1	1	0	1	0	0	0	0	0	0	0	0	0
Administrative Specialist 5	4,503	6,969	11	3	9	7	0	0	2	0	2	1	1	0	0	0
Elevator Mechanic	4,605	4,605	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Planner-Estimator	4,605	4,605	3	1	3	2	0	1	0	0	0	0	0	0	0	0
Electrician, Lead	4,716	4,716	4	0	4	4	0	0	0	0	0	0	0	0	0	0
Facil Civil/Structural Engr II	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Facil Electrical Engr II	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Energy Mgmt Engr II	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Facil Mechanical Engr II	4,832	7,730	2	2	2	0	0	0	2	0	0	0	0	0	0	0
Facil Project Manager II	4,832	7,730	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Facilities Architect II	4,832	7,730	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Facilities Estimator II	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facilities Planner II	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Project Manager II	4,832	7,730	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Facil Energy Mgmt Engr II	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Mechanical Engr II	4,832	7,730	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Env Health & Safety Prof 3	4,832	7,730	2	2	1	0	0	0	1	0	1	0	0	0	1	0
Management I	5,125	8,187	6	0	3	3	0	0	0	0	3	3	0	0	0	0
Technical Manager	5,261	8,423	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Facil Civil/Struct Engr, Chief	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Electrical Engr, Chief	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Energy Mgmt Eng, Chief	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Mechanical Engr, Chief	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facil Project Manager, Chief	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Facilities Architect, Chief	5,382	8,612	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Facilities Planner, Chief	5,382	8,612	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Chief Facilities Estimator III	5,382	8,612	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Management II	6,616	10,569	9	2	8	6	1	0	1	0	1	1	0	0	0	0
Management III	7,609	12,155	2	0	2	2	0	0	0	0	0	0	0	0	0	0
TOTAL			397	162	257	164	32	32	26	3	140	71	32	14	22	1
% OF TOTAL			100.00	40.81	64.74	41.31	8.06	8.06	6.55	0.76	35.26	17.88	8.06	3.53	5.54	0.25

Division: Material Sciences

Division Director, Faculty	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Materials Sp Scientist/Engr	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Research Technician	1,837	3,042	2	1	1	1	0	0	0	0	1	0	0	0	1	0
Administrative Assistant I	1,948	2,532	3	3	0	0	0	0	0	0	3	0	2	1	0	0
Administrative Services 4	2,088	2,828	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Research Technician, Sr	2,105	3,572	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	9	4	1	1	0	0	0	0	8	4	1	0	3	0
Finance/Budget Asst II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Purchasing Assistant II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	1	0	0	0

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Run Time 15:41:08

Run Time 15:41:08

Job Title	Salary		Total Employees	Total Minorities	M A L E						F E M A L E					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Travel Assistant II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Materials Sci/Eng Post Doc Fel	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	3	1	3	2	0	0	1	0	0	0	0	0	0	0
Materials Sci/Eng Post Doc Fel	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biochemist Post Doc Fellow	2,200	4,400	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	7	3	6	3	0	0	3	0	1	1	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	3	1	3	2	0	0	1	0	0	0	0	0	0	0
Materials Sci/Eng Post Doc Fel	2,200	4,400	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	3	2	1	1	0	0	0	0	2	0	0	0	2	0
Physicist Post Doc Fellow	2,200	4,400	4	1	3	2	0	0	1	0	1	1	0	0	0	0
Materials Sci/Eng Post Doc Fel	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Chemical Engr Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Materials Sci/Eng Post Doc Fel	2,200	4,400	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Research Assoc	2,325	3,597	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Administrative Assistant III	2,389	3,153	4	0	0	0	0	0	0	0	4	4	0	0	0	0
Research Technician, Princ	2,499	4,021	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Technical Illustrator III	2,499	4,021	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Supervisor Admin Services 2	2,804	4,207	2	1	0	0	0	0	0	0	2	1	1	0	0	0
Research Specialist	2,873	4,731	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Materials Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Scientist/Engr	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Materials Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	4	1	4	3	0	0	1	0	0	0	0	0	0	0
Administrative Specialist 3	3,301	4,951	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Administrator 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemical Staff Engineer	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Materials Staff Scientist/Engr	3,400	9,500	4	0	4	4	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	8	3	8	5	1	1	1	0	0	0	0	0	0	0
Technical Supervisor	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Research Assoc, Principal	3,680	5,716	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Scientific Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 4	3,885	5,828	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Scientific Engr Assoc, Sr	4,025	6,239	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Materials Sr Scientist/Engr	4,400	11,390	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Chemist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0

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Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Materials Sr Scientist/Engr	4,400	11,390	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Chemist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemical Senior Engineer	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Materials Sr Scientist/Engr	4,400	11,390	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Chemical Senior Engineer	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	2	0	2	2	0	0	0	0	0	0	0	0	0	0
	TOTAL		128	29	92	75	1	3	13	0	36	24	5	1	6	0
	% OF TOTAL		100.00	22.66	71.88	58.59	0.78	2.34	10.16	0.00	28.13	18.75	3.91	0.78	4.69	0.00

Division: Chemical Sciences

Administrative Assistant I	1,948	2,532	2	1	0	0	0	0	0	0	2	1	1	0	0	0
Administrative Assistant II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	1	0	1	0	0	0	0	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	9	3	6	3	0	0	3	0	3	3	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	2	2	0	0	0	0	0	0	2	0	0	0	2	0
Administrative Assistant III	2,389	3,153	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Chemist Scientist/Engr	2,900	5,800	5	3	5	2	0	0	3	0	0	0	0	0	0	0
Research Assoc, Sr	2,927	4,531	2	1	1	1	0	0	0	0	1	0	0	0	1	0
Chemist Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	4	0	4	4	0	0	0	0	0	0	0	0	0	0
Research Assoc, Principal	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrator 5	4,503	6,969	1	0	0	0	0	0	0	0	1	1	0	0	0	0
TOTAL			39	11	26	20	0	0	6	0	13	8	2	0	3	0
% OF TOTAL			100.00	28.21	66.67	51.28	0.00	0.00	15.38	0.00	33.33	20.51	5.13	0.00	7.69	0.00

Division: Energy & Environment

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Run Time 15:41:08

Job Title	Salary		Total Employees	Total Minorities	M A L E						F E M A L E					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Chemical Engr Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Engr Post Doc Fell	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Energy/Env Policy An Post Doc	2,200	4,400	5	2	3	2	0	0	1	0	2	1	0	0	1	0
Chemist Post Doc Fellow	2,200	4,400	3	1	3	2	0	0	1	0	0	0	0	0	0	0
Mech Engr Sp Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Research Assoc	2,325	3,597	16	6	11	6	0	0	5	0	5	4	0	0	1	0
Administrative Assistant III	2,389	3,153	3	0	0	0	0	0	0	0	3	3	0	0	0	0
Technical Coordinator, Asst	2,499	4,021	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Electrical Engr Tech III	2,801	4,482	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Administrative Specialist 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Editor and Writer II	2,804	4,252	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Chemist Scientist/Engr	2,900	5,800	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Chemical Engineer	2,900	5,800	1	1	0	0	0	0	0	0	1	0	0	0	0	0
Physicist Scientist/Engr	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	1	0
Mechanical Engineer	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Energy/Env Policy An Sci/Eng	2,900	5,800	3	1	3	2	1	0	0	0	0	0	0	0	0	0
Research Assoc, Sr	2,927	4,531	26	4	17	13	0	0	4	0	9	9	0	0	0	0
Computer Systems Engr I	3,261	5,120	4	0	3	3	0	0	0	0	1	1	0	0	0	0
Administrative Specialist 3	3,301	4,951	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Administrator 3	3,301	4,951	5	1	0	0	0	0	0	0	5	4	1	0	0	0
Tech Editor and Writer III	3,301	4,986	4	1	1	0	0	0	1	0	3	3	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Energy/Env Policy An St Sci/En	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Chemical Staff Engineer	3,400	9,500	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Biophysicist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Medical Staff Scientist	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	4	0	3	3	0	0	0	0	1	1	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	5	0	5	5	0	0	0	0	0	0	0	0	0	0
Architect Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Energy/Env Policy An St Sci/En	3,400	9,500	15	2	13	11	0	0	2	0	2	2	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	4	0	4	4	0	0	0	0	0	0	0	0	0	0
Computer Staff Scientist	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Math/Statistician Staff Sci/En	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Architect Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0

