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LABORATORY Ernest Orlando Lawrence Berkeley National Laboratory is managed under Contract No. DE-AC02-05CH11231 for the U.S. Department of Energy (DOE) by the University of California. As a federal government contractor, the Laboratory is subject to executive orders and regulations pertaining to equal employment opportunity and affirmative action.

MISSION AND OVERVIEW Founded in 1931, Lawrence Berkeley National Laboratory (LBNL) was a driving force behind the launch of serious investigations into particle physics and the nature of matter and energy in our universe. From those early days, as the birthplace of nuclear science and medicine LBNL has evolved into a multidisciplinary research facility that, under the Department of Energy's (DOE's) Office of Science, has a primary mission focus that includes; understanding the complexity of biological and earth systems for energy solutions, characterizing and fabricating nanostructured materials, advancing physics and cosmology, conducting computational science of scale, and developing new scientific approaches to the understanding and prevention of disease.

On a competitive basis, LBNL provides access to critical national research infrastructure for university, industry, and government researchers. Major facilities include: the Advanced Light Source, a world center for ultraviolet and soft x-ray synchrotron-based science; the Molecular Foundry, a nanoscale science user facility; the National Center for Electron Microscopy for materials science; the 88-Inch Cyclotron for nuclear science; the National Energy Research Scientific Computing Center (NERSC), a DOE-leading provider of high-performance computing capabilities for complex scientific applications; and the DOE Joint Genome Institute. With one-third of its scientific staff jointly affiliated with university campuses, LBNL delivers a highly capable science and engineering workforce for the nation's future. Founder Ernest Lawrence was the laboratory's first Nobel Laureate and following that tradition, overall, eleven Nobel Laureates are associated with the laboratory. In addition, 68 staff are members of the National Academies.

LABORATORY FOCUS AND VISION Six core competencies underpin activities at Lawrence Berkeley National Laboratory:

1. Sustainable energy science and technology
2. Nanoscience, materials synthesis, and characterization
3. Multidisciplinary biology and environmental science
4. Soft x-ray and ultrafast science, photon and particle beams including those for national user facilities
5. Computational science and engineering
6. Advanced detector systems for astrophysics, high energy physics, and nuclear science

The Office of Science believes that these six competencies will enable LBNL to deliver its mission and customer focus, to perform a complementary role in the DOE laboratory system, and to pursue its vision for scientific excellence and pre-eminence in the areas of:

- Energy science, including carbon-neutral fuels from solar to chemical energy conversion;
- Nanoscience, surface science, and condensed matter physics for energy and scientific applications;
- Genomics and bioscience for understanding the complexity of living systems for energy solutions, understanding health effects of energy, and the prevention of disease;
- Particle-, nuclear-, and astrophysics to understand matter and energy in the universe;
- Earth systems research for developing energy resources, global change modeling, improving the nuclear fuel cycle, and enhanced environmental restoration, and
- Mathematics, computer science, and large-scale computational science programs

BUSINESS LINES The following capabilities, aligned by business lines, distinguish LBNL and provide a basis for effective teaming and partnering with other DOE laboratories, universities, and private sector partners in pursuit of the laboratory mission. These business lines and the distinguishing capabilities outlined in the table below provide an additional window into the mission focus and unique contributions and strengths of LBNL and its role within the Office of Science laboratory complex. Items in italics within the column, Distinguishing Capabilities, identify research facilities that convey particular, strategic strengths and capabilities to the laboratory.

Science for a Secure and Globally Sustainable Energy Future

Distinguishing Capabilities

- Novel chemical synthesis processes; cell and molecular biology systems and pathways
- Microbial organisms, genomics, and communities;
- Earth systems modeling; biogeochemical changes and remediation
- Efficient commercial building system designs;
- Electricity reliability;
- Carbon sequestration science and technologies;
- *DOE Joint Genome Institute*

Leading Facilities in Vacuum-ultra-violet (VUV), Soft X-ray, and Ultrafast Science

Distinguishing Capabilities

- VUV, soft and intermediate x-ray probes for science and technology;
- Chemical dynamics, photoionization, and other atomic, molecular, and optical phenomena; biological x-ray tomography, 8 crystallography beamlines
- *Advanced Light Source.*

**BUSINESS LINES Develop Novel Materials and Nanodevices
(Continued)**

Distinguishing Capabilities

- Advanced catalytic, electronic, superconducting, structural, and optical materials;
- Dynamic electron beam microcharacterization facilities; nanomedicine
- *National Center for Electron Microscopy;*
- *Molecular Foundry.*

Understand, Detect, and Prevent Energy-Related and Environmental Causes of Disease

Distinguishing Capabilities

- Molecular, cellular, and tissue models of disease;
- New probes and imaging systems for diagnosis;
- Low-dose radiation effects and DNA damage response;
- *Structural biology at the Advanced Light Source;*
- *Center for Functional Imaging*

Matter and Energy in the Universe

Distinguishing Capabilities

- Astrophysics and neutrinos, nuclear structure;
- Accelerator R&D (optical accelerators, superconducting magnets, ion sources);
- RHIC and Large Hadron Collider (LHC) heavy-ion experiments; development of gamma ray detectors including Gammasphere and GRETINA1 and next-generation instruments;
- Heavy ion drivers for high energy density physics;
- *88-Inch Cyclotron*

¹ The GRETINA detector (a forerunner of the GRETA detector, the gamma ray energy tracking array, is under development at Lawrence Berkeley National Laboratory) and is used to detect gamma rays in nuclear physics experiments.

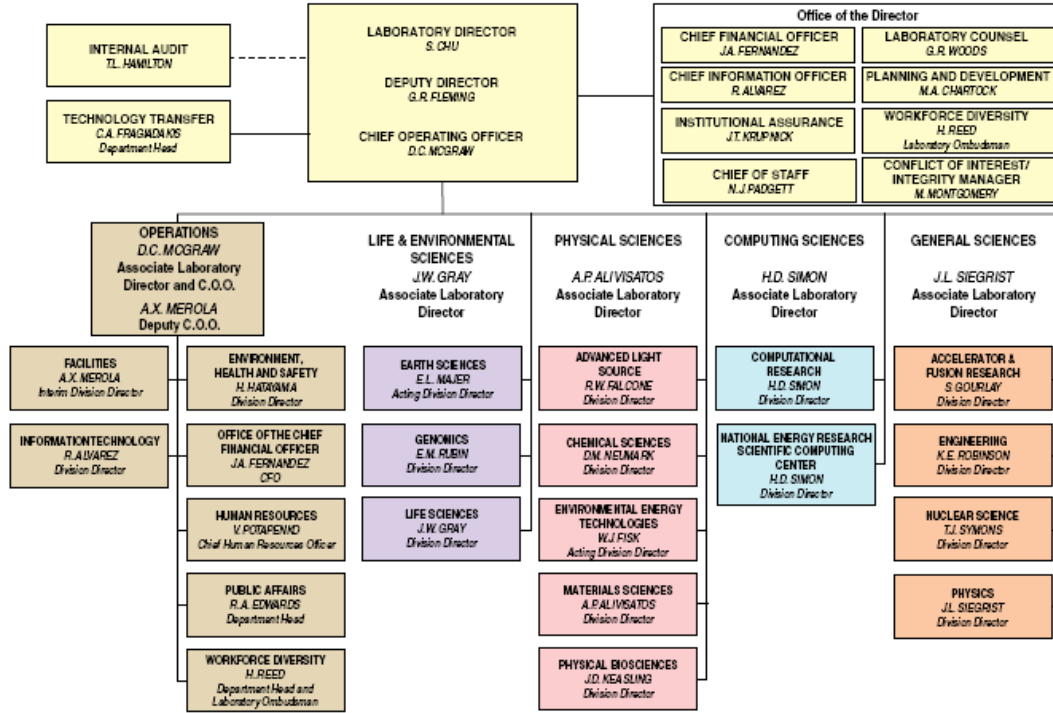
**BUSINESS LINES Advanced Scientific Computing for DOE Research Programs
(Continued)**

Distinguishing Capabilities

- Scientific computing capability and connectivity;
- Mathematical tools and algorithms for science
- *National Energy Research Scientific Computing Center Energy Sciences Network (ESnet)*

**Section 1
Introduction**

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY • UNIVERSITY OF CALIFORNIA



Updated: 2/26/07

Organizational Chart

Affirmative Action Program

Section 2

EEO/AA Policy Statement

It has been and will continue to be, the policy of Berkeley National Laboratory to be an equal opportunity employer. Berkeley National Laboratory's EEO/AA policy statement included in Section 4 Internal and External Dissemination of EEO/AA Policy. In keeping with this policy, the Laboratory will continue to recruit, hire, train, and promote into all job levels the most qualified persons without regard to race; color; religion; sex; gender identity; pregnancy; national origin; physical or mental disability; age; medical condition (cancer related or genetic characteristics); ancestry; marital status; sexual orientation; status as a covered veteran (recently separated veteran, or Vietnam era veteran or special disabled veteran, or veteran who served on active duty during a war on a in a campaign or expedition for which a campaign badge has been authorized); or on the basis of citizenship, within the limits imposed by federal law, Immigration and Naturalization Service (INS) regulations, or the Department of Energy. Similarly, the Laboratory will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, Laboratory-sponsored training, education, tuition assistance and social recreation programs) in advance with Laboratory policy. The Laboratory bases employment decision on objective standards so much as possible in the furtherance of equal employment opportunity.

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, gender identity, pregnancy, sexual orientation, disability, age, veteran status, medical condition (cancer-related or genetic characteristics), 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 and minorities, individuals with disabilities, and covered veterans.

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

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

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

Affirmative Action Program

Section 3

Responsibility for Implementation

THE LABORATORY DIRECTOR The Laboratory Director of the Ernest Orlando Lawrence Berkeley National Laboratory has the 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.

EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION MANAGER In this capacity, the Equal Employment Opportunity/Affirmative Action Manager and designated staff members are responsible for the Laboratory-wide administration and coordination of the Affirmative Action Program, advising appropriate parties 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.

The Equal Employment Opportunity/Affirmative Action Manager (EEO/AA Manager) 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 developed by the EEO/AA Manager. The duties of the EEO/AA Manager include the following:

- Developing policy statements, affirmative action programs and internal and external communication techniques.
- Helping to identify problem areas and monitoring goal achievement through meetings with the Laboratory Director, the Deputy Director, the EEO/AA Manager, 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 Director, Associate Laboratory Directors, Division Directors, and Department and Section Heads to these ends.

**EQUAL EMPLOYMENT
OPPORTUNITY/AFFIRMATIVE
ACTION MANAGER (Continued)**

Designing and implementing auditing and reporting systems that:

1. Measure the effectiveness of the Laboratory EEO programs.
 2. Indicate any need for remedial action.
 3. Determine the degree to which the Laboratory's goals and objectives are being attained.
- Serving 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.
 - Keeping management informed of the latest development in the equal opportunity area.
 - Meeting with department supervisors to make certain that the Laboratory's EEO/AA policies are being followed.
 - Informing all supervisors that their individual work performance has direct impact on the Laboratory's equal employment opportunity efforts and results.
 - Maintaining oversight responsibilities for reviewing the progress, quality, and integrity of the development of the Affirmative Action Program.
 - Serving as liaison between the Laboratory and organizations concerned with employment opportunities for women and minorities, individuals with a disability and covered veterans.
 - Assisting the Human Resources Department and the Laboratory Divisions in the outreach recruitment of women and minorities, individuals with a disability and covered veterans.
 - Continuing to bear primary responsibility for community relations and liaison with local and national organizations concerned with the employment of women and minorities as well as those persons protected by law from discrimination based on religion, national origin, age, physical or mental disability, covered veteran status, marital status, sexual orientation, medical condition (cancer-related), citizenship, or ancestry and gender identity.

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.

- Developing 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 minorities 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.
- 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, minorities, individuals with a disability and covered 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 DIRECTOR AND ASSOCIATE LABORATORY DIRECTORS The Deputy Director is responsible for scientific policy, program development, and major new Laboratory initiatives. 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 Employment Opportunity/Affirmative Action Manager 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.
- 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 qualified women and minorities, individuals with a disability and covered 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 all employees including women and minorities are given full opportunity for transfer and promotion.
- In conjunction with the Human Resources Department, utilizing existing techniques for the informal resolution of employee complaints related to issues concerning EEO/AA.

**DIVISION DIRECTORS
(Continued)**

- 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 and minorities, individuals with a disability, and covered 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 activities that improve their ability to manage a diverse work force and to understand workplace implications of EEO regulations. The duties of the department managers/supervisors include:

- a) Assisting the EEO/AA Manager in the identification of problem areas and in the establishment of department goals and objectives.
- b) Being actively involved with local Laboratory programs in support of minority organizations, women's organizations, community action groups and community service programs.
- c) Participate in periodic audits of training programs, hiring and promotion patterns to isolate impediments to the attainment of goals and objectives.
- d) Meeting with employees to be certain the Laboratory's policies are being followed.
- e) Reviewing the qualification of employees to ensure that all employees, including minorities and women are given full opportunities for transfers and promotions.
- f) Providing career counseling as appropriate.
- g) Understanding that their work performance is being evaluated on the basis of their equal employment opportunity efforts and results, as well as other criteria.
- h) Preventing harassment of employees placed through affirmative action efforts.

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 2007 Statement is on page 4-3 of this section. The policy on sexual harassment is on page 4-4, also in this section.

INTERNAL

Laboratory Briefings The Equal Employment Opportunity 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 Employment Opportunity/Affirmative Action Manager provides information about the Laboratory's progress in meeting goals through annual briefings with management and the Best Practices Diversity Council.

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 *Today At Berkeley Lab*, which is distributed to all employees. The Laboratory will picture both minority and non-minority men and women in publications in which employees are featured.