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Division: Earth Sciences

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Associate Laboratory Director	0	0	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Technical Assistant 1	1,610	2,340	6	5	4	0	2	2	0	0	2	1	0	0	1	0
Animal Technician 1	1,653	2,735	2	2	2	0	1	0	1	0	0	0	0	0	0	0
Technical Assistant 2	1,747	2,567	6	5	2	1	0	0	1	0	4	0	0	0	4	0
Clerical Assistant II	1,763	2,274	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Research Technician	1,837	3,042	6	1	4	3	0	1	0	0	2	2	0	0	0	0
Administrative Assistant I	1,948	2,532	3	0	0	0	0	0	0	0	3	3	0	0	0	0
Administrative Assistant II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Finance/Budget Asst II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Human Resources Asst II	2,161	2,832	1	1	0	0	0	0	0	0	1	0	0	1	0	0
Administrative Assistant II	2,161	2,832	8	2	1	1	0	0	0	0	7	5	2	0	0	0
Purchasing Assistant II	2,161	2,832	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Assistant II	2,161	2,832	2	1	1	1	0	0	0	0	1	0	1	0	0	0
Biologist Sp Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biologist Post Doc Fellow	2,200	4,400	4	1	4	3	0	0	1	0	0	0	0	0	0	0
Biologist Sp Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Post Doc Fellow	2,200	4,400	4	1	3	3	0	0	0	0	1	0	0	0	1	0
Biochemist Post Doc Fellow	2,200	4,400	2	2	1	0	0	1	0	0	1	0	0	1	0	0
Biologist Post Doc Fellow	2,200	4,400	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Biophysicist Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Sp Post Doc Fellow	2,200	4,400	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Biologist Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Biochemist Sp Post Doc Fellow	2,200	4,400	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Chemist Post Doc Fellow	2,200	4,400	2	1	2	1	1	0	0	0	0	0	0	0	0	0
Biologist Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biochemist Post Doc Fellow	2,200	4,400	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Chemist Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0

Report ID: PER025

Lawrence Berkeley National Lab
WORK FORCE ANALYSIS

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Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->							<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind	
Biologist Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biologist Sp Post Doc Fellow	2,200	4,400	1	1	1	0	0	0	1	0	0	0	0	0	0	0	
Biologist Post Doc Fellow	2,200	4,400	3	3	2	0	0	0	2	0	1	0	0	0	1	0	
Biologist Sp Post Doc Fellow	2,200	4,400	2	1	1	0	0	0	1	0	1	1	0	0	0	0	
Biologist Post Doc Fellow	2,200	4,400	4	3	3	0	0	0	3	0	1	1	0	0	0	0	
Physicist Post Doc Fellow	2,200	4,400	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Animal Technician 3	2,248	3,621	2	2	2	0	1	0	1	0	0	0	0	0	0	0	
Research Assoc	2,325	3,597	64	36	22	9	1	1	11	0	42	19	0	0	23	0	
Administrative Assistant III	2,389	3,153	6	2	1	1	0	0	0	0	5	3	1	1	0	0	
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Material Specialist	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Administrator 2	2,804	4,207	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biochemist Scientist/Engineer	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	1	1	0	0	0	0	0	0	1	0	0	0	1	0	
Biochemist Scientist/Engineer	2,900	5,800	1	1	1	0	0	0	1	0	0	0	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	5	1	3	3	0	0	0	0	2	1	0	0	1	0	
Biophysicist Scientist/Engr	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	3	0	1	1	0	0	0	0	2	2	0	0	0	0	
Biochemist Scientist/Engineer	2,900	5,800	1	1	1	0	0	0	1	0	0	0	0	0	0	0	
Chemist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Computer Scientist	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Medical Scientist	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Biochemist Scientist/Engineer	2,900	5,800	3	0	1	1	0	0	0	0	2	2	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	1	1	1	0	0	1	0	0	0	0	0	0	0	0	
Biophysicist Scientist/Engr	2,900	5,800	1	1	1	0	0	0	1	0	0	0	0	0	0	0	
Medical Scientist	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Chemist Scientist/Engr	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	0	0	
Physicist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Math/Statistician Sci/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Computer Scientist	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	0	0	
Math/Statistician Sci/Engr	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	2	1	1	0	0	0	1	0	1	1	0	0	0	0	
Biophysicist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Biochemist Scientist/Engineer	2,900	5,800	1	1	0	0	0	0	0	0	1	0	0	0	1	0	
Physicist Scientist/Engr	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	0	0	
Biophysicist Scientist/Engr	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biochemist Scientist/Engineer	2,900	5,800	1	1	0	0	0	0	0	0	1	0	1	0	0	0	
Biophysicist Scientist/Engr	2,900	5,800	4	1	3	2	0	1	0	0	1	1	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	1	1	0	0	0	0	0	0	1	0	0	0	1	0	
Biochemist Scientist/Engineer	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Biologist Scientist/Engr	2,900	5,800	1	0	1	1	0	0	0	0	0	0	0	0	0	0	
Biophysicist Scientist/Engr	2,900	5,800	1	0	0	0	0	0	0	0	1	1	0	0	0	0	
Chemist Scientist/Engr	2,900	5,800	4	0	3	3	0	0	0	0	1	1	0	0	0	0	
Research Assoc, Sr	2,927	4,531	21	7	6	4	1	0	1	0	15	10	0	0	5	0	
Computer Systems Engr I	3,261	5,120	2	1	2	1	0	0	1	0	0	0	0	0	0	0	
Administrative Specialist 3	3,301	4,951	4	1	1	1	0	0	0	0	3	2	0	0	1	0	
Administrator 3	3,301	4,951	1	1	0	0	0	0	0	0	1	0	0	0	1	0	
Administrative Specialist 3	3,301	4,951	2	1	0	0	0	0	0	0	2	1	0	0	1	0	
Administrator 3	3,301	4,951	2	1	0	0	0	0	0	0	2	1	0	0	1	0	

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Administrative Specialist 3	3,301	4,951	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biophysicist Staff Sci/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	4	0	3	3	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	3	1	2	2	0	0	0	0	1	0	0	0	1	0
Biophysicist Staff Sci/Engr	3,400	9,500	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	3	0	1	1	0	0	0	0	2	2	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physiologist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Medical Staff Scientist	3,400	9,500	3	0	2	2	0	0	0	0	1	1	0	0	0	0
Chemist Staff Scientist/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	3	1	3	2	0	0	1	0	0	0	0	0	0	0
Computer Staff Scientist	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Math/Statistician Staff Sci/En	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Biophysicist Staff Sci/Engr	3,400	9,500	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	2	0	1	1	0	0	0	0	1	1	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	2	1	1	0	0	0	1	0	1	1	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Biologist Staff Scientist/Engr	3,400	9,500	4	2	3	2	0	0	1	0	1	0	0	0	1	0
Medical Laboratory Tech II	3,454	5,368	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Electronics Engr Assoc	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Research Assoc, Principal	3,680	5,716	5	0	1	1	0	0	0	0	4	4	0	0	0	0
Research Clinic Lab Tech, Chief	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Scientific Engr Assoc	3,680	5,716	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Research Assoc, Principal	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Mechanical Engr Assoc	3,680	5,716	1	1	1	0	0	1	0	0	0	0	0	0	0	0
Research Assoc, Principal	3,680	5,716	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Specialist 4	3,885	5,828	3	1	1	1	0	0	0	0	2	1	0	0	1	0
Administrator 4	3,885	5,828	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Tech Editor and Writer IV	3,885	5,856	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr II	3,924	6,239	2	2	1	0	0	0	1	0	1	0	0	0	1	0
Technical Superintendent	4,388	7,023	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biologist Senior Sci/Engr	4,400	11,390	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physiologist Sr Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Biochemist Sr Staff Sci/Engr	4,400	11,390	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Math/Statistician Sr Sci/Engr	4,400	11,390	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biophysicist Sr Staff Sci/Engr	4,400	11,390	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Medical Senior Scientist	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Biophysicist Sr Staff Sci/Engr	4,400	11,390	2	1	1	0	0	0	1	0	1	1	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Biophysicist Sr Staff Sci/Engr	4,400	11,390	2	1	2	1	0	0	1	0	0	0	0	0	0	0
Biologist Senior Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Management I	5,125	8,187	1	1	0	0	0	0	0	0	1	0	1	0	0	0