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. The Laboratory's Affirmative Action Program is a promulgation of Laboratory policy.

Posters Laboratory bulletin boards include Federal and State EEO posters.

New Employee Orientation Position During a formal orientation program, the Laboratory's diversity and equal employment opportunity policies are reviewed.

Posting Vacancies are posted for a minimum of two weeks and are available electronically on the Internet at <http://cjo.lbl.gov/>. The *CJO* includes the equal employment opportunity/affirmative action statement.

Training The Laboratory offers a variety of training courses which includes information on legal requirements and policies related to equal employment opportunity and affirmative action:

Union Officials/Agreements The Laboratory includes and publishes nondiscrimination clauses in all union agreements, and reviews all contractual provisions to ensure they are nondiscriminatory.

Employee Awareness The Laboratory will make current employees aware of the existence of the Laboratory's affirmative action program and the benefits available.

Prospective Employees The Laboratory will inform prospective employees of the existence of the Laboratory's affirmative action program and benefits, if any, which may be available to them under the programs.

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 *Current Job Opportunities (CJO)* contains the equal employment opportunity/affirmative action employer statement. The *CJO* is provided to local and national organizations, professional and state agencies, and colleges and universities. In addition, the *CJO* is available electronically through the Internet and is accessed by thousands of users worldwide.



Ernest Orlando Lawrence Berkeley National Laboratory

POLICY AND PROCEDURE REMINDER

Policy and Procedure Memo Vol. XXXIII, No. 6

Date: 1/12/07

Post Paper Copy? No

Distribution: [Today at Berkeley Lab](#)

Posted on Behalf of: David McGraw

Full Subject: Reminder on Affirmative Action and Equal Employment Opportunity Policy

It is the Policy of the Laboratory not to engage in discrimination against or harassment of any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, gender identity, pregnancy (including pregnancy childbirth, and medical conditions related to pregnancy or childbirth), physical or mental disability, medical condition (cancer related or genetic characteristics), age, citizenship, or status as a covered veteran, (special disabled veteran, Vietnam-era veteran, recently separated veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

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, through formally written affirmative action plans, for minorities, women, individuals with disabilities, and covered veterans. Go [here](#) to read the entire policy.

http://www.lbl.gov/Workplace/Policy-Memos/archivePolicyMemos/2006-2007/rem_aa-eeo_011207.html

The complete text of the Laboratory's policy on affirmative action and equal employment opportunity may be found in Regulations and Procedures Manual §2.01(A), located on the Web at: <http://www.lbl.gov/Workplace/RPM/R2.01.html>



Ernest Orlando Lawrence Berkeley National Laboratory

POLICY AND PROCEDURE MEMO

SEXUAL HARASSMENT & COMPLAINT PROCEDURE

Policy and Procedure Memo Vol. XXXIII, No. 5

Date: 12/13/06

Post Paper Copy? No

Distribution: [Today at Berkeley Lab](#)

Posted on Behalf of: David McGraw

Full Subject: Reminder on Sexual Harassment Policy

The University of California is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

The University of California's policy and procedures concerning sexual harassment apply to Berkeley Lab and are part of [RPM §§2.01\(A\)\(1\)\(b\)](#) and [2.05\(C\)](#). Additional information on reporting sexual harassment may be found [here](#).

http://www.lbl.gov/Workplace/Policy-Memos/archivePolicyMemos/2006-2007/rem_sex-harass_121306.html

INTRODUCTION The Laboratory has developed and implemented the following action oriented programs, both Laboratory wide and at the organizational/unit level, in such a way that their proper execution will result in either an increase in the minority group/female representation in the group and/or organizational units identified as underutilized if vacancies occur, or document our good faith efforts to do so. This section addresses programs planned for the 2007 fiscal year as a result of the review and analysis reflected in this plan.

Proper management and monitoring of personal actions including recruitment, selection, promotion, transfer, merit pay increase, training and termination are crucial to the success of the Laboratory EEO/AA programs. The Laboratory observes and practices guidelines in the following areas, which are being reviewed periodically.

RECRUITMENT 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.

Policy

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

The Equal Employment Opportunity/Affirmative Action Manager 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 HR Center Manager, 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.
- those positions which are temporary and last less than six months in duration.
- those positions filled by students, GSRA's, faculty, visiting faculty, visiting researcher or rehired retiree position.

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

The 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. Those job groups identified as underutilized must also have the concurrence of the Equal Employment Opportunity/Affirmative Action Manager. However, any change in status from temporary or student to career will be reviewed by the Human Resources Department and be subject to posting procedure and policy.

Advertising for personnel may be arranged through the Human Resources Department or through field representatives. 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 Recruiter or Human Resources Center staff.

Publicizing Job Vacancies (continued) The Human Resources Department will work closely with the hiring supervisor to develop appropriate recruitment strategies in order to recruit qualified candidates in underutilized job groups.

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 hiring Division or Department. 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*)

Job Requisitions Action to recruit personnel should be initiated by the hiring supervisor. The hiring supervisor will work with their HR Center to have the position entered into our HRIS and ensure that the appropriate approvals are obtained. 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 Workforce Diversity Office and the Human Resources Department will furnish available information on divisional affirmative action recruitment goals to the hiring department.

The Human Resources Department has extended a contract with and advertising agency, CKR Group Incorporated. This agreement includes enhanced provisions for resource research and strategy development by the agency.

Referral of Applications Resumes are sent by Recruiters or HR Center staff to the hiring supervisor for review. Once the hiring supervisor determines who to interview and has selected the most qualified candidate, a *Selection Log* is prepared. This log is used to record pertinent information regarding the selection process and to state the reasons for either a hire or non-hire. The completed selection log is prepared by the HR Center.

Referral of Applicants for Vacant Positions The Recruiter will first refer any person on preferential rehire status or any career employee scheduled for layoff that 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

Referral of Applicants for Vacant Positions and outside the Laboratory will also be considered for referral. The Recruiter, HR Center staff, or the hiring supervisor will determine 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. A detailed recruitment plan will be developed by the Recruiter or HR Center staff for new positions, and will include underutilization data, as well as sources of diverse candidate pools to address the underutilization needs of the position within the department.

Interviewing Applicants Interviews between applicants and the hiring Division or Department are arranged by the hiring Division or Department. The Human Resources Department will furnish available information on each applicant.

Documentation The HR Center records the reasons for selecting or not selecting each referred applicant and keeps specified records of selection procedures and decisions.

RECRUITMENT GOOD FAITH EFFORTS The Recruitment Group is currently staffed by four recruiters and one manager. The group is client-based, with each recruiter assigned to multiple divisions aligned with the customers supported by the HR Centers. The aim is to establish close working relationships with one set of clients and to become fully knowledgeable about their clients' operations and staffing needs, as well as to provide support to the Lab's recruitment and outreach efforts to attain a diverse pool of qualified applicants.

The Laboratory-wide Recruitment Function During FY 2006, the Lab's Senior Managers were charged with responsibility for developing their respective Division Diversity Plans. Each Plan included recruitment and outreach components to address both immediate and long-term workforce needs. During FY 2006 and continuing into FY 2007, Human Resources is completing a review of our recruitment processes to ensure consistency of application across the Divisions. Our requirement that candidates and internet applicants apply on-line ensures that we have accurate ethnicity and gender data. Recruiters have the ability to determine if applicant pools are diverse.

The Laboratory-wide Recruitment Function (continued) The use of source codes is not always a reliable indicator of how our job seekers find out about us. Data and other anecdotal information indicate that many job seekers apply more than once over time, and often in response to a variety of media that we use to promote our jobs. As part of our recent system upgrade, we have dramatically reduced the number of source codes. We hope that this will provide us with more accurate data.

The Recruiters continue to use one of the most powerful Internet candidate sourcing tools available, AIRS Oxygen. The Recruiting team will use this tool to augment the Lab's efforts to identify a diverse pool of qualified candidates from the Internet.

Resource Lists Human Resources Recruiters continued to research and update several resource lists for recruitment and outreach purposes. Lists include:

- Women and minority organizations
- Historically Black Colleges and Universities
- Hispanic Serving Institutions
- Community Based Organizations
- General and niche websites
- Industry specific conferences
- Diversity conferences

The Lab continued to market itself as an employer of choice during FY 2006 through internet/print media as well as a more focused outreach effort aimed at the diverse communities that the Lab resides among. Media advertising continued with increased use of internet advertising, which promotes employment opportunities over time (compared to print ads issued in daily newspapers or monthly/quarterly publications). Human Resources switched to using a vendor contract to also post our positions with Career Builder. Through Career Builder and our contract with Airs Oxygen we gain access to diversity sites such as: AmericanIndians.com, usblack.com, awomansresource.com, Latina.com, diversitybusiness.com, blackliving.com, and many others. These sites allow us to post job openings and to access the vendors' resume databases, thus providing additional sources for prospective applicant pools.

Use of Internet Job Boards and Resume Databases The Lab also used a variety of other websites for internet advertising. These include:

- American Institute of Physics
- America's Job Bank
- Asia Jobs
- Association of University Tech
- Association for Women In Science – AWIS.org
- Bay Area Jobs
- Bay Area Techies
- Career Web
- CFD Online
- CIO.Com
- Computing Sciences Career Page
- Craigslist
- Dice
- East Bay Tech Jobs
- Energy Central
- Engineer Jobs
- Employ.com
- Jamminjobs.com

Use of Internet Job Boards and Resume Databases (continued)

Jobsearchsite.com
 Linux Today
 MegaJobsite.com
 Monster Board
 MonsterTrak
 Northern CA Human Resource Association
 National Ground Water Association
 PhysLINK
 Post-Docs.Com
 Radsafe Mailing List
 Yahoo
 Hire Diversity
 HotJobs Hispanic Business Inc.
 EHS Careers
 American Industrial Hygiene Association
 Women in Technology (WITI)
 Diversity Working
 Diversity Inc.
 Stanford Engineering Alumni
 Onescience
 National Contract Mgmt Association
 International Supply Mgmt
 LatPro (Mexican American Engineers and Scientists)
 NAACP
 CERN
 American Society of Safety Engineers
 National Environmental Health Association

Community/College Job Fairs and Professional Organizations and Participation at Job Fairs

Outreach efforts continued to include community job fairs, college career events and professional organizations. In addition, the Lab continued participating in professional scientific conferences, employer forums and job fairs hosted by various local universities. Job fairs, college events, and employer forums allow Lab Recruiters and hiring managers to meet and greet job seekers, to promote the Lab as a great employer, to focus on current employment opportunities of interest to jobs seekers, and to receive and critique resumes on-the-spot.

During this report period, the Laboratory participated in the following events:

UC Davis Job Fair
 Annual Diversity Employment Day Career Fair
 SABP & NSHP Annual Conference
 UCB Internship/Summer Fair
 SJSU Job Fair
 Tri-Lab Fair at UCB

**Employee Referral Incentive
Program (ERIP)**

ERIP was implemented in February 2001 and extended for a second year. The program has now been approved by the DOE permanently for Recruiting at the Lab. The ERIP encourages employees to utilize their existing contacts and networks as potential sources for applicants. The Program rewards employees a new amount of \$1,000 for referrals that lead to hires in most positions.

**Lawrence Postdoctoral Fellowship
Seaborg Postdoctoral Fellowship
Programs**

These programs are designed to identify, develop and enhance career opportunities for the most qualified candidates from a diverse applicant pool. The programs offer challenging opportunities to recent recipients of doctoral degrees to conduct research in areas supportive of the Lab's mission. The Lab programs that will be eligible for a post-doc fellow crosses all scientific disciplines and divisions.

As part of the outreach to recruit applicants for the fellowships, the Lab will implement a comprehensive outreach campaign to a variety of sources and mediums. Announcements of the fellowships will be sent to Historically Black Colleges and Universities, Hispanic Serving Institutions, local Bay area research institutions and other relevant women and minority professional and/or university related sources.

Outcomes In FY 06, the Lab had less job openings as a result of the continuing reduction funding. Open positions decreased from 707 openings in FY05, to 629 openings in FY06. The Lab concentrated its recruiting efforts on those sources that were less expensive, but that also tended to yield higher quality of candidates. The following chart details the changes in our sources between FY05 and FY06. The World Wide Web and our Job Board continue to be the primary sources for our applicants. However, as the data below demonstrates, we have greatly diversified where our applicant pools are sourced.

General Source	FY05	FY06	Change in Numbers	Change in %
Agency/Search Firm	7	24	17	243%
Broadcast	0	6	6	NA
Classified Advertisement	43	149	106	247%
College Recruiting	30	83	53	177%
Employee Referral	148	376	228	154%
Executive Search	0	1	1	NA
Internal Candidate	89	210	121	136%
Internal Recruiter	27	40	13	48%
Job Fair	9	45	36	400%
Job Posting	706	1348	642	91%
Journal/Magazine	17	100	83	488%
Other Source	143	361	218	152%
Professional Organization	15	78	63	420%
Unknown	284	309	25	9%
World Wide Web	729	1702	973	133%
Grand Total	2247	4832	2585	115%

629 Opened Requisitions in FY06

Berkeley Lab continued to demonstrate considerable efforts to promote itself as an employer-of-choice. In addition, the Human Resources Department undertook broader initiatives during FY 06 to support and improve its recruitment program. With the implementation of our new Applicant Tracking System we have improved our ability to track ethnic and gender data of applicants, and to get more reliable source data. We have continued our use of AIRS Oxygen and Career Builder to identify a diverse pool of qualified candidates from the Internet.

Looking Ahead FY2007 Activities for FY07 include:

- Continue refining the Recruitment and Selection Best Practices Model, and document and standardize our practices.
- Attend the following job fairs: UC Davis Career Fair, UCB Career Fair and the Diversity Career Fair in Oakland. Other fairs will be identified during the year.
- Initiate process of applying Customer Relationship Marketing (CRM) techniques to cultivate “living lists” of diverse candidate pools.
- Continue to use the new ATS system to more effectively gather ethnicity/gender information and source code information for every applicant, including the option for job-seekers to “choose not to disclose.”
- Strategic Recruitment Plan with the following elements.
 - Establish baseline demographics.** The Workforce Diversity Office (WFDO) determines the demographics of the present workforce and the available candidate pool for each division.
 - Set Strategic Placement goals.** In job groups identified as underutilized using the whole person rule, placement goals are set equal to the availability percentage for the underutilized job groups.
- **Conduct personnel searches.** Good faith efforts to develop applicant pools which reflect national or local availability, as appropriate.
- **Evaluate the progress.** The WFDO will provide a standardized measure of availability, present demographics, turnover, recruitment, and promotion opportunities for division staff, HR center staff, supervisors and managers. The report allows divisions to track their progress towards set goals; it is notable that these goals are not quotas, and that hiring the most qualified staff is always the first priority.

**POLICIES AND SERVICES IN
SUPPORT OF EMPLOYEES
Employee Assistance Program**

The UC Employee Assistance Program strives to ensure a healthy work environment by offering personal counseling and referral services to Berkeley Lab staff and consultation for management.

Telecommuting

The Laboratory supports telecommuting as a viable work option under certain circumstances. Employees telecommute when, on a periodic basis, during their scheduled work hours, they fulfill their job responsibilities at a site other than their primary Laboratory work location. Under an approved telecommuting arrangement, all or part of an employee’s regularly scheduled work hours are performed at home or at another approved location. Office contact is maintained through the use of telephone, computer modem, and/or fax machine. Employees with telecommuting arrangements will be accessible during designated working hours and will meet their supervisors and attend Laboratory meetings at the request of the supervisor.

Berkeley Lab Institute The Berkeley Lab Institute (BLI) was launched in the fall of 2005 and began delivering courses and workshops in January, 2006. BLI offers skills development courses in supervisory, communications and software topics. They are designed to provide practical information and time for practice and experience sharing between supervisors and employees. Courses are offered every month at convenient times and enrollment is open to all Laboratory employees. Most courses are offered at no cost. Some of the courses specifically focus on increasing knowledge and skills in supervisors. The BLI manager partnered with EH&S and OCFO staff and seventeen other subject matter experts to consolidate information on critical areas of roles and accountabilities of managers and supervisors. The course is now offered to all new supervisors - new to the Laboratory and/or newly promoted into a supervisory role. BLI also works closely with Division managers to tailor its courses and/or workshops to specific needs of their groups, in areas of communications, customer service, process improvement, and culture change. In 2006, over 2,300 employees attended sessions offered through BLI, including employees from all Divisions of the Laboratory and at all levels from employees to managers, to scientists and operations professionals. Also this year, BLI developed a new program for emerging leaders in management that was launched in January, 2007. This program enables supervisors and managers to participate in a year long program that will better prepare them for Division and/or Laboratory management responsibilities in current or future positions. Laboratory senior leaders, subject matter experts and professors from UC Berkeley and UCLA will contribute curriculum content. For this year, the participants gave 96% positive feedback on the courses they attended through BLI.

Training Human Resources/ PeopleSoft On-Site Training Courses

The Human Resource Information System (HRIS) is available to any employee with a need to access or update personnel data. Hands-on Training in HRIS includes -Introduction to HRIS, Query Basics, and Introduction to the Training Module. Other hands-on training included Recruitment/Restracc and Guest/Contract Work Processing.

The Financial Management System (FMS) is available to any employee with a need to access the laboratory financial information. Six (6) courses are available - Project Setup, Resource Adjustments, Query, Web Reporting, Janus, and Vision.

Labor and Employee Relations

Focused training on management issues in labor and employee relations. It is open to LBNL supervisors and managers as defined by the Higher Education Employment Relations Act (HEERA).

Training (Continued) Environment, Health and Safety

Training classes offered on a variety of safety topics and delivered via the web, video, hands-on and lecture.

Training Reports

The EH&S Training Web Site allows employees to complete or modify an EH&S Training Questionnaire, obtain reports on an employee's EH&S training status, request courses, and establish training programs based on specific needs.

Tuition Reimbursement Program

Through the Tuition Reimbursement Program, the Berkeley Lab encourages and financially assists career employees in obtaining skills, knowledge, and abilities that increase the effectiveness of work performance in their present position and improve their career opportunities within the Laboratory.

With supervisor approval, career employees who have passed probation and are working 50% time or more are eligible to receive reimbursement for tuition expense for position-related or career-related college courses that are relevant to the goals of the Laboratory. For employees pursuing degrees or specialty certificates (Tier 1), reimbursement is 100%. For employees taking courses not leading to a degree (Tier 2), reimbursement is two-thirds. Participation in the program is an important privilege that can lead to greater job satisfaction, enhanced performance, and expanded career possibilities.

Tier 1: The employee receives 100% reimbursement for courses completed satisfactorily under an approved Employee Development Plan leading to a degree or specialty certificate. The degree or specialty certificate can be either position- or career-related. The courses must be offered by an accredited college or university or a recognized professional society. CEU courses are reimbursable when they are a part of a Tier 1 approved Employee Development Plan.

Tier 2: The employee receives two-thirds reimbursement for college-level courses not leading to an academic degree or specialty certificate. Courses must be offered by an accredited college or university. CEU courses may be reimbursed when offered by a university or college continuing education program

Employee Development Plan Crucial to LBNL's vision to distinguish itself as a premiere national laboratory is the expectation that all employees perform their responsibilities with excellence. Excellence is achieved through employee development that maximizes each staff member's potential and contributions. Employee development is a partnership between the employee and the supervisor that involves 1) improving performance in the present job; 2) mastering responsibilities in the present job; and 3) career planning and development.

Tuition Reimbursement Program (Continued) **UC Berkeley Fee Reduction Program Information** This program reduces tuition fees by two-thirds for full-time employees enrolled as full-time UC Berkeley students. This program is distinct from LBNL's Tuition Reimbursement Program. If you qualify, the two programs may be used together for incredible tuition savings. If you are eligible (please read the program information) then contact ED&T with your full name, UC Student ID#, Social Security number, and your university status (Undergraduate, Graduate, or Evening MBA).

Equal Employment Opportunity Workshops The Equal Employment Opportunities Office offers Sexual Harassment Prevention for Supervisors training required under AB1825 has been conducted through a University of California-wide program.

Work Force Diversity Office Workshops The Work Force Diversity Office offers: "Effective Leadership for Managing a Diverse Workforce, Turning Insight into Action" (for Managers and Supervisors). All employees can self enroll themselves into training courses through the Employee Self Service website: <https://hris.lbl.gov/>
The Employee Development and Training website can be accessed at:
<http://www.lbl.gov/Workplace/HumanResources/EDT/>

COMMITTEES AND ASSOCIATIONS

Diversity Best Practices Council

The Diversity Best Practices Council will provide a forum for council members to leverage and implement diversity best practices and processes in their divisions, while integrating the Laboratory's diversity initiative as a whole. The foundation of the Laboratory's diversity initiative rests on the achievement of the following goals:

Innovative actions to foster an inclusive work environment that makes full use of the contribution of all employees
A workforce that reflects the availability of qualified women and minorities in the relative reasonable recruitment areas

Functional Objectives:

- Create synergy between division/department action plans and initiatives
- Develop a diversity best practices framework and grow best practices models across the Laboratory
- Mentor new initiatives
- Visibly recognize and communicate diversity best practices achievement throughout the Laboratory
- Identify and address emerging issues
- Welcome the views of outside speakers
- Develop a Lab-wide diversity scorecard

Reporting: Provide feedback to Division and Laboratory Director

Chair: The Council Chair will be appointed by the Director

Employee Associations 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.

The Employee Activities Association supports a variety of recreational, cultural and wellness clubs with financial and technical assistance. New clubs are welcomed, and funding is based on demonstrated employee interest and a viable club structure. Recreational Clubs include the Bowling Club, Golf Club, Outdoor Club, Soccer Club, Softball Teams, Tennis Club, Toastmasters, Ultimate Frisbee Club and Volleyball Club. Cultural Clubs include the African American Employee Association, Arts Council, Ex-L's, Green Team, Latino and Native American Association (LANA), Lesbian, Gay & Bisexual Association, Music Club, Postdoctoral Society, Women in Science & Engineering and Work/Family Committee. Wellness Clubs include Body Works and the Yoga Club.

SPECIAL EVENTS
Multicultural Resource Guide The Lab's Office of Work Force Diversity has developed an annual Multicultural Resource Guide, which includes a calendar that identifies various landmarks and celebrations associated with various cultures, nationalities and ethnic backgrounds. The calendar can be accessed on the web at <http://www.lbl.gov/Workplace/WFDO/multicultural.html>.

The guide seeks to familiarize the Lab community regarding the customs, beliefs and contributions of people from diverse cultures and traditions. The calendar recognizes some of the main cultural celebrations by marking them and organizing related activities. These include:

February: Black History Month
 March: International Women's History Month
 May: Asian Pacific American Heritage Month
 September: National Hispanic Heritage Month
 October: Lesbian, Gay & Bisexual History Month
 November: National American Indian Heritage Month

Activities recognizing the cultural landmarks listed above will be organized throughout the year. The Office of Work Force Diversity will invite students and faculty of local schools to participate in these activities. Suggestions and assistance will be sought from Lab employees and organizations.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
STEM PIPELINE PROGRAMS****Undergraduate and Graduate Research Opportunities**

The Berkeley Lab's Center for Science and Engineering Research (CSEE) offers research fellowships to undergraduate students from colleges, community colleges and universities throughout the country. A ten-week summer program and a 15-week fall or spring semester experience is provided. As part of our broader outreach activities faculty at predominantly minority serving institutions are notified of these opportunities and their students are encouraged to apply.

Science Undergraduate Laboratory Internship is the primary program for undergraduates at Berkeley Lab. The U.S. Department of Energy's Office of Science program is open to any undergraduate student who is a U.S. citizen or Permanent Resident Alien, at least 18 years of age, and enrolled in an accredited U.S. College or University. It is for student science, engineering or computing sciences.

The Community College Institute is a DOE summer program targeted to undergraduate students in community colleges planning to obtain a bachelors degree in science, engineering, or computer sciences. Students at community colleges across the country may apply to the Berkeley Lab program. CSEE places emphasis on recruiting underutilized students and the California community Colleges with its diverse population of students.

The Pre-service Teacher Program, also providing summer undergraduate research internship is for students intending to obtain a secondary science teaching credential. Partnerships with schools such as California State University Fresno have ensured significant minority participation in the program.

The Faculty Student Team program is a 10 week summer research opportunity to one faculty member and two or three students from community colleges and minority serving institutions. Faculty can participate up to three years and are encouraged to develop collaborative research proposals with Berkeley Lab investigators. All programs are support by the Office of Science with augmentation from the National Science Foundation through a DOE/NSF education partnership agreement.

LBNL Undergraduate Fellowship Programs and partnership programs:

In addition to the DOE sponsored summer undergraduate research opportunities. CSEE coordinates summer research and professional development opportunities for undergraduate students supported by the Department of Homeland Security and through NSF sponsored research centers that involve Berkeley Lab investigators.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
STEM PIPELINE PROGRAMS
(continued)**

High School Student Research Program (HSSRP)

A six-week summer internship program for San Francisco Bay Area students in grades 11 and 12 is designed to give students exposure to various fields of science through mentored research and administrative experiences. The program encourages students to pursue careers in science, technology, engineering and computer sciences. Students learn real-world job skills. CSEE recruits by contacting teachers in predominately minority school districts and through partnerships with local outreach programs to identify and prepare future scientists and engineers such as the Berkeley Biotechnology Education Institute.

Environmental Control Technologies Education

CSEE in partnership with Laney College, the Oakland Unified School District and Berkeley Lab's Building Science Department offers a five week physics class for students from all 14 small high schools in the district. Students received stipends for attending the class and concurrent enrollment with college credit with Laney College's environmental control technologies department and high school physics course credit. The course consists of hands-on standards based activities teaching the principles of physics, tours and building a refrigeration system.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS**

5th and 6th Tour Program

The Center for Science and Engineering Education at Lawrence Berkeley National Laboratory provides a structured tour program for students in grades 5 to 12 that connects to the science curriculum in the schools and supports teaching and learning the Science Standards for California Public Schools. One goal is to encourage students to consider careers in science computing sciences, engineering, and technology. The program targets schools and teachers of science in Berkeley, Oakland, West Contra Costa Unified, Albany, Emeryville, Alameda and Vallejo City Unified School districts.

Berkeley Unified School District (BUSD) 5th Grade Outreach Program

All fifth grade students in California must take the Standardized Testing and Reporting (STAR) science test. This test is based on 4th and 5th California State Science Standards. Students are tested on content knowledge in Life, Earth and Physical science and also on investigation and experimentation skills. Berkeley Lab, having expertise in scientific research and educational practice, established an outreach program for all BUSD 5th grade classes in FY 2005.

Careers in Science and Technology (CST)

Provide an opportunity for students at the Middle High School and Senior High School level to learn about careers in the science community. Berkeley Lab is extending its commitment to education outreach to the community by providing schools and teachers with speakers representing careers in Berkeley Lab's world of science and technology.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

Daughters and Sons to Work Day (DSTW)

Take Our Daughters [and Sons] To Work Day, founded by the Ms. Foundation for girls ages 9-15, is a one-day event that gives children of Lab employees the opportunity to learn about science at the Berkeley Lab. Students ages range from 9 thru 14.