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Program Manager	5,382	8,612	2	0	2	2	0	0	0	0	0	0	0	0	0	0
	TOTAL		317	112	153	99	7	8	39	0	164	106	6	3	49	0
	% OF TOTAL		100.00	35.33	48.26	31.23	2.21	2.52	12.30	0.00	51.74	33.44	1.89	0.95	15.46	0.00
Division: Physics																
Physicist Dist Sci/Engr	0	0	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrative Assistant II	2,161	2,832	4	2	1	0	1	0	0	0	3	2	1	0	0	0
Physicist Post Doc Fellow	2,200	4,400	5	1	5	4	0	0	1	0	0	0	0	0	0	0
Math/Statistician Post Doc Fel	2,200	4,400	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Physicist Post Doc Fellow	2,200	4,400	4	0	3	3	0	0	0	0	1	1	0	0	0	0
Research Assoc	2,325	3,597	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Administrative Assistant III	2,389	3,153	4	1	0	0	0	0	0	0	4	3	1	0	0	0
Purchasing Assistant III	2,389	3,153	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Administrative Services 5	2,410	3,263	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Computing Technician, Princ	2,499	4,021	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Administrator 2	2,804	4,207	1	1	0	0	0	0	0	0	1	0	1	0	0	0
Physicist Scientist/Engr	2,900	5,800	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Computer Scientist	2,900	5,800	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Research Assoc, Sr	2,927	4,531	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Administrator 3	3,301	4,951	2	0	0	0	0	0	0	0	2	2	0	0	0	0
Tech Editor and Writer III	3,301	4,986	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Division Fellow	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	4	1	3	2	0	0	1	0	1	1	0	0	0	0
Mechanical Staff Engineer	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	3	0	3	3	0	0	0	0	0	0	0	0	0	0
Electronic Staff Engineer	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Staff Sci/Engr	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Math/Statistician Staff Sci/En	3,400	9,500	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Computer Systems Engr II	3,924	6,239	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Scientific Engr Assoc, Sr	4,025	6,239	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	9	0	9	9	0	0	0	0	0	0	0	0	0	0
Electronic Sr Engineer	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	16	0	14	14	0	0	0	0	2	2	0	0	0	0
Administrator 5	4,503	6,969	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Computer Systems Engr III	4,832	7,730	1	1	1	0	0	0	1	0	0	0	0	0	0	0
Division Director	9,071	14,489	1	0	1	1	0	0	0	0	0	0	0	0	0	0
	TOTAL		82	10	63	58	1	0	4	0	19	14	4	0	1	0
	% OF TOTAL		100.00	12.20	76.83	70.73	1.22	0.00	4.88	0.00	23.17	17.07	4.88	0.00	1.22	0.00

Run Time 15:41:08

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Report ID: PER025

Lawrence Berkeley National Lab
WORK FORCE ANALYSIS

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Run Time 15:41:08

As Of Date: 09/30/96

Job Title	--- Salary ---		Total Employees	Total Minorities	<----- M A L E ----->						<----- F E M A L E ----->					
	Min.	Max.			Total	White	Black	Hisp.	Asian	Am.Ind	Total	White	Black	Hisp.	Asian	Am.Ind
Chemist Staff Scientist/Engr	3,400	9,500	4	2	4	2	0	0	2	0	0	0	0	0	0	0
Biochemist Staff Sci/Engr	3,400	9,500	1	1	0	0	0	0	0	0	1	0	0	0	1	0
Research Assoc, Principal	3,680	5,716	1	0	0	0	0	0	0	0	1	1	0	0	0	0
Biochemist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
Chemist Sr Staff Sci/Engr	4,400	11,390	2	0	2	2	0	0	0	0	0	0	0	0	0	0
Physicist Sr Staff Sci/Engr	4,400	11,390	1	0	1	1	0	0	0	0	0	0	0	0	0	0
TOTAL			33	8	24	20	0	0	4	0	9	5	2	1	1	0
% OF TOTAL			100.00	24.24	72.73	60.61	0.00	0.00	12.12	0.00	27.27	15.15	6.06	3.03	3.03	0.00
FINAL TOTAL			2,483	646	1,732	1,338	73	79	239	3	751	499	85	39	127	1
% OF TOTAL			100.00	26.02	69.75	53.89	2.94	3.18	9.63	0.12	30.25	20.10	3.42	1.57	5.11	0.04

End of Report

AVAILABILITY ANALYSIS

Job Group: A01 Directors

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	7.88	8.43	1.83	1.58	4.39	0.63	20.00	1.58	1.69	0.37	0.32	0.88	0.13	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	7.88	8.43	1.83	1.58	4.39	0.63	70.00	5.51	5.90	1.28	1.11	3.07	0.44	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	19.12	20.23	9.25	2.99	7.99	0.00	10.00	1.91	2.02	0.93	0.30	0.80	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								9.00	9.61	2.57	1.72	4.75	0.56	

AVAILABILITY ANALYSIS

Job Group: A03 Administrative/Management

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	48.62	24.12	7.55	7.05	8.76	0.50	50.00	24.31	12.06	3.77	3.52	4.38	0.25	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	46.62	14.58	7.98	4.10	1.80	0.64	25.00	11.65	3.65	2.00	1.02	0.45	0.16	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	40.58	24.70	10.62	5.23	8.52	0.33	25.00	10.15	6.18	2.65	1.31	2.13	0.08	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								46.11	21.88	8.42	5.86	6.96	0.49	

AVAILABILITY ANALYSIS

Job Group: A05 Technical Management

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	15.19	32.29	10.06	10.39	10.51	0.60	50.00	7.59	16.15	5.03	5.20	5.25	0.30	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	8.38	12.06	5.63	4.67	1.26	0.44	20.00	1.68	2.41	1.13	0.93	0.25	0.09	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	6.06	31.82	10.23	16.95	3.60	1.04	30.00	1.82	9.55	3.07	5.09	1.08	0.31	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								11.09	28.10	9.22	11.22	6.59	0.70	

AVAILABILITY ANALYSIS

Job Group: B01 Bio-Med Science

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	31.15	8.24	1.51	1.51	5.00	0.21	20.00	6.23	1.65	0.30	0.30	1.00	0.04	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	31.15	8.24	1.51	1.51	5.00	0.21	70.00	21.81	5.77	1.06	1.06	3.50	0.15	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	34.85	36.44	18.28	0.10	18.07	0.00	10.00	3.48	3.64	1.83	0.01	1.81	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								31.52	11.06	3.19	1.37	6.31	0.19	

AVAILABILITY ANALYSIS

Job Group: B02 Chemistry

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	17.73	10.57	1.43	1.82	7.13	0.19	20.00	3.55	2.11	0.29	0.36	1.43	0.04	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	17.73	10.57	1.43	1.82	7.13	0.19	70.00	12.41	7.40	1.00	1.27	4.99	0.13	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	25.66	25.91	8.78	5.62	11.51	0.00	10.00	2.57	2.59	0.88	0.56	1.15	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								18.52	12.10	2.17	2.20	7.57	0.17	