Hands-On Universe

Division(s): Physics Division

Level: Grades 6-14

Impact: International

Source of Funding: DOE (seed), largely NSF (~\$8M)

Website: <http://handsonuniverse.org>

Coordinators: Carl Pennypacker, CRPennypacker@lbl.gov

Summary: Teaching Central Math and Physics Using Professional Quality Astronomical Images and Data

The Intensive Research Institute (IRI) for Pre-service Science and Math Teachers

Level: Undergraduate

Divisions(s): Nuclear Science division and the ALS

Impact: National

Source of Funding: Grant from DOE and NSF

Coordinators: Peggy McMahan, P_McMahan@lbl.gov and Rollie Otto, RJOtto@lbl.gov

Summary: In coordination with CSEE, scientists in the two divisions have developed and taught four two-week workshops for pre-service teachers.

QuarkNet

Division(s): Physics Division

Level: High School

Impact: National

Source of Funding: Grant from DOE and NSF

Website: <http://quarknet.fnal.gov>

Coordinator at LBNL: Michael Barnett, MRBarnett@lbl.gov

Summary: QuarkNet is a nationwide joint DOE/NSF research-based physics education program aimed at professional development for high school teachers, created collaboratively by LBNL with Notre Dame University and Fermilab.

Contemporary Physics Education Program

Division(s): Physics and Nuclear Science Divisions

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://CPEPweb.org>

Coordinators: Michael Barnett (PD), MRBarnett@lbl.gov, and Howard Matis (NSD), HSMatis@lbl.gov

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

The ATLAS Experiment

Division(s): Physics Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic – Grant Bechtel Foundation

Website: <http://atlas.ch>

Coordinator: Michael Barnett, MRBarnett@lbl.gov

Summary: The ATLAS Experiment produces a large variety of educational and outreach programs. Michael Barnett at LBNL is co-coordinator (with Erik Johansson of Sweden) of these ATLAS efforts.

MicroWorlds

Division(s): Advanced Light Source

Level: Grades 7-12 – General Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: www.lbl.gov/Microworlds/

Coordinator: Liz Moxon, EJMoxon@lbl.gov

Summary: MicroWorlds is an electronic science magazine on the Web.

Whole Frog Project

Division(s): Computer Science Research Division

Level: High School

Impact: National

Source of Funding: Initial grant from DOE, done on a volunteer basis now.

Website: <http://froggy.lbl.gov>

Coordinator at LBNL: David Robertson, DWRRobertson@lbl.gov

Summary: The Whole Frog Project provides high school biology classes the ability to explore the anatomy of a frog by using data from high resolution MRI imaging and mechanical sectioning, together with 3D surface and volume rendering software, to visualize the anatomical structures of the original animal.

Energized Learning

Division(s): Environmental Energy Technologies Division

Level: K12 – Undergraduate

Impact: Local

Source of Funding: Volunteer

Website: <http://EnergizedLearning.lbl.gov>

Coordinator: Evan Mills, EMills@lbl.gov

Summary: Project-based learning for high school and college math and science students via a virtual energy efficiency laboratory.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

ABC's of Nuclear Science

Division(s): Nuclear Science Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://www.lbl.gov/abc>

Coordinator: Howard Matis, HSMatis@lbl.gov

Summary: A website with comprehensive information about nuclear science. This includes detailed descriptions on experiments including the Berkeley Lab Cosmic Ray Detector.

The Particle Adventure

Division(s): Physics Division

Level: K-12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic

Website: <http://ParticleAdventure.org>

Coordinator: Michael Barnett, MRBarnett@lbl.gov

Summary: An interactive tour of quarks, neutrinos, antimatter, extra dimensions, dark matter, accelerators, and detectors.

The Universe Adventure

Division(s): Physics Division

Level: K12 – Undergraduate – Public

Impact: International

Source of Funding: Volunteer/programmatic – Grant (Bechtel Foundation)

Website: <http://universeadventure.org>

Coordinator: Prof. George F. Smoot, GFSmoot@lbl.gov

Summary: Chart and Website location and resources provide either direct education to individual high school level or teacher resources for various levels of high school classes.

Public Outreach at the ALS

Division(s): Advanced Light Source

Level: General Public

Impact: Local

Source of Funding: Volunteer/programmatic

Coordinator: Liz Moxen, EJMoxen@lbl.gov

Summary: ALS staff are involved in many outreach activities to the local community.

Nuclear Science Outreach Activities

Division(s): Nuclear Science Division

Level: K12 – Undergraduate – Graduate – Public

Impact: National Source of Funding: Volunteer/programmatic

Website: <http://www.lbl.gov/abc>

Coordinator: Peggy McMahan, P_McMahan@lbl.gov

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

Summary: Scientists from NSD support numerous activities designed to teach the basics of radiation to teachers, students, and the general public, both locally and nationally. Many of these activities are centered at the 88-Ince Cyclotron.

Advancing Science with DNA Sequence I

Division(s): Joint Genome Institute/LBNL Genomics Division

Level: Grade 7

Impact: Local and National

Source of Funding: Volunteer/programmatic

Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>

Coordinator: David Gilbert, DEGilbert@lbl.gov, (JGI) Elaine Gong, ELGong@lbl.gov and Karen Kelly, KKelly@lbl.gov (Genomics Division)

Summary: Seventh grade classes are targeted for visits to Building 84 and for JGI/Genomics Division outreach efforts.

Tours of the JGI Production Genomics Facility

Division(s): Joint Genome Institute/LBNL Genomics Division

Level: High School and Community College

Impact: Local Source of Funding: Volunteer/programmatic

Website: <http://www-library.lbl.gov/~eriks/genomic-diversity/outreach.htm>

Coordinator: David Gilbert, DEGilbert@lbl.gov, (JGI) Elaine Gong, ELGong@lbl.gov and Karen Kelly, KKelly@lbl.gov (Genomics Division)

Summary: On-site visits/tours of the JGI Production Genomics Facility in Walnut Creek.

Nano*High

Division(s): Material Sciences Division

Level: Grades 9-12

Source of Funding: Educational outreach funds of the Molecular Foundry (BSE)

Website: <http://www.lbl.gov/nanohigh/>

Coordinator: Mark Alper, MDAlper@lbl.gov, Sally Nasman, SFNasman@lbl.gov

Summary: Series of monthly Saturday morning lectures at LBNL followed by lunch with graduate and undergraduate students doing research in the laboratory of the speaker (limited number of high school students at the lunches.)

Science Exploration Camp (SEC)

Division(s): Various

Level: Public

Source of Funding: Self supported by camp fees with volunteer board

Website: <http://sciencecamp.lbl.gov>

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
OUTREACH TO SCHOOLS
(Continued)**

Coordinator: Allesandra Ciocio (PD) A_Ciocio@lbl.gov
Summary: Summer camp based on a mix of recreational and science-oriented activities for elementary school-age children.

Future Scientists

Division(s): Environmental Energy Technologies Division

Level: Grade 3-6

Impact: Local

Source of Funding: Volunteer/programmatic

Website:

<http://eetd.lbl.vog/LabOnlyWS/Intranet/Subpages/Staff/FutureSci/FutureSci.html>

Coordinator: Rick Diamond, RCDiamond@lbl.gov

Summary: Classroom visits by EETD staff to talk about energy and the environment in the East Bay elementary schools.

Future Computer Support Technical Staff

Division(s): Information Technology and Services Division

Level: Undergraduate

Impact: Local

Source of Funding: Volunteer/programmatic

Website: <http://contracosta.edu/hpc/>

Coordinator: Charlie Verboom, CEVerboom@lbl.gov

Summary: community College Intern Program, Faculty Training, and Advisory Board Participation

Environmental Control Technology Education for Advanced Building Operation and Management

Division(s): Environmental Energy Technologies Division

Level: Undergraduate

Impact: National

Source of Funding: NSF Advanced Technology Education Grant

Website: Under Development

Coordinator: Philip Haves PHaves@lbl.gov

Summary: The project is a collaboration between Peralta Community college District and LBNL to develop a new curriculum for building operators and heating, ventilating and air-conditioning (HVAC) and other technicians whose job performance directly influences the energy-efficiency of buildings.

**CENTER FOR SCIENCE AND
ENGINEERING EDUCATION
TEACHER PROFESSIONAL
DEVELOPMENT**

Teacher Professional Development Summer institutes for teachers are provided through the Department of Energy – Academies Creating Teacher Scientist (DOE-ACTS) program and through partnering with the Industrial Initiatives for Science and Mathematics (IISME). Teachers selected for the program work with investigators doing research and updating their subject matter knowledge. The program draws from a national pool. There is 30% to 50% representation from SF Bay Area schools and teachers from school districts in other parts of the nation with predominately minority student populations. The goal is to develop teacher leaders who will be catalysts for raising student achievement in their schools and encourage students to choose careers in science and engineering by providing the students' teachers with updated knowledge about the science frontiers at Berkeley Lab.

Quarknet is a national network for the professional development of high school teacher. Berkeley Lab's Physics Division supports local teachers who registered for Quarknet. The Quarknet teachers at Berkeley attend a two week summer workshop and one or two Saturday workshops during the school year.

One day teacher workshops are also provided for teachers from local school districts and teachers in professional development programs such as the Bay Area Science Project organized by the Lawrence Hall of Science.

**SCHOOL TO WORK
PARTNERSHIPS**

**Peralta Community College
District**

The Laboratory's School To Work is a process of education, which combines work experience with regular college instruction as an integral part of the community college curriculum. It is called Cooperative Work Experience Education because it is dependent upon employers and education cooperating to form a more complete educational program for the students. It is a unique plan of education by integrating classroom study with planned, supervised work experience. Crucial to the integration of classroom study and supervised work experience is strong administrative support.

It is based on the principle that well-educated individuals develop most effectively through an educational pattern that incorporates work experience. Through these structured experiences in business, industry, government and human services, the students bring enrichment to their college studies which enhances their total development.

The Laboratory's School To Work program's essential ingredients are that the experience is included as part of regular college curricula and that institutions assume the responsibility for integrating work experience into the educational process.

Benefits of Cooperative Work Experience Education Many unique and distinct benefits can be found in Cooperative Work Experience Education. It is one of the most community-oriented programs a college can develop. It involves public and private employers, students and administrators.

The Student Has the opportunity to learn or improve employment skills under actual working conditions.
Gains perspective on career goals through application of classroom theory to “real life experience.”
Builds self-identity and confidence as a worker through individual attention given by instructor/coordinators and employers.
Has opportunities to test personal abilities in work environments.
Has a more realistic approach to the job market.
Will gain a better understanding of human relations.
Will learn to apply Management By Objectives (MBO).
May refer to work experience education on future job applications.
Benefits financially while learning.
Can begin a career earlier.

The Employer May assume a more active educational role in the community college.
Is provided with the opportunity to communicate business and industry’s needs to the college.
Benefits when supervisor/employee communications and relationship are improved.
Experiences lower recruiting and training costs since a pool of trained students are able to move into permanent positions. Nationally, over 60 percent of School To Work students go to work permanently for their School to Work employers after graduation.
Often has more motivated, enthusiastic employees because their work is evaluated and translated into college units.
Frequently experiences less employee turnover since adjustments to the job can take place during School To Work activity.
Is assisted in implementing affirmative action programs by improved access to minority employees through School To Work.

The College Is able to develop a more active involvement with this community.

Enhances Instruction through the refinement of student skills and knowledge in a business/industry or public agency setting.

Experiences lower attrition since students can finance their education and relate it to job requirements and advancement.

Has a cost-effective program in School To Work which often results in students attaining full -time enrollment status.

Receives valuable, current input from business and industry concerning labor market conditions and the implications for course content and placement opportunities.

Utilizes business and industry facilities and equipment which extends educational opportunities beyond its normal resources.

Utilizes the skill and knowledge of outstanding individuals in business and industry in the training of students.

Improves intra-college communication on industry's needs among subject matter instructors, guidance personnel and School To Work instructor/coordinators and managers.

Community Advantages School To Work provides an effective means of helping students become more productive workers.

The local economy can realize benefits from grater numbers of skilled workers.

Closer cooperation and understanding can be achieved between the community and the college.

Students tend to remain in the home community after graduation, thereby developing a more stable work force.

A process for direct input into the content of college programs and courses is provided

Lawrence Berkeley National Laboratory in cooperation with the Peralta Community College District is offering internship/trainee opportunities for currently enrolled Peralta Community Colleges students. The positions will average 20 hours per week during the school year and offer selected candidates the opportunity to earn a salary while enrolled in school and earn academic credit while working. Upon completion of the internship students will be competitive for full time positions at Lawrence Berkeley National Laboratory.

NOTE: This is a temporary assignment with possibility of extension. Candidates must be currently enrolled students at a Peralta District Community College (Laney College, Vista College, College of Alameda), and must be enrolled or have taken the required course work for the Internship/Trainee position

Internship/Trainee Opportunities Internship/Trainee opportunities have included:**Facilities:**

Architectural and Engineering Technician Intern/Trainee- \$14.40
Provide drafting and illustrating support. Assist in field surveys and verifications. Confirm as-built conditions and take field measurements.

Electronics Technician Intern/Trainee- \$14.40. Under supervision perform broad and varied troubleshooting, installation, and repair. Working from schematics, instruction manuals, sketches and verbal instructions, perform fault diagnosis, repair, maintenance, calibration and checkout of broad range of electronic equipment and systems to the component level.

Information Computing Sciences:

Computer Systems Engineer Intern/Trainee- \$20.10. Resolve end user desktop problems referred by the Help Desk for Action. Hold formal training and informal coaching sessions of users in response to inquiries or problems that occur more frequently.

Environmental Health and Safety:

Radiological Control Technician Intern/Trainee - \$12.17/hr. The position, under close supervision, assists higher-level health and safety personnel implementing the Laboratory's safety program in radiation protection support. Assists experienced technicians with radiation and/or contamination surveys, inventories and audits of work areas surrounding accelerators, radiation-producing machines and in laboratories handling radioactive material.