AVAILABILITY ANALYSIS

Job Group: B03 Physics

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	7.20	8.97	0.95	1.41	6.45	0.15	20.00	1.44	1.79	0.19	0.28	1.29	0.03	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	7.20	8.97	0.95	1.41	6.45	0.15	70.00	5.04	6.28	0.67	0.99	4.52	0.11	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	7.51	16.76	2.32	4.52	9.92	0.00	10.00	0.75	1.68	0.23	0.45	0.99	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								7.24	9.75	1.09	1.72	6.80	0.14	

AVAILABILITY ANALYSIS

Job Group: B04 Computer Sci/Math/Statistics

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	26.63	29.47	2.89	3.48	22.87	0.08	50.00	13.32	14.74	1.45	1.74	11.43	0.04	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	31.39	15.80	5.50	2.83	7.12	0.28	20.00	6.28	3.16	1.10	0.57	1.42	0.06	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	18.89	23.46	5.93	5.29	12.21	0.03	30.00	5.67	7.04	1.78	1.59	3.66	0.01	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								25.26	24.94	4.32	3.89	16.52	0.10	

AVAILABILITY ANALYSIS

Job Group: B05 Elec/I/Electronics Engineering

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	11.76	33.88	2.64	4.25	26.54	0.27	50.00	5.88	16.94	1.32	2.12	13.27	0.13	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	9.97	15.56	4.14	3.19	7.91	0.26	25.00	2.49	3.89	1.04	0.80	1.98	0.06	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	4.04	23.23	6.06	3.03	14.14	0.00	25.00	1.01	5.81	1.52	0.76	3.54	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								9.38	26.64	3.87	3.68	18.78	0.20	

AVAILABILITY ANALYSIS

Job Group: B06 Mechanical Engineering

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	7.49	32.05	2.23	3.91	25.71	0.13	50.00	3.75	16.02	1.12	1.96	12.85	0.06	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	5.26	11.21	2.72	2.37	5.85	0.24	25.00	1.32	2.80	0.68	0.59	1.46	0.06	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	1.82	14.55	0.91	6.36	7.27	0.00	25.00	0.45	3.64	0.23	1.59	1.82	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								5.52	22.46	2.02	4.14	16.13	0.12	

AVAILABILITY ANALYSIS

Job Group: B07 Other Eng and Earth Sciences

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	15.94	17.39	2.42	2.49	12.31	0.17	50.00	7.97	8.70	1.21	1.24	6.15	0.09	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	12.72	9.27	2.41	2.53	4.06	0.23	20.00	2.54	1.85	0.48	0.51	0.81	0.05	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	19.66	24.97	3.64	5.76	15.56	0.00	30.00	5.90	7.49	1.09	1.73	4.67	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								16.41	18.04	2.79	3.48	11.63	0.13	

AVAILABILITY ANALYSIS

Job Group: B08 Facilities Engineers

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	16.62	28.24	2.72	4.98	20.04	0.35	55.00	9.14	15.53	1.49	2.74	11.02	0.19	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	11.72	13.86	3.01	4.34	6.21	0.25	15.00	1.76	2.08	0.45	0.65	0.93	0.04	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	7.88	19.44	3.53	1.32	14.59	0.00	30.00	2.36	5.83	1.06	0.39	4.38	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								13.26	23.44	3.00	3.79	16.33	0.23	

AVAILABILITY ANALYSIS

Job Group: B09 Economics/Analysis

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	18.68	7.63	1.91	1.43	4.17	0.12	50.00	9.34	3.81	0.96	0.71	2.08	0.06	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	18.68	7.63	1.91	1.43	4.17	0.12	40.00	7.47	3.05	0.76	0.57	1.67	0.05	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	50.00	34.21	1.05	1.05	32.11	0.00	10.00	5.00	3.42	0.11	0.11	3.21	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								21.82	10.29	1.83	1.39	6.96	0.11	

AVAILABILITY ANALYSIS

Job Group: B10 Technical Editing/Writing

Berk Lab 97
01/01/97

	RAW STATISTICS							WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	53.00	13.56	3.54	3.52	6.29	0.15	80.00	42.40	10.85	2.83	2.82	5.03	0.12	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	53.00	13.56	3.54	3.52	6.29	0.15	15.00	7.95	2.03	0.53	0.53	0.94	0.02	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	92.31	23.08	23.08	0.00	0.00	0.00	5.00	4.62	1.15	1.15	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								54.96	14.04	4.51	3.35	5.97	0.14	

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AVAILABILITY ANALYSIS

Job Group: B11 Research Associate

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	35.61	13.96	3.84	2.42	7.22	0.34	75.00	26.71	10.47	2.88	1.81	5.42	0.25	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	35.61	13.96	3.84	2.42	7.22	0.34	20.00	7.12	2.79	0.77	0.48	1.44	0.07	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	26.98	28.57	6.35	12.70	9.52	0.00	5.00	1.35	1.43	0.32	0.63	0.48	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								35.18	14.69	3.97	2.93	7.34	0.32	

AVAILABILITY ANALYSIS

Job Group: B13 Administrators/Analysts

Berk Lab 97
01/01/97

		RAW STATISTICS						WEIGHTED FACTOR							
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00		
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-		
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	45.81	24.01	8.04	5.44	10.17	0.26	60.00	27.49	14.41	4.83	3.27	6.10	0.16		
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	45.82	23.08	5.71	5.96	10.92	0.36	25.00	11.46	5.77	1.43	1.49	2.73	0.09		
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	88.71	34.30	23.45	5.53	5.11	0.21	15.00	13.31	5.15	3.52	0.83	0.77	0.03		
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
							100.00								
Final Availability %								52.25	25.32	9.77	5.59	9.59	0.28		

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AVAILABILITY ANALYSIS

Job Group: B16 Env't Health and Safety Eng

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	14.44	8.02	0.53	1.60	5.88	0.00	25.00	3.61	2.01	0.13	0.40	1.47	0.00	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	14.44	8.02	0.53	1.60	5.88	0.00	60.00	8.66	4.81	0.32	0.96	3.53	0.00	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	33.33	36.67	20.00	0.00	16.67	0.00	15.00	5.00	5.50	3.00	0.00	2.50	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								17.27	12.32	3.45	1.36	7.50	0.00	

AVAILABILITY ANALYSIS

Job Group: C01 Computer Technicians

Berk Lab 97
01/01/97

	RAW STATISTICS							WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	31.72	26.88	4.33	3.97	18.31	0.07	70.00	22.20	18.82	3.03	2.78	12.82	0.05	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	30.29	29.24	3.54	3.97	21.47	0.15	10.00	3.03	2.92	0.35	0.40	2.15	0.01	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	7.39	23.50	6.24	3.17	14.06	0.03	20.00	1.48	4.70	1.25	0.63	2.81	0.01	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								26.71	26.44	4.63	3.81	17.78	0.07	

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AVAILABILITY ANALYSIS

Job Group: C02 Mechanical Technicians

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	9.42	26.36	1.20	13.38	8.53	1.78	60.00	5.65	15.82	0.72	8.03	5.12	1.07	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	12.05	30.01	2.15	9.22	16.76	1.14	10.00	1.20	3.00	0.22	0.92	1.68	0.11	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	6.80	24.38	7.14	4.88	10.77	1.59	30.00	2.04	7.31	2.14	1.46	3.23	0.48	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								8.90	26.13	3.08	10.41	10.02	1.66	

AVAILABILITY ANALYSIS

Job Group: C03 Electronic Technicians

Berk Lab 97
01/01/97

	RAW STATISTICS							WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	15.84	36.06	8.27	7.22	19.29	1.20	70.00	11.09	25.24	5.79	5.05	13.50	0.84	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	18.86	47.42	6.31	9.49	30.88	0.66	10.00	1.89	4.74	0.63	0.95	3.09	0.07	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	13.89	17.36	5.56	4.86	6.94	0.00	20.00	2.78	3.47	1.11	0.97	1.39	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								15.75	33.46	7.53	6.98	17.98	0.91	