Financial Services:

Subcontract Assistant/Intern Trainee - \$12.15/hr. The position will perform the full range of administrative duties including assisting Subcontract Administrators. Answer limited questions, making sure that all responses are handled in a timely manner. Using an IBM-PC and word processing software (for extended periods of time), assist Subcontracts staff by preparing, proofing, editing a variety of documents/ letters, including Request For Proposals (REP), RFP Mailing lists, Reports, and various Forms. Photocopy and mass mail Subcontract documents. Send and Respond to telephone calls, faxes, e-mail messages, and hardcopy correspondence from Subcontractors and Research Division clients.

As an ongoing effort, the Laboratory's goal during the 2003 Fiscal Year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their School To Work internships.

**BERKELEY BIOTECHNOLOGY
EDUCATION, INC.****BBEI Overview**

BBEI, also known as Berkeley Biotechnology Education, Inc., is a not-for-profit corporation founded in 1992 [as a result of an innovative public/private partnership between Miles Inc. (now Bayer Corp) and the City of Berkeley] to create partnerships between industry and the schools and whose mission is to seek educational reform to address the growing need of under-achieving, unmotivated high school students, especially those from lower-income families and those with little experience about the world of work. It is also BBEI's mission to encourage industry to recognize its role in the training of the technical workforce so essential to their own success in the 21st century.

BBEI currently coordinates many aspects of the biotechnology education and training programs at local high schools (Berkeley High School and Oakland's Life Academy), an education to employment program for juniors and seniors and acts as a liaison between industry and the developing biotech program at Laney College in Oakland. BBEI has developed a 9-part model whose components combine to form an integrated and comprehensive program that addresses what has been termed "school to work", but which more appropriately confronts issues as broad as industry participation with schools and nonprofit agencies, workforce preparation for populations under represented in the sciences, and training for entry-level skilled technical positions. The 9-part model includes:

1. High School Program with appropriate curriculum guided by collaboration between education and industry and appropriate teaching styles and evaluation of student performance.
2. Paid Summer Internships for Enrolled High School Students to obtain real employment experiences in positions similar to those jobs they would secure following completion of the program, and practice in skills required for getting and keeping a job.
3. Community College Program with appropriate state-approved curriculum and hands-on experiences guided by educators and industry; articulation between high school and community college portions.
4. Paid Teacher Internships in Industry to address lack of experience with hands-on industry needs and issues and ability to transfer skills development into curriculum; and teacher training in specific biotech curriculum and related social ethical issues of biotechnology and/or other industry-driven concerns.

BBEI Overview (continued)

Co-op Employment Experiences for Community College Participants to enable year round work experiences for students advancing in the program through contract relationships with BBEI and company to assure direct linkage between work and school. Job Placement services including employment development, preparation, and counseling, as well as linkages with industry partners to assist in transition between training and work. Facilitation of Industry Forum to continually expand on the engagement of industry partners to work with BBEI and to ensure education/industry collaboration in training and placement. Support Services for participants and families (including mentoring, tutoring, and counseling and facilitation of family understanding of work experiences) that "close the gap" between current support mechanisms and those needed to achieve successful program completion and employment. Evaluation of program and all components and data collection on participant outcomes.

The Laboratory's goal during the 2004 Fiscal year is to place several intern students in the above occupational categories. Furthermore, student interns placed in these areas will be considered for career employment opportunities upon successful completion of their internships.

As an ongoing effort, the Laboratory also considers qualified minorities and women currently not in the workforce whenever an appropriate opportunity arises.

GOALS Underutilized job groups are identified using the measure in Appendix C, Lab-wide Underutilization, i.e., when the percentage of women and minorities employed in a particular job group is less than would reasonably be expected given their availability percentage in the particular job group, by at least one whole person, the job group is considered underutilized. As these underutilized areas are identified, goals are established and set equal to the availability percentages specified in the underutilization tables in Appendix C. Annual percentage placement goals for women and total minorities are found in the table that follows this narrative. Additionally, Appendix C reports on underutilized ethnic minority groups constituting “total minorities” i.e., Blacks, Hispanics, Asians and American Indians. Designed to rectify underutilization, goals represent a benchmark for evaluating the Laboratory affirmative action progress. They provide guidance for the Laboratory to focus on outreach and other recruitment efforts in areas where women and minorities are underutilized. Goals, however, are designed to be met only if hiring opportunities arise. Moreover, they do not require the hiring of a person who is less qualified, nor do they require the hiring of a specified number of persons. Such a requirement would constitute a quota, which is expressly forbidden under the regulations.

**Good Faith Efforts in
Meeting Goals**

Annually, the Division Directors are informed about underutilization. Supervisors and Managers are also responsible for exercising good faith efforts in reducing underutilization in their areas. Being mindful of the Laboratory’s affirmative action goals and objectives, they are responsible for recruiting a diverse applicant pool for job openings, particularly for those openings that have been identified with having underutilization.

The Laboratory’s “Good Faith” efforts and Action Oriented Programs were implemented to address all levels of underutilized groups as identified in Appendix C.

See the following Job Placement Goals

LAWRENCE BERKELEY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>	<i>Class</i>	<i>Goal Placement Rate %</i>
H1	LAB SCIENTIFIC MGMT	
	Female	30.10
	Minorities	18.42
H3	ADMINISTRATIVE MGMT	
	Minorities	23.89
H4	TECHNICAL MGMT	
	Female	26.84
	Minorities	18.80
H6	OTHER MGMT	
	Female	43.43
	Minorities	28.19
J3	PHYSICIST	
	Female	15.03
J4	COMPUTER SCIENTIST	
	Female	31.70
J5	ENGINEERS	
	Female	8.38
J6	OTHER SCIENTIST/ENGINEER	
	Female	25.05

LAWRENCE BERKELEY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
J7	ECONOMICS	Female	22.57
K5	TECHNICAL EDITOR	Female	55.70
K6	OTHER ADMIN PROFESSIONAL	Minorities	34.75
L2	MECHANICAL ENGINEER	Female	8.37
L3	ELECTRICAL ENGINEER	Female	9.48
L5	FACILITIES	Female	24.64
L6	TECHNICAL SUPERVISOR	Female	45.07
L7	TECHNICAL ASSOCIATE	Minorities	40.37
M1	COMPUTER TECHNICIAN	Female	28.28

LAWRENCE BERKELEY NATIONAL LABORATORIES

Placement Goals

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Class</i>	<i>Goal Placement Rate %</i>
M2	MECHANICAL TECHNICIAN	Female	18.38
		Minorities	42.70
M3	ELECTRONIC TECHNICIAN	Female	20.11
		Minorities	51.76
M6	HEALTH/MEDICAL	Female	46.55
M7	ACCELERATOR OPERATORS	Female	47.25
		Minorities	35.04
O1	MACHINE SHOP	Minorities	44.29
O3	MECHANICS REPAIR	Female	11.39
P1	SEMI-SKILLED	Female	51.66
Q2	BUS DRIVER	Female	32.29

**INTERNAL MONITORING
AND AUDITING SYSTEM**

The Equal Employment Opportunity/Affirmative Action Manager initiates the monitoring and auditing system for the Laboratory. The Laboratory's auditing and reporting system is intended to compliment the Laboratory's existing efforts to maintain compliance. This system is intended to evaluate EEO/AA accomplishments in relation to established good faith efforts. The EEO/AA Manager is responsible for implementing the auditing and reporting system. The EEO/AA Manager monitors this system on a quarterly/semi-annual basis. The reporting and audit system provides for:

1. Maintaining and monitoring accurate and up-to-date records on all referrals, applicants, hires, promotions, transfers and terminations by race and sex to be certain that all employees are treated on a fair and equitable basis.
2. Requiring reports from unit managers on a scheduled basis that indicate the degree to which Laboratory goals are attained.
3. Reviewing all selection, promotional and training procedures to ensure that they are nondiscriminatory.
4. Informing, on a regular basis, top management of the effectiveness of the policy and recommendations for improvements, if necessary.

**LABORATORY MONITORING
COMMITMENTS**

The following procedures are implemented to audit and support the Laboratory's equal employment opportunity/affirmative action efforts. See Section 3, Responsibility for Implementation, for details on responsibilities for ensuring the audit process of EEO/AA efforts are accomplished.

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 minorities, 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 minorities. Data on women and minorities are reported by separate ethnic or racial groups, i.e., Black, Hispanics, Asians and American Indians.

LABORATORY MONITORING COMMITMENTS (continued) As a matter of practice, the Work Force Underutilized data is a key element in Human Resources recruitment and employment processes. The Work Force Diversity Office provides underutilization reports that identify laboratory goals and are entered into HRIS (Human Resources Information System). At the creation of every open position (job requisition), the utilization data is displayed on the screen as a reference. The Human Resources Center works with the hiring manager/supervisor to develop a recruitment strategy that takes into account the affirmative action goals.

Line managers are responsible for awareness of this information. The EEO/AA Manager 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 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 skills, experience, knowledge, and any other qualifications are job-related and completed correctly before a job is posted so that otherwise qualified prospective applicants are not discouraged by erroneous minimum or desired qualifications.

Placement Goals

Placement rate goals are established in the Affirmative Action Program. These goals are intended to guide the good faith efforts of those involved in recruiting and hiring, leading to the representation of women and minorities at rates comparable to their availability for specific jobs at the Laboratory.

Recruitment

The Office of Work Force Diversity 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 All applications are entered into the Employment Engineering Applicant Flow System. HRIS records information, such as sex and ethnicity, utilizing a Self-Identification 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 that 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 Adverse impact analysis using data provided by the laboratory's HRIS by EEO job group as follows: the number of applicants; qualified applicants; interviewees; job offers; and placements by sex, minorities, and separate racial and ethnic groups. The report reflects both Laboratory and non-Laboratory applicants who are considered for advertised vacancies.

The Work Force Diversity Office and the Human Resources Department 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 in some part or all of the selection process for a specific job category, patterns will be checked and/or job selection package 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 employment opportunity for all employees. Training results are provided to management for their action, as appropriate. The Workforce Diversity Office and the Human Resources Department reviews training statistics as provided by the Human Resources Department to be cognizant of compliance with EEO/AA regulations.

OTHER MONITORING AND AUDITING ACTIVITIES In addition to data gathering for recruiting, employment, and internal work force statistics, the Workforce Diversity Office and the Human Resources Department reviews the following situations for compliance purposes:

- Laboratory policies and practices including salary management guidelines are reviewed by Workforce Diversity Office and the Human Resources Department to ensure compliance with current EEO laws and OFCCP regulations.
- Complaints are investigated by the Equal Employment Opportunity Office. Employees needing guidance or assistance in resolving complaints are encouraged to contact the Equal Employment Opportunity Manager. Complaints are reviewed for discriminatory practices.

UTILIZATION ANALYSIS Underutilization analysis, an essential component of the Affirmative Action Plan (AAP), is designed to assist the Laboratory in establishing appropriate placement goals, developing focused outreach efforts, and implementing Equal Employment Opportunity/Affirmative Action policies. An underutilization analysis contains the following interrelated elements: a workforce analysis; a job group analysis, an availability analysis; and establishing placement goals.

Work Force Analysis The Laboratory annually conducts an analysis to organize payroll data to access work force composition by sex and ethnicity for each division/ department. The workforce analysis is a listing of each job title ranked from the lowest paid to the highest paid within each organizational unit. For each job title, the total number of incumbents, the total number of male and women incumbents and the total number of male and women incumbents in each of the following categories is provided: Blacks, Hispanics, Asians, and American Indians. The wage rate or salary range for each job title is also provided. All jobs in the work force analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. The Work Force Analysis Report is available upon request to the Office of Workforce Diversity.

Job Group Analysis A job group contains a set of job titles that share similar content and responsibilities, wage rates and lines of progression. All jobs in the job group analysis are located at 1 Cyclotron Road, Berkeley, CA. The Laboratory Director is reported in the University of California, Office of the President (UCOP) Affirmative Action Plan. As a general practice, job titles and job group assignments are reviewed and updated as appropriate (Refer to Appendix A for job group analysis showing the percentage of minorities and women employed in each job group and the job titles comprising each job group). These 43 job groups at the Laboratory are listed in the **Appendix C**.

- Availability Analysis** An availability analysis determines the level one might expect women and minorities to be represented in a job group, based on their estimated availability in the relevant labor area work force. Additionally, this analysis creates the basis for establishing placement goals for job groups in which underutilized of women or minorities has been identified. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). A detailed discussion of the Laboratory's Availability Analysis is found in Appendix B.
- IDENTIFICATION OF PROBLEM AREAS**
- Compensation Analysis** Wages and salaries are equal for members of both genders and all ethnic groups who perform a job of the same content and responsibility. The Laboratory has purchased and installed a software application to allow an in-depth analysis in order to identify and correct potential gender, race, or ethnicity based disparities in compensation.
- Personnel Action Analysis** In an ongoing effort to identify areas of concern and assess progress in correcting these areas, LBNL annually analyzes human resources activities including staff placements, promotions, layoffs and terminations. For this Plan an analysis was conducted in three components of the employment process: hires, promotions and terminations. An Impact analysis is performed to compare protected groups with the most favored group during a given time period. If protected groups are disproportionately represented in any one of the above areas this is considered to be a potential problem area. In such cases, further assessments are made and remedial action taken, if warranted.
- Potential Areas of Concern Within Job Groups** The Impact Ratio Analysis (IRA) was used to reach the findings and conclusions for protected groups in each EEO-1 category. The IRA is designed to provide a method to compare selection rates between the protected and non-protected classes. Selection rates for the personnel activities of hiring, promotion, and termination are analyzed. Rates are further divided for each activity by job area or category (job group). The IRA is the number found by dividing the selection rate for unfavorable classes showing lesser activity per number of each class of incumbents for promotions and hires by that of the favored class. Those cases where the selection rate for women and/or minorities is less favorable than that for others are the ones to be noted.

Using the IRA, potential areas of concern were detected in the following job groups:

Hires	
Minorities	Females
J6 Other Scientist/Engineer	J6 Other Scientist/Engineer
L1 Information Technician	L1 Information Technician
Promotions	
Minorities	Females
None	None
Involuntary Terminations	
Minorities	Females
L1 Information Technician	J1 Bio-Medical Scientist
	J4 Computer Scientist
	L7 Technical Associate
Voluntary Terminations	
Minorities	Females
H2 Lab Operations Mgmt	H2 Lab Operations Mgmt
L1 Information Technician	L1 Information Technician
	L5 Facilities

The Laboratory will closely monitor the selection rates of personnel actions in these areas to determine the existence of any systemic patterns and to take subsequent action where appropriate.

Corrective Actions The monitoring and auditing activities described herein are used to identify any potential problem areas as called for by 41 CFR 60-2.17(b). Job groups for which placement goals have been established, and the annual percentage placement goals set, appear in the Annual Placement Goals table in Section 6.

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

The Laboratory has established placement goals in the job groups identified in the Annual Placement Goals table in Section 6. As stated in **Section 5, Action Oriented Programs**, the Laboratory will continue its good faith efforts to improve representation of women and minorities in these EEO job groups where under-representation occurs as referenced above in the Action Oriented Programs section.

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

Inclusive recruitment, in-house training programs, employee development plans, tuition reimbursement programs, and other programs are just a few examples of how the Laboratory tries to assist women and minorities in competing for positions where the Laboratory has identified placement goals. The Laboratory continues to strengthen its commitment and maintain its good faith efforts by ensuring that women and minorities applicants are considered for Laboratory positions.

Identification of Problem Areas by Organizational Unit In compliance with the guidelines set out in 41 CFR 60.2.11(c) the Ernest Orlando Lawrence Berkeley National Laboratory has developed a work force analysis 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. See **Sec 1, Introduction**, 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: Blacks, Hispanics, Asians, and American Indians. The Workforce Analysis is available upon request to the Work Force Diversity Office or the Human Resource Department

All Division Directors are charged with the overall responsibility for implementing EEO/AA policies within their Divisions. Refer to **Sec 3, 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 divisional workforce.

The results of the fiscal year 2006 review of divisional work force analysis reveal potential problem areas in work force composition of women and minorities in the following divisions:

- Accelerator and Fusion Research*
- Chemical Sciences*
- Computer Sciences
- Earth Sciences*
- Environment Health and Safety*
- Human Resources*
- Information Technology*
- Laboratory Directorate*
- Life Sciences*
- Materials Sciences*
- NERSC*
- Nuclear Sciences
- Operations*
- Physical Biosciences*
- Physics*

Underutilization and potential problem areas are further addressed in **Section 6 Placement Goals**, and **Section 5 Action-Oriented Programs**

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. Sex discrimination guidelines are in accordance with University Policy.

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 placed in advertisements that are written in language not intended 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 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 females 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 twelve weeks of unpaid leave in a 12-month period to care for a newly born or adopted child or to care for a child, parent, or spouse with a serious health condition.
- 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 2.16 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. 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. In addition to the mandatory on-line Sexual Harassment Prevention training, the Equal Employment Opportunity Manager delivers ongoing training programs to address issues related to sexual harassment for the benefit of 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. The extent of the Laboratory's obligation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.

OVERVIEW To ensure that all employees are aware of the Laboratory's Affirmative Action Programs, the Laboratory has made its policy available in a variety of ways, including posting the following information on its web site.

Compliance As a part of the University of California, LBNL maintains a Nondiscrimination and Affirmative Action Policy regarding all employees.

In accordance with applicable state and federal law, it is the Laboratory's policy to ensure equal employment opportunity to all employees and job applicants. The Laboratory will not engage in discrimination against or harassment of any person employed or seeking employment because of race, color, religion, marital status, national origin, ancestry, sex, gender identity, pregnancy, sexual orientation, physical or mental disability, medical condition (cancer-related or genetic characteristics), age, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, recently separated veteran or any veteran who has served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized).

This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action for minorities, women, individuals with disabilities, and covered veterans.

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

Harassment Pursuant to §60-250.44(e) and §60-741.44(e), the Laboratory has developed and implemented procedures to ensure that employees are not harassed because of their status as a covered veteran or individual with a disability. These measures include stating the Laboratory's nondiscrimination and harassment policies in the Laboratory's RPM, addressing nondiscrimination and harassment in supervisor and manager training courses, and providing a variety of formal and informal complaint resolution options.

Availability of Plan This written Affirmative Action Program for covered veterans and qualified individuals with a disability is available for inspection by any employee or applicant for employment upon request during regular business hours at the Equal Employment Opportunity 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 Qualified Individuals with a Disability and covered veterans on the Family Medical Leave Act, (b) the U.S. Equal Employment Opportunity Commission's poster "Equal Employment Opportunity is the Law," and (c) Department of Fair Employment and Housing poster in English and Spanish prohibiting discrimination in employment.

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.

Reasonable Accommodation is described in the *Regulations & Procedures Manual* which includes information on special selection procedures for employees with a disability.

Self-Identification 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 will receive a self-identification form after an offer of employment has been extended. On an annual basis, an invitation for employees to self-identify is mailed through the internal mail system to all employees by the Equal Employment Opportunity 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 provided relevant information on request.

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.

Outreach Activities To augment its efforts related to the employment and advancement of qualified individuals with a disability and covered veterans, the Laboratory conducts outreach through job opportunities publications.

EXTERNAL DISSEMINATION OF POLICY (Continued) 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 (CIL) 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 CIL.

Technical Assistance

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 and minorities, persons with a disability, and covered veterans; and encourage utilization of small businesses owned and controlled by socially and economically disadvantaged individuals.

RESPONSIBILITY FOR IMPLEMENTING POLICY Refer to Section 3, 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 known physical or mental limitations of an otherwise qualified special disabled veteran or individual with a disability unless such an accommodation would impose undue hardship on the conduct of business, taking into account the impact of the accommodation on the Laboratory's ability to conduct business, the nature and net cost of the accommodation needed, the overall financial resources for providing reasonable accommodation, and the impact of the accommodation on the ability of other employees to perform their duties. The following are examples of accommodations that may be made:

Job Restructuring The Laboratory will accommodate a qualified individual 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 Work) defines the role of the employee, supervisor and the department head in effecting, where medically indicated, the worker's return to full duty by providing transitional, temporary work. This program is coordinated with the assistance of the Disability Benefits Analyst 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. 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.

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 busses with wheelchair access. The Bus Services continually provides all bus operators with training on transporting passengers with special needs.

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 presently coordinates with an outside vendor to provide Vocational Rehabilitation Services including 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** The Berkeley Lab Disability Management Committee includes representatives from Health Services, Human Resources, ADA Officer and Facilities. Other disciplines are consulted as needed on a case-by-case basis. The team approach ensures the application of all available resources at the Laboratory to the accommodation effort. Referrals are made by Health Services, the Disability Management Analyst, or the disabled employee's department.
- ADA Accommodation Fund** The Berkeley Lab has made significant investments 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, tele-sensory devices, wheelchair ramps, various special appliances, and a contract with a disability para-transit shuttle service. For recent upgrades, please refer to page 10-7 under "Disability-Accessible Building's at the Berkeley Lab."
- 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 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 *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:

- Building 50, Administration
- Building 50, Auditorium
- Building 54, Cafeteria
- Building 65, Reception Center
- Building 937, Procurement
- Building 937, Human Resources

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:

Building	Description
2	Access, Toilets and Parking
3	Access, Toilets, Automatic Door, Parking
6	Light Source Addition - Access, Toilets and Parking.
16	Addition - Access
26	Health Services - Access, Toilets and Parking
29	Trailers - Access, Toilets Automatic Door and Parking
31	Access, Toilets and Parking

44A	Trailer – Access
44B	Trailer – Access
46	Access, Toilets and Parking
46A	Access, Toilets and Parking
48	Fire Station – Access, Toilets and Parking
50 Aud.	Access, Toilets, Wheelchair Clearance and Parking
50A, 50B, 55, 70A, 72 and 90	Elevator Improvements and Control Panels
50A, 50B, 50E, and 50F	Access, Parking and Toilets; Access to and Toilet for Auditorium
50C	Access and Parking
50D	Access, Toilet and Parking
51	Access and Toilet
51N	Access and Parking
54	Cafeteria - Access, Toilets and Parking
55	Access, Toilets and Parking
62	Access, Toilets and Parking
65	Reception Center Access and Toilets
66	Access, Toilets and Parking
69	Access, Toilets and Parking
70	Access, Toilets and Parking
70A	Access, Toilets and Parking
71	Second Floor - Access
72	ARM Addition - Access, Toilets, and Parking in Support Laboratory
74	Laboratory Addition - Access and Parking
75B	Access, Toilets and Parking
77	Access and Women's Toilet
77A	Phase I - Access and Parking
83	Access, Toilets and Parking
90	Access, Toilets and Parking
90	Trailer Complex - Access, Toilets and Parking
937	Access, Toilets and Parking
Phone Access	Various Locations at the Laboratory
Shuttle Buses	Equipped with AA Accessibility

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 covered 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 covered 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 and covered 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 and covered veterans

Examples of the Laboratory's recruitment sources for individuals with a disability and covered 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, and covered veterans. Berkeley Lab Human Resources Department coordinates recruitment efforts for individuals with disabilities and covered veterans to ensure that pre-employment problems in interviewing, accommodation issues, and job analyses and restructuring are adequately addressed.

Self Analysis, Internal Audit & Job Qualification Requirements On an ongoing basis, as job requisitions are received, Human Resources Department staff reviews the physical and mental job qualification standards of each position to ensure that qualifications are job-related for the position in question and are consistent with business necessity. 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 covered veterans or who have disabilities receive the same benefits as other employees.

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

Audit and Reporting Systems The Laboratory maintains an audit and reporting system to determine overall compliance with its equal employment opportunity mandates and to respond to any specific complaints applicants or employees file with the Laboratory. Overall responsibility for the implementation of the Laboratory's equal employment opportunity programs and for affirmative action compliance activities is assigned to the Laboratory's EEO/AA Manager.

Employment records of individual personnel actions on qualified individuals with disabilities and covered veterans are maintained. The Records Team maintains all manual files on personnel actions. The Information System Group in HR maintains electronic files on personnel actions. Records of numbers of individuals with disabilities and covered veterans involved in personnel actions are maintained.

Personnel procedures are reviewed on a continuing basis to guarantee that present procedures assure careful, thorough and systematic consideration of the job qualifications of known applicants with disabilities and covered veteran applicants for job vacancies and training opportunities.

Employment practices are periodically reviewed by the Laboratory to determine whether affirmative action has been taken for employment and advancement of qualified individuals with disabilities and covered veterans. Problem areas are identified, and a determination is made as to whether any such patterns are caused by discriminatory practices. Review of employment requisitions and the role taken by Division Directors, hiring officials, employment representatives, and HR Generalists is conducted to ensure that actions are nondiscriminatory. Where the Laboratory finds the Affirmative Action Program to be deficient, the Laboratory undertakes necessary action to bring the Program into compliance.

Training and Educational Opportunities Personnel involved in recruitment, screening, selection, promotion, disciplinary, and related processes are carefully selected and trained to ensure that the commitments in the Laboratory's Affirmative Action Program are implemented. Personnel with known disabilities and covered veterans are provided the opportunity to participate in all company sponsored educational, training, recreational, and social activities.

**Affirmative
Action
Program**

Appendix A

**Job Group
Analysis**

See the following Job Group Analysis

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: H1 LAB SCIENTIFIC MGMT

H1 Job Title
 ASSOCIATE LABORATORY DIRECTOR
 DEPUTY DIRECTOR
 LABORATORY DIRECTOR
 SCIENTIFIC DIVISION DIRECTOR

	<i>Female</i>	<i>Minority</i>
Total %	0.00%	7.69%

Job Group: H2 LAB OPERATIONS MGMT

H2 Job Title
 OPS DIVISION DIRECTOR

	<i>Female</i>	<i>Minority</i>
Total %	20.00%	20.00%

Job Group: H3 ADMINISTRATIVE MGMT

H3 Job Title
 AUDIT GROUP LEADER
 BUDGET OFFICER
 BUSINESS MANAGER
 BUSINESS SYSTEMS SPECIALIST
 COMPUTER SYSTEMS GROUP LEAD
 COMPUTER SYSTEMS MANAGER 2
 CONTROLLER
 HR MANAGER I (BENEFITS)
 HR MANAGER I (LER)
 HR MANAGER I (SERVICE CENTER)
 HR MANAGER II (COMP/BEN)
 HR MANAGER II (LER)
 HR MANAGER II (SERVICE CENTER)
 HR MANAGER II (TRAIN/DEVELOP)
 HR MANAGER II HRIS/HR OPERATIO
 MANAGER, ACCOUNTING
 MANAGER, CONTRACTS
 MANAGER, DISBURSEMENTS
 MANAGER, FINANCIAL ANALYSIS
 MANAGER, PAYROLL
 MANAGER, RESOURCE
 MANAGER, SUBCONTRACTS
 MGR, DISTRIBUTED PURCHASING
 MGR, TRAVEL & CONFERENCES
 SR BUSINESS MANAGER
 SR MANAGER, FINANCIAL SERVICES
 SR MGR, FINANCE SYSTEMS
 SR MGR, SPONSORED PROJ OFFICE
 SR MGR, SUBCONTRACTS ADMIN
 SUPERVISOR, HR CENTER
 SUPPLY CHAIN/PROCUREMENT MGR