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AVAILABILITY ANALYSIS

Job Group: C04 Tech/Research

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	31.01	38.15	7.31	7.43	22.22	1.18	60.00	18.61	22.89	4.39	4.46	13.33	0.71	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	34.34	42.15	6.71	10.49	24.65	0.29	10.00	3.43	4.21	0.67	1.05	2.47	0.03	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	19.93	14.07	1.13	4.50	8.42	0.02	30.00	5.98	4.22	0.34	1.35	2.53	0.01	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								28.02	31.33	5.40	6.86	18.32	0.74	

AVAILABILITY ANALYSIS

Job Group: C05 Design/Graphics

Berk Lab 97
01/01/97

	RAW STATISTICS							WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	24.87	33.48	7.31	9.77	15.75	0.52	88.00	21.89	29.46	6.43	8.59	13.86	0.46	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	24.74	36.02	4.71	11.66	18.97	0.46	10.00	2.47	3.60	0.47	1.17	1.90	0.05	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	85.11	45.53	23.83	11.06	10.21	0.43	2.00	1.70	0.91	0.48	0.22	0.20	0.01	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								26.07	33.97	7.38	9.98	15.96	0.51	

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AVAILABILITY ANALYSIS

Job Group: C06 Health/Medical

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	70.82	35.20	9.70	9.55	15.34	0.52	80.00	56.65	28.16	7.76	7.64	12.27	0.41	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	70.72	38.08	8.20	11.98	17.35	0.38	10.00	7.07	3.81	0.82	1.20	1.74	0.04	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	50.00	34.21	1.05	1.05	32.11	0.00	10.00	5.00	3.42	0.11	0.11	3.21	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								68.72	35.39	8.68	8.94	17.21	0.45	

AVAILABILITY ANALYSIS

Job Group: C07 Technical Associates

Berk Lab 97
01/01/97

	RAW STATISTICS							WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	29.85	33.46	4.31	8.78	19.32	1.05	50.00	14.93	16.73	2.16	4.39	9.66	0.53	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	33.24	36.08	4.38	9.27	21.77	0.62	16.67	5.54	6.01	0.73	1.54	3.63	0.10	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	18.75	18.75	6.25	12.50	0.00	0.00	33.33	6.25	6.25	2.08	4.17	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								26.72	28.99	4.97	10.10	13.29	0.63	

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AVAILABILITY ANALYSIS

Job Group: C08 Accelerator Operators

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	31.01	38.15	7.31	7.43	22.22	1.18	80.00	24.81	30.52	5.85	5.94	17.78	0.94	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	34.34	42.15	6.71	10.49	24.65	0.29	10.00	3.43	4.21	0.67	1.05	2.47	0.03	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	7.58	22.73	8.59	4.29	9.85	0.00	10.00	0.76	2.27	0.86	0.43	0.98	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							

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Final Availability %	29.00	37.01	7.38	7.42	21.23	0.97
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AVAILABILITY ANALYSIS

Job Group: D01 Office Services

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	77.23	41.81	16.63	10.76	13.63	0.71	85.00	65.65	35.54	14.14	9.15	11.58	0.61	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	73.67	42.76	11.15	12.86	17.74	0.90	5.00	3.68	2.14	0.56	0.64	0.89	0.05	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	18.18	45.45	18.18	22.73	4.55	0.00	10.00	1.82	4.55	1.82	2.27	0.45	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								71.15	42.22	16.51	12.06	12.93	0.65	

AVAILABILITY ANALYSIS

Job Group: D02 Clerical Supervisors

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	66.95	40.11	18.06	9.42	11.55	0.85	55.00	36.82	22.06	9.93	5.18	6.35	0.47	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	65.48	38.82	12.33	11.66	14.05	0.58	15.00	9.82	5.82	1.85	1.75	2.11	0.09	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	85.11	45.53	23.83	11.06	10.21	0.43	30.00	25.53	13.66	7.15	3.32	3.06	0.13	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								72.17	41.54	18.93	10.25	11.52	0.68	

AVAILABILITY ANALYSIS

Job Group: E01 Machinists (entry)

Berk Lab 97
01/01/97

RAW STATISTICS								WEIGHTED FACTOR						
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	6.39	33.58	3.66	19.67	10.04	0.14	80.00	5.11	26.87	2.93	15.73	8.03	0.11	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	11.82	46.19	2.73	26.23	16.69	0.49	20.00	2.36	9.24	0.55	5.25	3.34	0.10	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								7.48	36.10	3.48	20.98	11.37	0.21	

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AVAILABILITY ANALYSIS

Job Group: E02 Crafts/Trades

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	3.04	33.24	8.82	16.24	6.29	1.56	80.00	2.43	26.59	7.06	13.00	5.04	1.25	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	3.34	36.09	6.49	20.26	7.96	1.13	20.00	0.67	7.22	1.30	4.05	1.59	0.23	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								3.10	33.81	8.36	17.05	6.63	1.47	

AVAILABILITY ANALYSIS

Job Group: E03 Mechanics/Repair

Berk Lab 97
01/01/97

07/15/97														
Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	2.54	38.88	11.44	15.24	10.59	1.55	80.00	2.03	31.10	9.15	12.19	8.47	1.24	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	2.01	40.52	8.57	18.66	11.87	1.27	20.00	0.40	8.10	1.71	3.73	2.37	0.25	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								2.43	39.20	10.86	15.92	10.85	1.49	
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AVAILABILITY ANALYSIS

Job Group: F01 Semi-skilled

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	31.15	45.12	12.74	19.35	12.50	0.47	80.00	24.92	36.10	10.19	15.48	10.00	0.38	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	30.56	52.49	8.71	27.34	15.98	0.34	20.00	6.11	10.50	1.74	5.47	3.20	0.07	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								31.03	46.60	11.93	20.95	13.20	0.45	

AVAILABILITY ANALYSIS

Job Group: G01 Fire

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	4.49	20.50	8.12	7.84	2.53	1.82	80.00	3.59	16.40	6.49	6.27	2.03	1.46	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	4.49	20.50	8.12	7.84	2.53	1.82	20.00	0.90	4.10	1.62	1.57	0.51	0.36	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							
Final Availability %								4.49	20.50	8.12	7.84	2.53	1.82	

AVAILABILITY ANALYSIS

Job Group: G02 Bus Drivers

Berk Lab 97
01/01/97

Factor	RAW STATISTICS						Value Weight	WEIGHTED FACTOR						Comments
	Female	Total Min	Black	Hisp	Asian	Amer Ind		Female	Total Min	Black	Hisp	Asian	Amer Ind	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00	
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-	
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	45.97	66.53	50.18	9.40	4.67	2.29	80.00	36.78	53.22	40.14	7.52	3.74	1.83	
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	39.19	61.17	37.32	14.94	7.14	1.47	20.00	7.84	12.23	7.46	2.99	1.43	0.29	
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
							100.00							

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Final Availability %	44.61	65.46	47.61	10.51	5.16	2.13
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AVAILABILITY ANALYSIS

Job Group: G03 Custodians

Berk Lab 97
01/01/97

07/15/97															
	RAW STATISTICS							WEIGHTED FACTOR							
Factor	Female	Total Min	Black	Hisp	Asian	Amer Ind	Value Weight	Female	Total Min	Black	Hisp	Asian	Amer Ind	Comments	
1A Percentage of Minorities in Population of Labor Area Surrounding Facility	-	41.22	9.25	15.71	15.79	0.47	0.00	-	0.00	0.00	0.00	0.00	0.00		
1B Percentage of Women Among Those Seeking Employment in the Labor or Recruitment Area	50.23	-	-	-	-	-	0.00	0.00	-	-	-	-	-		
2 Percentage of Minorities and Women Among Unemployed in Labor Area Surrounding Facility	44.06	42.67	16.83	18.36	6.55	0.92	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
3 Percentage of Minorities and Women in Total Work Force in Immediate Labor Area	46.02	35.40	11.28	11.80	11.60	0.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
4 Percentage of Minorities and Women Among Those Having Requisite Skills in Immediate Labor Area	24.26	60.31	21.43	28.53	9.52	0.59	80.00	19.41	48.25	17.14	22.82	7.62	0.47		
5 Percentage of Minorities and Women Among Those Having Requisite Skills in Reasonable Recruitment Area	23.92	68.48	13.91	39.95	13.75	0.57	20.00	4.78	13.70	2.78	7.99	2.75	0.11		
6 Percentage of Minorities and Women Among Those Promotable or Transferable Within Facility	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
7 Percentage of Minorities and Women at Institutions Providing Training in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
8 Percentage of Minorities and Women Among Those at Facility Whom Contractor Can Train in Requisite Skills	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
							100.00								
Final Availability %								24.19	61.94	19.93	30.81	10.37	0.59		
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1997 LABORATORY-WIDE UNDERUTILIZATION

1997 LABORATORY-WIDE UNDERUTILIZATION – WOMEN						
EEO Category	Job Group	Title	Total Staff	Availability Rate	Representation Rate	UU*
Officials and Managers	A01	Directors	15			No
	A03	Administrative/Management	70	46.11%	31.43%	Yes**
	A05	Technical Management	44	11.09%	6.82%	Yes
Scientific Professionals	B01	Bio-Med Science	102			No
	B02	Chemistry	67			No
	B03	Physics	205	7.24%	5.85%	Yes
	B04	Computer Sci./Math./Stat.	215	25.26%	24.65%	Yes
	B05	Elec'l/Electronics Eng.	63	9.38%	6.35%	Yes
	B06	Mech'l Engineering	63			No
	B07	Other Eng and Earth Sci.	71			No
	B08	Facilities Engineers	39	13.26%	10.26%	Yes
	B09	Economics/Analysis	28	21.82%	7.14%	Yes
	B11	Research Associate	190			No
	B16	Environ. Health and Safety	57			No
Administrative Professionals	B10	Technical Editing/Writing	25			No
	B13	Administrators/Analysts	152			No
Technicians	C01	Computer Techs	18	26.71%	11.11%	Yes
	C02	Mechanical Techs	110	8.90%	1.82%	Yes**
	C03	Electronic Techs	99	15.75%	4.04%	Yes**
	C04	Tech/Research	63			No
	C05	Design/Graphics	42			No
	C06	Health/Medical	30	68.72%	33.33%	Yes**
	C07	Technical Associates	48	26.72%	16.67%	Yes
	C08	Accelerator Operators	16	29.00%	18.75%	Yes
Clerical	D01	Office Services	235			No
	D02	Clerical Supervisors	13			No
Skilled Crafts	E01	Machinists (entry)	26	7.48%	0.00%	Yes
	E02	Crafts/Trades	64	3.10%	0.00%	Yes
	E03	Mechanics/Repair	27			No
Operatives	F01	Semi-skilled	22	31.03%	18.18%	Yes
Service Workers	G01	Fire	12			No
	G02	Bus Drivers	13			No
	G03	Custodians	32			No

* Whole Person Rule

** Statistically Significant Underutilization

1997 LABORATORY-WIDE UNDERUTILIZATION

1997 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	15	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	A03	Administrative Management	70	People of Color	21.88%	20.00%	Yes
				African American			No
				Hispanic	5.86%	1.43%	Yes
				Asian			No
				Native American			No
	A05	Technical Management	44	People of Color	28.10%	20.45%	Yes
				African American			No
				Hispanic	11.22%	4.55%	Yes
				Asian			No
				Native American			No
Scientific Professionals	B01	Bio-Med Science	102	People of Color			No
				African American	3.19%	0.98%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B02	Chemistry	67	People of Color			No
				African American	2.17%	0.00%	Yes
				Hispanic	2.20%	0.00%	Yes
				Asian			No
				Native American			No
	B03	Physics	205	People of Color			No
				African American	1.09%	0.49%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B04	Computer Science Mathematics and Statistics	215	People of Color	24.94%	20.47%	Yes
				African American	4.32%	2.33%	Yes
				Hispanic	3.89%	0.93%	Yes**
				Asian			No
				Native American			No

* Whole Person Rule

** Statistically Significant Underutilization

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1997 LABORATORY-WIDE UNDERUTILIZATION

1997 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.	63	People of Color	26.64%	17.46%	Yes
				African American			No
				Hispanic	3.68%	1.59%	Yes
				Asian	18.78%	11.11%	Yes
				Native American			No
	B06	Mech'l Engineering	63	People of Color	22.46%	19.05%	Yes
				African American			No
				Hispanic	4.14%	0.00%	Yes
				Asian			No
				Native American			No
	B07	Other Eng and Earth Sciences	71	People of Color			No
				African American	2.79%	0.00%	Yes
				Hispanic			No
				Asian			No
				Native American			No
	B08	Facilities Engineers	39	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B09	Economics/Analysis	28	People of Color			No
				African American			No
				Hispanic			No
				Asian			Yes
				Native American			No
	B11	Research Associate	190	People of Color			No
				African American	3.97%	1.05%	Yes **
				Hispanic	2.93%	1.05%	Yes
				Asian			No
				Native American			No
	B16	Environment, Health and Safety	57	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No

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1997 LABORATORY-WIDE UNDERUTILIZATION

1997 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	25	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	B13	Administrators and Analysts	152	People of Color			No
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
Technicians	C01	Computer Techs	18	People of Color			No
				African American			No
				Hispanic			No
				Asian	17.78%	5.56%	Yes
				Native American			No
	C02	Mechanical Techs	110	People of Color	26.13%	14.55%	Yes
				African American	3.08%	.91%	Yes **
				Hispanic	10.41%	6.36%	Yes
				Asian	10.02%	7.27%	Yes
				Native American	1.66%	0.00%	Yes
	C03	Electronic Techs	99	People of Color	33.46%	23.23%	Yes **
				African American	7.53%	6.06%	Yes
				Hispanic	6.98%	3.03%	Yes
				Asian	17.98%	14.14%	Yes
				Native American			No
	C04	Tech/Research	63	People of Color	31.33%	28.57%	Yes
				African American			No
				Hispanic			No
				Asian	18.32%	9.52%	Yes
				Native American			No
	C05	Design/Graphics	42	People of Color			No
				African American			No
				Hispanic			No
				Asian	15.96%	11.90%	Yes
				Native American			No

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1997 LABORATORY-WIDE UNDERUTILIZATION

1997 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	30	People of Color			No
				African American			No
				Hispanic	8.94%	0.00%	Yes
				Asian			No
				Native American			No
	C07	Technical Associates	48	People of Color	28.99%	12.50%	Yes **
				African American	4.97%	0.00%	Yes
				Hispanic	10.10%	4.17%	Yes
				Asian	13.29%	8.33%	Yes
				Native American			No
	C08	Accelerator Operators	16	People of Color	37.01%	18.75%	Yes
				African American			No
				Hispanic			No
				Asian	21.23%	0.00%	Yes **
				Native American			No
Clerical	D01	Office Services	235	People of Color			No
				African American			No
				Hispanic	12.06%	11.06%	Yes
				Asian	12.93%	10.21%	Yes
				Native American			No
	D02	Clerical Supervisors	13	People of Color	41.54%	23.08%	Yes
				African American			No
				Hispanic	10.25%	0.00%	Yes
				Asian	11.52%	0.00%	Yes
				Native American			No
Skilled Crafts	E01	Machinists (entry)	26	People of Color	36.10%	23.08%	Yes
				African American			No
				Hispanic	20.98%	3.85%	Yes **
				Asian			No
				Native American			No
	E02	Crafts/Trades	64	People of Color	33.81%	25.00%	Yes
				African American	8.36%	6.25%	Yes
				Hispanic	17.05%	14.06%	Yes
				Asian	6.63%	3.13%	Yes
				Native American			No

* Whole Person Rule

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1997 LABORATORY-WIDE UNDERUTILIZATION