	<i>Female</i>	<i>Minority</i>
Total %	51.85%	18.52%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: H4 TECHNICAL MGMT

<u>H4 Job Title</u>
EH&S MANAGER 1
EH&S MANAGER 2
EH&S MANAGER 3
FACILITIES ENGINEERING MGMT 1
FACILITIES ENGINEERING MGMT 2

	<u>Female</u>	<u>Minority</u>
Total %	20.00%	6.67%

Job Group: H6 OTHER MGMT

<u>H6 Job Title</u>
MANAGEMENT I
MANAGEMENT II
MANAGEMENT III
MANAGEMENT IV
PROGRAM MANAGER 3
PROGRAM MANAGER 4
PROJECT MANAGER 2
PROJECT MANAGER 3
PUBLIC AFFAIRS DEPARTMENT HEAD
SENIOR OPERATIONS MANAGER
WORKFORCE DIVERSITY DEPT HEAD

	<u>Female</u>	<u>Minority</u>
Total %	30.00%	16.67%

Job Group: J1 BIO-MEDICAL SCIENTIST

<u>J1 Job Title</u>
BIOCHEMIST DIST SCI/ENGR
BIOCHEMIST POST DOC FELLOW
BIOCHEMIST SCIENTIST/ENGINEER
BIOCHEMIST SR STAFF SCI/ENGR
BIOCHEMIST STAFF SCI/ENGR
BIOLOGIST POST DOC FELLOW
BIOLOGIST SCIENTIST/ENGR
BIOLOGIST SENIOR SCI/ENGR
BIOLOGIST STAFF SCIENTIST/ENGR
BIOPHYSICIST POST DOC FELLOW
BIOPHYSICIST SCIENTIST/ENGR
BIOPHYSICIST SR STAFF SCI/ENGR
BIOPHYSICIST STAFF SCI/ENGR
COMPUTATIONAL BIO POST DOC FEL
GENETICIST POST DOC. FELLOW
MEDICAL STAFF SCIENTIST

	<u>Female</u>	<u>Minority</u>
Total %	36.07%	34.43%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: J2 CHEMIST

<u>J2 Job Title</u>
CHEMIST DIVISION FELLOW
CHEMIST POST DOC FELLOW
CHEMIST SCIENTIST/ENGR
CHEMIST SR STAFF SCI/ENGR
CHEMIST STAFF SCIENTIST/ENGR

	<u>Female</u>	<u>Minority</u>
Total %	20.45%	25.00%

Job Group: J3 PHYSICIST

<u>J3 Job Title</u>
PHYSICIST DIST SCI/ENGR
PHYSICIST POST DOC FELLOW
PHYSICIST SCIENTIST/ENGR
PHYSICIST SR STAFF SCI/ENGR
PHYSICIST STAFF SCI/ENGR

	<u>Female</u>	<u>Minority</u>
Total %	9.47%	21.30%

Job Group: J4 COMPUTER SCIENTIST

<u>J4 Job Title</u>
COMPUTATIONAL SCI POST DOC FEL
COMPUTATIONAL SCIENTIST
COMPUTER SCIENTIST
COMPUTER SENIOR SCIENTIST
COMPUTER STAFF SCIENTIST
MATH/STATISTICIAN POST DOC FEL
MATH/STATISTICIAN SCI/ENGR
MATH/STATISTICIAN SR SCI/ENGR
MATH/STATISTICIAN STAFF SCI/EN

	<u>Female</u>	<u>Minority</u>
Total %	10.98%	21.95%

Job Group: J5 ENGINEERS

<u>J5 Job Title</u>
ELECTRONIC ENGINEER
ELECTRONIC SR ENGINEER
ELECTRONIC STAFF ENGINEER
MECHANICAL ENGINEER
MECHANICAL SR ENGINEER
MECHANICAL STAFF ENGINEER

	<u>Female</u>	<u>Minority</u>
Total %	3.33%	20.00%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: **J6** OTHER SCIENTIST/ENGINEER

<u>J6 Job Title</u>
CHEMICAL ENGR POST DOC FELLOW
CHEMICAL STAFF ENGINEER
ELECTRONIC ENGR POST DOC FELL
GEOLOGICAL ENGINEER
GEOLOGICAL SCIENTIST
GEOLOGICAL SR SCIENTIST
GEOLOGICAL STAFF SCIENTIST
MATERIALS SCI/ENG POST DOC FEL
MATERIALS SCIENTIST/ENGR
MATERIALS SR SCIENTIST/ENGR
MATERIALS STAFF SCIENTIST/ENGR

	<u>Female</u>	<u>Minority</u>
Total %	17.35%	29.59%

Job Group: **J7** ECONOMICS

<u>J7 Job Title</u>
ARCHITECT SCIENTIST/ENGR
ARCHITECT STAFF SCI/ENGR
ENERGY/ENV POLICY AN SCI/ENG
ENERGY/ENV POLICY AN SR SCI/EN
ENERGY/ENV POLICY AN ST SCI/EN

	<u>Female</u>	<u>Minority</u>
Total %	10.00%	23.33%

Job Group: **K1** ADMINISTRATIVE SUPPORT

<u>K1 Job Title</u>
ADMINISTRATOR
PR SUPERVISOR, ADMIN SCVS
SR ADMINISTRATOR
SR CONFERENCE PLANNER
SR SUPERVISOR, ADMIN SCVS
SUPERVISOR, ADMIN SCVS
TRAVEL SPECIALIST

	<u>Female</u>	<u>Minority</u>
Total %	93.44%	44.26%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: **K2** HUMAN RESOURCES

<u>K2 Job Title</u>
ASSC EEO/WORKFORCE DVRSTY ANLY
COMPENSATION CONSULTANT
HR GENERALIST
IRSO ADVISOR
IRSO SUPERVISOR
LER CONSULTANT
POLICIES ANALYST
PRINCIPAL HR GENERALIST
PRINCIPAL HRIS ANALYST
RECRUITER
SENIOR BENEFITS ANALYST
SENIOR HR GENERALIST
SENIOR RECRUITER
TRAINING CONSULTANT

	<u>Female</u>	<u>Minority</u>
Total %	75.76%	48.48%

Job Group: **K3** FINANCIAL SUPPORT

<u>K3 Job Title</u>
ACCOUNTANT
AUDIT SPECIALIST
PR CONTRACTS OFFICER
PR SUBCONTRACTS ADMINISTRATOR
PRINCIPAL ACCOUNTANT
PRINCIPAL AUDITOR
PRINCIPAL FINANCIAL ANALYST
PRINCIPAL PAYROLL SPECIALIST
PRINCIPAL RESOURCE ANALYST
RESOURCE ANALYST
SENIOR ACCOUNTANT
SENIOR AUDITOR
SENIOR CONTRACTS OFFICER
SENIOR RESOURCE ANALYST
SR DISTRIBUTED PURCHASING ADM
SR FINANCIAL ANALYST
SR SUBCONTRACTS ADMINISTRATOR
SUBCONTRACTS ADMINISTRATOR

	<u>Female</u>	<u>Minority</u>
Total %	76.47%	49.58%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: **K4** **LEGAL**

<u>K4 Job Title</u>
LICENSING MANAGER 1
PATENT AGENT 3
PATENT ATTORNEY 1
PATENT ATTORNEY 2
PATENT/LEGAL COUNSEL MGMT
SR LICENSING ASSOCIATE

	<u>Female</u>	<u>Minority</u>
Total %	83.33%	33.33%

Job Group: **K5** **TECHNICAL EDITOR**

<u>K5 Job Title</u>
TECH INFO SPECIALIST 5
WRITER/EDITOR 2
WRITER/EDITOR 3
WRITER/EDITOR 4

	<u>Female</u>	<u>Minority</u>
Total %	42.86%	28.57%

Job Group: **K6** **OTHER ADMIN PROFESSIONAL**

<u>K6 Job Title</u>
ADMINISTRATIVE SPECIALIST 2
ADMINISTRATIVE SPECIALIST 3
ADMINISTRATIVE SPECIALIST 4
ADMINISTRATIVE SPECIALIST 5
ARCHIVES & RECORDS SPEC 1
ARCHIVES & RECORDS SPEC 2
ARCHIVES & RECORDS SPEC 3
ARCHIVES & RECORDS SPEC 4
EDUCATIONAL PROGRAM ADMIN
MARKETING COMM MANAGER 1
MARKETING COMM SPECIALIST 2
MARKETING PUB WRITER 3
PROGRAM MANAGER 1
PROGRAM MANAGER 2
PROJECT MANAGER 1
PUBLIC AFFAIRS MANAGER 1
PUBLIC AFFAIRS SPECIALIST 2
PUBLIC AFFAIRS SPECIALIST 3
PUBLIC AFFAIRS SPECIALIST 4
PUBLIC AFFAIRS SUPERVISOR
QUALITY ASSURANCE ENGINEER 2
QUALITY ASSURANCE ENGINEER 3

	<u>Female</u>	<u>Minority</u>
Total %	64.15%	18.87%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: L1 INFORMATION TECHNICIAN

<u>L1 Job Title</u>
BUSINESS/SYSTEMS ANALYST 2
BUSINESS/SYSTEMS ANALYST 3
BUSINESS/SYSTEMS ANALYST 4
COMPUTER SYSTEMS ENGINEER 1
COMPUTER SYSTEMS ENGINEER 2
COMPUTER SYSTEMS ENGINEER 3
COMPUTER SYSTEMS ENGINEER 4
COMPUTER SYSTEMS ENGR I
COMPUTER SYSTEMS ENGR II
COMPUTER SYSTEMS ENGR III
COMPUTER SYSTEMS ENGR IV
COMPUTER SYSTEMS ENGR TRAINEE
DATABASE ADMINISTRATOR 2
DATABASE ADMINISTRATOR 3
DESKTOP SYSTEMS SPEC TRAINEE
DESKTOP SYSTEMS SPECIALIST 1
DESKTOP SYSTEMS SPECIALIST 2
HELP DESK SPECIALIST 1
HELP DESK SPECIALIST 2
ORACLE DEVELOPER 3
SOFTWARE DEVELOPER 1
SOFTWARE DEVELOPER 2
SOFTWARE DEVELOPER 3
SOFTWARE DEVELOPER 4
SOFTWARE DEVELOPER 5
SYSTEMS ADMINISTRATOR 2
SYSTEMS ADMINISTRATOR 3
SYSTEMS ADMINISTRATOR 4
WEB DEVELOPER 2
WEB DEVELOPER 3

	<u>Female</u>	<u>Minority</u>
Total %	20.33%	33.00%

Job Group: L2 MECHANICAL ENGINEER

<u>L2 Job Title</u>
MECHANICAL ENGINEER 2
MECHANICAL ENGINEER 3
MECHANICAL ENGINEER 4
MECHANICAL ENGINEER 5

	<u>Female</u>	<u>Minority</u>
Total %	3.23%	22.58%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: L3 ELECTRICAL ENGINEER

<u>L3 Job Title</u>
ELECTRONIC ENGINEER 2
ELECTRONIC ENGINEER 3
ELECTRONIC ENGINEER 4
ELECTRONIC ENGINEER 5
IC DESIGN ENGINEER 1
IC DESIGN ENGINEER 2
IC DESIGN ENGINEER 3
IC DESIGN ENGINEER 4
IC DESIGN ENGINEER 5

	<u>Female</u>	<u>Minority</u>
Total %	0.00%	17.86%

Job Group: L4 ENVIRON'T HLTH & SAFETY

<u>L4 Job Title</u>
AIR QUALITY ENGINEER 4
EMERGENCY PREPAREDNESS SPEC 3
FIRE PROTECTION ENGINEER 4
HEALTH PHYSICIST 3
INDUSTIAL HYGIENIST 4
INDUSTRIAL HYGIENIST 3
OCCUPATIONAL HEALTH PR NURSE
RADIOCHEMIST 4
REGULATORY COMPL ENG/SPEC 1
REGULATORY COMPL ENG/SPEC 3
REGULATORY COMPL ENG/SPEC 4
SAFETY ENGINEER/SPECIALIST 1
SAFETY ENGINEER/SPECIALIST 3
SAFETY ENGINEER/SPECIALIST 4
SR EH&S PROFESSIONAL
TRAINING SPECIALIST 2
WASTE MGMT PROFESSIONAL 3

	<u>Female</u>	<u>Minority</u>
Total %	35.14%	21.62%

Job Group: L5 FACILITIES

<u>L5 Job Title</u>
FACIL CIVIL/STRUCTURAL ENGR 3
FACIL ELECTRICAL ENGR 3
FACIL ENERGY MGMT ENGR 3
FACIL MECHANICAL ENGR 3
FACILITIES ARCHITECT 3
FACILITIES ESTIMATOR 3
FACILITIES PLANNER 1
FACILITIES PLANNER 3
MOVE COORDINATOR 2

	<u>Female</u>	<u>Minority</u>
Total %	12.50%	31.25%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: L6 TECHNICAL SUPERVISOR

<u>L6 Job Title</u>
ELEC ENG TECH SUPERVISOR
ELECTRONICS ENG TECH MANAGER
FACILITIES TECHNICAL MANAGER
FACILITIES TECHNICAL SUPERNDT
FACILITIES TECHNICAL SUPVR
MECH ENG TECH SUPERINTENDENT
MECHANICAL ENG TECH MANAGER
MECHANICAL ENG TECH SUPERVISOR
SUPERVISOR - SEQUENCING
TECHNICAL SUPPORT SUPERNDT
TECHNICAL SUPPORT SUPERVISOR