1997 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	27	People of Color	39.20%	25.93%	Yes
				African American			No
				Hispanic	15.92%	7.41%	Yes
				Asian	10.85%	3.70%	Yes
				Native American			No
Operatives	F01	Semi-skilled	22	People of Color			No
				African American			No
				Hispanic			No
				Asian	13.20%	4.55%	Yes
				Native American			No
Service Workers	G01	Fire	12	People of Color	20.50%	8.33%	Yes
				African American			No
				Hispanic			No
				Asian			No
				Native American			No
	G02	Bus Drivers	13	People of Color			No
				African American			No
				Hispanic	10.51%	0.00%	Yes
				Asian			No
				Native American			No
	G03	Custodians	32	People of Color			No
				African American	19.93%	15.63%	Yes
				Hispanic			No
				Asian			No
				Native American			No

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JOB GROUP: A01		EEO-1 CATEGORY: Directors						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	15	13	2	2	0	1	1	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		86.67%	13.33%	13.33%	00.00%	06.67%	06.67%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			09.00%	09.61%	02.57%	01.72%	04.75%	00.56%
(4) LABWIDE UNDERUTILIZATION*			-0.65	-0.56	0.39	-0.74	-0.29	0.08
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	0	0	0

JOB GROUP: A03		EEO-1 CATEGORY: Administrative/Management						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	70	48	22	14	5	1	8	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		68.57%	31.43%	20.00%	07.14%	01.43%	11.43%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			46.11%	21.88%	08.42%	05.86%	06.96%	00.49%
(4) LABWIDE UNDERUTILIZATION*			10.28	1.32	0.89	3.10	-3.13	0.34
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			10	1	0	3	0	0

* UNDERUTILIZATION for race and ethnicity (line 4) is determined (1) by multiplying the availability rates (line 3) by the total current job group population (line 1), and (2) by comparing actual job group population with ideal population, based on availability data.

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JOB GROUP: A05		EEO-1 CATEGORY: Technical Management						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	44	41	3	9	5	2	2	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		93.2%	06.82%	20.45%	11.36%	04.55%	04.55%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			11.09%	28.10%	09.22%	11.22%	06.59%	00.70%
(4) LABWIDE UNDERUTILIZATION*			1.88	3.36	-0.94	2.94	0.90	0.31
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	3	0	2	0	0

JOB GROUP: B01		EEO-1 CATEGORY: Bio-Med Science						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	102	59	43	20	1	2	17	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		57.84%	42.16%	19.61%	00.98%	01.96%	16.67%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			31.52%	11.06%	03.19%	01.37%	06.31%	00.19%
(4) LABWIDE UNDERUTILIZATION*			-10.85	-8.72	2.25	-0.60	-10.56	0.19
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	2	0	0	0

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JOB GROUP: B02		EEO-1 CATEGORY: Chemistry						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	67	55	12	9	0	0	9	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		82.09%	17.91%	13.43%	00.00%	00.00%	13.43%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			18.52%	12.10%	02.17%	02.20%	07.57%	00.17%
(4) LABWIDE UNDERUTILIZATION*			0.41	-0.89	1.45	1.47	-3.93	0.11
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	1	1	0	0

JOB GROUP: B03		EEO-1 CATEGORY: Physics						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	205	193	12	31	1	4	26	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		94.15%	05.85%	15.12%	00.49%	01.95%	12.68%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			07.24%	09.75%	01.09%	01.72%	06.80%	00.14%
(4) LABWIDE UNDERUTILIZATION*			2.84	-11.01	1.23	-0.47	-12.06	0.29
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			2	0	1	0	0	0

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JOB GROUP: B04		EEO-1 CATEGORY: Computer Sciences/Mathematics/Statistics						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	215	162	53	44	5	2	37	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		75.35%	24.65%	20.47%	02.33%	00.93%	17.21%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			25.26%	24.94%	04.32%	03.89%	16.52%	00.10%
(4) LABWIDE UNDERUTILIZATION*			1.31	9.62	4.29	6.36	-1.48	0.22
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	9	4	6	0	0

JOB GROUP: B05		EEO-1 CATEGORY: Electrical/Electronics Engineering						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	63	59	4	11	3	1	7	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		93.65%	06.35%	17.46%	04.76%	01.59%	11.11%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			09.38%	26.64%	03.87%	03.68%	18.78%	00.20%
(4) LABWIDE UNDERUTILIZATION*			1.91	5.78	-0.56	1.32	4.83	0.13
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	5	0	1	4	0

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JOB GROUP: B06		EEO-1 CATEGORY: Mechanical Engineering						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	63	60	3	12	1	0	11	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		95.24%	04.76%	19.05%	01.59%	00.00%	17.46%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			05.52%	22.46%	02.02%	04.14%	16.13%	00.12%
(4) LABWIDE UNDERUTILIZATION*			0.48	2.15	0.27	2.61	-0.84	0.08
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	2	0	2	0	0

JOB GROUP: B07		EEO-1 CATEGORY: Other Engineering and Earth Sciences						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	71	56	15	21	0	2	19	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		78.87%	21.13%	29.58%	00.00%	02.82%	26.76%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			16.41%	18.04%	02.79%	03.48%	11.63%	00.13%
(4) LABWIDE UNDERUTILIZATION*			-3.35	-8.19	1.98	0.47	-10.74	0.09
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	1	0	0	0

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JOB GROUP: B08		EEO-1 CATEGORY: Facilities Engineers						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	39	35	4	11	1	1	9	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		89.74%	10.26%	28.21%	02.56%	02.56%	23.08%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			13.26%	23.44%	03.00%	03.79%	16.33%	00.23%
(4) LABWIDE UNDERUTILIZATION*			1.17	-1.86	0.17	0.48	-2.63	0.09
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	0	0	0	0	0

JOB GROUP: B09		EEO-1 CATEGORY: Economics/Analysis						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	28	26	2	4	1	0	3	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		92.86%	07.14%	14.29%	03.57%	00.00%	10.71%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			21.82%	10.29%	01.83%	01.39%	06.96%	00.11%
(4) LABWIDE UNDERUTILIZATION*			4.11	-1.12	-0.49	0.39	-1.05	0.03
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			4	0	0	0	0	0

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JOB GROUP: B10		EEO-1 CATEGORY: Technical Editing/Writing						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	25	9	16	4	1	0	3	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		36.00%	64.00%	16.00%	04.00%	00.00%	12.00%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			54.96%	14.01%	04.51%	03.35%	05.97%	00.14%
(4) LABWIDE UNDERUTILIZATION*			-2.26	-0.50	0.13	0.84	-1.51	0.04
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	0	0	0

JOB GROUP: B11		EEO-1 CATEGORY: Research Associates						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	190	95	95	65	2	2	61	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		50.00%	50.00%	34.21%	01.05%	01.05%	32.11%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			35.18%	14.69%	03.97%	02.93%	07.34%	00.32%
(4) LABWIDE UNDERUTILIZATION*			-28.16	-37.09	5.54	3.57	-47.05	0.61
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	5	3	0	0

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JOB GROUP: B13		EEO-1 CATEGORY: Administrators/Analysts						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	152	39	113	44	15	9	19	1
(2) PERCENTAGE REPRESENTATION ON 09/30/96		25.66%	74.34%	28.95%	09.87%	05.92%	12.50%	00.66%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			52.25%	25.32%	09.77%	05.59%	09.59%	00.28%
(4) LABWIDE UNDERUTILIZATION*			-33.58	-5.51	-0.15	-0.50	-4.42	-0.57
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	0	0	0

JOB GROUP: B16		EEO-1 CATEGORY: Environmental Health and Safety						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	57	40	17	16	4	1	11	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		70.18%	29.82%	28.07%	07.02%	01.75%	19.30%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			17.27%	12.32%	03.45%	01.36%	07.50%	00.00%
(4) LABWIDE UNDERUTILIZATION*			-7.16	-8.98	-2.03	-0.22	-6.73	0.00
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	0	0	0

* UNDERUTILIZATION for race and ethnicity (line 4) is determined (1) by multiplying the availability rates (line 3) by the total current job group population (line 1), and (2) by comparing actual job group population with ideal population, based on availability data.

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JOB GROUP: C01		EEO-1 CATEGORY: Computer Technicians						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	18	16	2	4	2	1	1	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		88.89%	11.11%	22.22%	11.11%	05.56%	05.56%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			26.71%	26.44%	04.63%	03.81%	17.78%	00.07%
(4) LABWIDE UNDERUTILIZATION*			2.81	0.76	-1.17	-0.31	2.20	0.01
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			2	0	0	0	2	0

JOB GROUP: C02		EEO-1 CATEGORY: Mechanical Technicians						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	110	108	2	16	1	7	8	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		98.18%	01.82%	14.55%	00.91%	06.36%	07.27%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			08.90%	26.13%	03.08%	10.41%	10.02%	01.66%
(4) LABWIDE UNDERUTILIZATION*			7.79	12.74	2.39	4.45	3.02	1.83
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			7	12	2	4	3	1

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JOB GROUP: C03		EEO-1 CATEGORY: Electronic Technicians						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	99	95	4	23	6	3	14	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		95.96%	04.04%	23.23%	06.06%	03.03%	14.14%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			15.75%	33.46%	07.53%	06.98%	17.98%	00.91%
(4) LABWIDE UNDERUTILIZATION*			11.59	10.13	1.45	3.91	3.80	0.90
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			11	10	1	3	3	0

JOB GROUP: C04		EEO-1 CATEGORY: Tech/Research						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	63	46	17	18	4	8	6	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		73.02%	26.98%	28.57%	06.35%	12.70%	09.52%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			28.02%	31.33%	05.40%	06.86%	18.32%	00.74%
(4) LABWIDE UNDERUTILIZATION*			0.65	1.74	-0.60	-3.68	5.54	0.47
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	1	0	0	5	0

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JOB GROUP: C05		EEO-1 CATEGORY: Design/Graphics						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	42	28	14	15	5	5	5	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		66.67%	33.33%	35.71%	11.90%	11.90%	11.90%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			26.07%	33.97%	07.38%	09.98%	15.96%	00.51%
(4) LABWIDE UNDERUTILIZATION*			-3.05	-0.73	-1.90	-0.81	1.70	0.21
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	0	1	0

JOB GROUP: C06		EEO-1 CATEGORY: Health/Medical						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	30	20	10	11	6	0	5	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		66.67%	33.33%	36.67%	20.00%	00.00%	16.67%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			68.72%	35.39%	08.68%	08.94%	17.21%	00.45%
(4) LABWIDE UNDERUTILIZATION*			10.62	-0.38	-3.40	2.68	0.16	0.14
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			10	0	0	2	0	0

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JOB GROUP: C07		EEO-1 CATEGORY: Technical Associates						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	48	40	8	6	0	2	4	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		83.33%	16.67%	12.50%	00.00%	04.17%	08.33%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			26.72%	28.99%	04.97%	10.10%	13.29%	00.63%
(4) LABWIDE UNDERUTILIZATION*			4.83	7.92	2.39	2.85	2.38	0.30
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			4	7	2	2	2	0

JOB GROUP: C08		EEO-1 CATEGORY: Accelerator Operators						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	16	13	3	3	1	2	0	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		81.25%	18.75%	18.75%	06.25%	12.50%	00.00%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			29.00%	37.01%	07.38%	07.42%	21.23%	00.97%
(4) LABWIDE UNDERUTILIZATION*			1.64	2.92	0.18	-0.81	3.40	0.16
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	2	0	0	3	0

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JOB GROUP: D01		EEO-1 CATEGORY: Office Services						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	235	35	200	107	56	26	24	1
(2) PERCENTAGE REPRESENTATION ON 09/30/96		14.89%	85.11%	45.53%	23.83%	11.06%	10.21%	00.43%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS				42.22%	16.51%	12.06%	12.93%	00.65%
(4) LABWIDE UNDERUTILIZATION*				-7.78	-17.20	2.34	6.39	0.53
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)				0	0	2	6	0

JOB GROUP: D02		EEO-1 CATEGORY: Clerical Supervisors						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	13	1	12	3	3	0	0	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		07.69%	92.31%	23.08%	23.08%	00.00%	00.00%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS				41.54%	18.93%	10.25%	11.52%	00.68%
(4) LABWIDE UNDERUTILIZATION*				2.40	-0.54	1.33	1.50	0.09
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)				2	0	1	1	0

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JOB GROUP: E01		EEO-1 CATEGORY: Machinists (entry)						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	26	26	0	6	2	1	3	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		100.0%	00.00%	23.08%	07.69%	03.85%	11.54%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			07.48%	36.10%	03.48%	20.98%	11.37%	00.21%
(4) LABWIDE UNDERUTILIZATION*			1.94	3.39	-1.10	4.45	-0.04	0.05
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	3	0	4	0	0

JOB GROUP: E02		EEO-1 CATEGORY: Crafts/Trades						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	64	64	0	16	4	9	2	1
(2) PERCENTAGE REPRESENTATION ON 09/30/96		100.0%	00.00%	25.00%	06.25%	14.06%	03.13%	01.56%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			03.10%	33.81%	08.36%	17.05%	06.63%	01.47%
(4) LABWIDE UNDERUTILIZATION*			1.98	5.64	1.35	1.91	2.24	-0.06
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			1	5	1	1	2	0

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JOB GROUP: E03		EEO-1 CATEGORY: Mechanics/Repair						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	27	27	0	7	3	2	1	1
(2) PERCENTAGE REPRESENTATION ON 09/30/96		100.0%	00.00%	25.93%	11.11%	07.41%	03.70%	03.70%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			02.43%	39.20%	10.86%	15.92%	10.85%	01.49%
(4) LABWIDE UNDERUTILIZATION*			0.66	3.58	-0.07	2.30	1.93	-0.60
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	3	0	2	1	0

JOB GROUP: F01		EEO-1 CATEGORY: Semi-skilled						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	22	18	4	10	4	5	1	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		81.82%	18.18%	45.45%	18.18%	22.73%	04.55%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			31.03%	46.60%	11.93%	20.95%	13.20%	00.45%
(4) LABWIDE UNDERUTILIZATION*			2.83	0.25	-1.38	-0.39	1.90	0.10
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			2	0	0	0	1	0

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JOB GROUP: G01		EEO-1 CATEGORY: Fire						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	12	11	1	1	1	0	0	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		91.67%	08.33%	08.33%	08.33%	00.00%	00.00%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			04.49%	20.50%	08.12%	07.84%	02.53%	01.82%
(4) LABWIDE UNDERUTILIZATION*			-0.46	1.46	-0.03	0.94	0.30	0.22
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	1	0	0	0	0

JOB GROUP: G02		EEO-1 CATEGORY: Bus Drivers						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	13	6	7	9	9	0	0	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		46.15%	53.85%	69.23%	69.23%	00.00%	00.00%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			44.61%	65.46%	47.61%	10.51%	05.16%	02.13%
(4) LABWIDE UNDERUTILIZATION*			-1.20	-0.49	-2.81	1.37	0.67	0.28
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	0	1	0	0

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JOB GROUP: G03		EEO-1 CATEGORY: Custodians						
LBL'S GOALS WILL BE TO FILL POSITIONS WITH MINORITIES & FEMALES AT THE PERCENTAGE RATE SHOWN ON LINE 3 UNTIL SUCH TIME AS PARITY WITH AVAILABILITY IS REACHED.	TOTAL	TOTAL MALE	TOTAL FEMALE	TOTAL MIN	TOTAL BLACK	TOTAL HISPANIC	TOTAL ASIAN	TOTAL NAT AM
(1) JOB GROUP POPULATION ON 09/30/96	32	20	12	23	5	12	6	0
(2) PERCENTAGE REPRESENTATION ON 09/30/96		62.50%	37.50%	71.88%	15.63%	37.50%	18.75%	00.00%
(3) AVAILABILITY RATES/ PLACEMENT RATE GOALS			24.19%	61.94%	19.93%	30.81%	10.37%	00.59%
(4) LABWIDE UNDERUTILIZATION*			-4.26	-3.18	1.38	-2.14	-2.68	0.19
(5) LABWIDE UNDER-UTILIZATION** (TRUNCATED)			0	0	1	0	0	0

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