	<u>Female</u>	<u>Minority</u>
Total %	10.87%	34.78%

Job Group: L7 TECHNICAL ASSOCIATE

<u>L7 Job Title</u>
EH&S ENGINEER ASSOCIATE
ELECTRONICS ENGR ASSOC
ENGINEERING TECHNICAL ASSOC
MECHANICAL ENGR ASSOC
PLANT/FACIL ENGR ASSOC
PR EH&S ENGINEER ASSOCIATE
PR ELECTRONICS ENGR ASSOC
PR ENGINEERING TECHNICAL ASSOC
PR PLANT/FACIL ENGR ASSOC
PR SCIENTIFIC ENGR ASSOC
SCIENTIFIC ENGR ASSOC
SR EH&S ENGINEER ASSOCIATE
SR ELECTRONICS ENGR ASSOC
SR ENGINEERING TECHNICAL ASSOC
SR MECHANICAL ENGR ASSOC
SR PLANT/FACIL ENGR ASSOC
SR SCIENTIFIC ENGR ASSOC
TECHNICAL SUPERVISOR

	<u>Female</u>	<u>Minority</u>
Total %	12.69%	19.40%

Job Group: L8 RESEARCH ASSOCIATE

<u>L8 Job Title</u>
RESEARCH ASSISTANT
RESEARCH ASSOC
RESEARCH ASSOC PRINCIPAL
RESEARCH ASSOC SR
RESEARCH ASSOC STAFF
RESEARCH ASSOCIATE SUPERVR I
RESEARCH ASSOCIATE SUPERVSR II
SEQUENCING SPECIALIST

	<u>Female</u>	<u>Minority</u>
Total %	54.62%	46.92%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: M1 COMPUTER TECHNICIAN

<u>M1 Job Title</u>
HIGH PERFORMANCE COMP TECH 4
HIGH PERFORMANCE COMPTECH LEAD

	<u>Female</u>	<u>Minority</u>
Total %	0.00%	85.71%

Job Group: M2 MECHANICAL TECHNICIAN

<u>M2 Job Title</u>
MECHANICAL ENGR TECH I
MECHANICAL ENGR TECH II
MECHANICAL ENGR TECH III
MECHANICAL ENGR TECH IV
TELECOMM NETWORK/DATA COMM T 2
TELECOMM NETWORK/DATA COMM T 3

	<u>Female</u>	<u>Minority</u>
Total %	0.00%	15.91%

Job Group: M3 ELECTRONIC TECHNICIAN

<u>M3 Job Title</u>
ELECTRONICS EG TECHNOLOGIST IV
ELECTRONICS EG TECHNOLOGISTIII
ELECTRONICS EGR TECHNOLOGISTII

	<u>Female</u>	<u>Minority</u>
Total %	14.71%	32.35%

Job Group: M4 OTHER TECHNICIAN

<u>M4 Job Title</u>
LEAD TECHNOLOGIST
RESEARCH SPECIALIST
RESEARCH TECHNICIAN
RESEARCH TECHNICIAN PRINC
RESEARCH TECHNICIAN SR
TECHNICAL ASSISTANT 1
TECHNICAL ASSISTANT 2

	<u>Female</u>	<u>Minority</u>
Total %	40.63%	56.25%

Job Group: M5 DESIGN/GRAPHIC

<u>M5 Job Title</u>
DESIGNER III
DOCUMENT CONTROL COORDINATOR 3
DUPLICATION/BINDERY OPRTR 3
GRAPHIC ARTS TECHNICIAN PRINC
PHOTOGRAPHIC SPECIALIST IV
TECHNICAL ILLUSTRATOR III
TECHNICAL ILLUSTRATOR IV

	<u>Female</u>	<u>Minority</u>
Total %	46.15%	38.46%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: M6 HEALTH/MEDICAL

<u>M6 Job Title</u>
ANIMAL TECHNICIAN 1
ANIMAL TECHNICIAN 2
ANIMAL TECHNICIAN 3
HEALTH/SAFETY TECH
HEALTH/SAFETY TECH PRINCIPAL
HEALTH/SAFETY TECH SR
OCCUPATIONAL HEALTH NURSES II
RADIATION SAFETY TECH
RADIATION SAFETY TECH PRIN
RADIATION SAFETY TECH, SPEC

	<u>Female</u>	<u>Minority</u>
Total %	14.29%	76.19%

Job Group: M7 ACCELERATOR OPERATORS

<u>M7 Job Title</u>
ACCELERATOR OPER PRINCIPAL

	<u>Female</u>	<u>Minority</u>
Total %	25.00%	12.50%

Job Group: N1 OFFICE SUPPORT

<u>N1 Job Title</u>
ADMINISTRATIVE ASSISTANT II
ADMINISTRATIVE ASSISTANT III
EXECUTIVE ASSISTANT
EXECUTIVE ASST (CONFIDENTIAL)
FINANCE ASSISTANT IV, PAYROLL
FINANCE/BUDGET ASST III
PAYROLL ASSISTANT III
TRAVEL ASSISTANT II
TRAVEL ASSISTANT III

	<u>Female</u>	<u>Minority</u>
Total %	87.69%	53.85%

Job Group: N3 HUMAN RESOURCES SUPPORT

<u>N3 Job Title</u>
HUMAN RESOURCES ASSISTANT II
HUMAN RESOURCES ASSISTANT III

	<u>Female</u>	<u>Minority</u>
	87.69	53.85
Total %	91.67%	75.00%

Job Group: N6 PURCHASING SUPPORT

<u>N6 Job Title</u>
DISTRIBUTED PURCHASING ASST
REQUISITIONS ASSISTANT

	<u>Female</u>	<u>Minority</u>
Total %	100.00%	0.00%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: N7 OTHER SUPPORT

<u>N7 Job Title</u>
MATERIAL HANDLER 3

	<i>Female</i>	<i>Minority</i>
Total %	15.38%	76.92%

Job Group: O1 MACHINE SHOP

<u>O1 Job Title</u>
MECHANICAL ENGR MACHINIST II
MECHANICAL ENGR MACHINIST III

	<i>Female</i>	<i>Minority</i>
Total %	0.00%	20.00%

Job Group: O2 CRAFT/TRADES

<u>O2 Job Title</u>
AIR COND/REFRIG MECH
CARPENTER
CARPENTER LEAD
ELECTRICIAN
ELECTRICIAN LEAD
PAINTER
PLANNER ESTIMATOR
PLUMBER/FITTER
RIGGER
RIGGER (CERTIFIED CRANE OPR
SHEET METAL WORKER I
SHEET METAL WORKER II
WELDER

	<i>Female</i>	<i>Minority</i>
Total %	4.26%	34.04%

Job Group: O3 MECHANICS REPAIR

<u>O3 Job Title</u>
PLANT MAINTENANCE TECH LEAD
PLANT MAINTENANCE TECH PRINC
PLANT MAINTENANCE TECH SPEC

	<i>Female</i>	<i>Minority</i>
Total %	0.00%	38.89%

Job Group: P1 SEMI-SKILLED

<u>P1 Job Title</u>
LABORER SPECIALIST
LABORER, SENIOR
MOTOR VEHICLE MECHANIC
PLANT ASSISTANT I
PLANT ASSISTANT II
SR. MATERIAL SPECIALIST
TRUCK DRIVER

	<i>Female</i>	<i>Minority</i>
Total %	7.69%	69.23%

LAWRENCE BERKELY NATIONAL LABORATORIES

Appendix A -Job Group Analysis

Lab-wide Analysis - Data as of 10/01/2006

Job Group: Q2 BUS DRIVER

<u>Q2 Job Title</u>
BUS DRIVER
BUS DRIVER LEAD

	<u>Female</u>	<u>Minority</u>
Total %	18.18%	90.91%

Job Group: Q3 CUSTODIAN

<u>Q3 Job Title</u>
CUSTODIAN
CUSTODIAN SR

	<u>Female</u>	<u>Minority</u>
Total %	39.29%	82.14%

Affirmative Action Program

Appendix B

Availability Analysis

OVERVIEW The following discussion describes how the Laboratory performs availability analyses. The Laboratory uses availability estimates to set goals for underutilized job groups. The Laboratory Utilization Analysis found in Appendix C includes by job group, current information on utilization and availability of women and minorities in the following ethnic groups: Blacks, Hispanics, Asians and American Indians.

DEFINITION AND ROLE OF AVAILABILITY The Availability Analysis estimates the percentages of qualified minorities and women available for employment in each identified job group. The Laboratory considers external labor market areas from which the Laboratory usually seeks or reasonably could seek workers to fill the positions and feeder job groups in the existing workforce when computing the potential workforce availability for Laboratory positions. The potential workforce is identified by considering current statistical data relevant to each job group.

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 underutilizing women or minorities. Availability also defines the number of potential applicants from which the Laboratory could draw when seeking to enhance the employment opportunities of women and minorities; availability further helps to identify the ultimate employment goals the Laboratory should endeavor to meet.

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

Moreover, the available data are less than perfect. The 2000 U.S. Census is the major source of information on external labor markets. Census data, however, do not always correspond well to Laboratory job titles, do not address skills or interests, become dated as the time between the plan year and the census year increases, and suffer from large-sampling variations for both small geographic areas and selected occupations. To some extent, these problems can be offset by supplementing census data with educational statistics, data on employee promotions and transfers, and applicant flow data. However, availability statistics are never more than estimates.

DEFINITION AND ROLE OF AVAILABILITY (continued) Availability estimates for all job groups at the Laboratory were calculated at the beginning of Fiscal Year 2007 (October 1st 2006). The regulation 41 CFR 60-2.14 requires the use of a two-factor analysis, stipulating the consideration of the following when calculating availability: (1) the percentage of minorities or women with requisite skills in the reasonable recruitment area; and (2) the percentage of minorities or women among those promotable, transferable, and trainable within the organization.

AVAILABILITY ANALYSIS An availability analysis determines the proportions one might expect women and minorities to be represented in a job group, based on their availability in the relevant labor market. Additionally, this analysis creates the basis for determining whether women or minorities are underutilized within a job group, whereby goals will be established, equal to availability and will serve as reasonably attainable objectives in correcting underutilization. Availability statistics for jobs at the Laboratory have been analyzed and revised as appropriate, in accordance with the requirements of federal regulations (41 CFR 60-2.14). The analysis of the recruitment area and rationales of the weighting factors for each job group can be found in the External Sources (Factor 1) narrative.

Listed below are the procedures used to develop the availability statistics for each job group in this plan.

Define the Relevant Labor Market. Normal recruitment areas for each job group have been established based on review over time of areas from which new employees have been hired. These areas could be one or a combination of the following: the nation, the state of California, the five Bay Area counties: Alameda, Contra Costa, Marin, San Francisco, and Santa Clara, or the internal workforce of the Laboratory.

Weighted Factor In calculating availability statistics, each data set is weighted according to the proportions from which the Laboratory draws to occupy job groups. Personnel activities (e.g., hires and promotions) over the last three years are analyzed to assess the proportion of movement into job groups that came from external and internal labor markets. These proportions are used to weight availability estimates.

Data Sources Personnel are recruited from within the Laboratory and external sources on multi-geographic 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 workforce availability.

However, the proportions of minority population (and consequently labor-force characteristics) vary significantly from the county to the state 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 workforce 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 county census data are used as part of the calculation of data for the clerical job groups, whereas national census data are used for the Scientific and Engineering job groups. The percentage of women and minorities distributed within each job group will be relative (to a significant degree) to the availability in the appropriate recruitment area.

Most clerical and technician positions (as well as many other occupations) will be recruited from the local area. Therefore, the distribution of women and minorities in these positions should be similar to the availability of women and minorities with the requisite skills in the local labor-market area.

External Sources (Factor 1) Factor 1 of the availability computations reflects external sources of potential employees. Raw statistics for these factors are drawn from 2000 U.S. Census data for local geographic counties. The 2000 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, and become dated as the time between the plan year and the census year increases. We have offset these problems to some extent by supplementing our availability calculations with educational statistics published by the Commission on Professionals in Science and Technology in September 2004.

Local recruitment areas are selected when the required educational skill levels are such that is reasonable to expect that a diverse pool of qualified applicants exist within the five Bay Area counties. The recruitment area is statewide when it is necessary to broaden the applicant pool beyond the local area in order to get a diverse qualified pool. The recruitment area is nationwide for job groups with high levels of responsibility and/or expertise and therefore a national search is necessary to yield the strongest candidate pool.

The reasonable recruitment area is local for the following job groups: H6, K1, K2, K3, K4, K5, K6, L1, L5, L6, L7, M1, M3, M4, M5, M6, M7, N1, N3, N6, N7, O1, O2, O3, P1, Q2, Q3

The reasonable recruitment area is the State of California for the following job groups: M2

The reasonable recruitment area is National for the following job groups: H1, H2, H3, H4, J1, J2, J3, J4, J5, J6, J7, L2, L3, L4, L8

Internal Sources (Factor 2) Factor 2 represents internal sources for job placements, consisting of feeder job groups. For a given job group, a feeder job group is defined as the job group that is typically a source of personnel (through promotions or transfers) for the given job group. The identified feeder groups were selected according to where the most qualified candidates for promotion into the given job group are likely to exist.

Computation Method Availabilities are computed separately for each job group and obtained from a two-stage weighted averaging of the data. This process is described below.

Initial Weighting Stage- This involves assigning value weights to the different data sets incorporated within an individual factor. An individual factor may incorporate data from a number of sources. For example, Factor 1 (skilled workforce, local area) incorporates 2000 Census data for the number of individuals with specific requisite skills in each of the local counties. In addition, Factor 1 is also supplemented with the educational statistics published by Commission on Professionals in Science and Technology.

Computation Method (Continued) The value weights assigned to the different data sets depend on the varying degree of relevancy of the Census occupational codes appropriate for employment in the job group and the geographical area from which employees are typically recruited for the job group.

Secondary Weighting Stage- This involves assigning value weights to each of the two factors to reflect their relevance to the overall availability for the specific job group under consideration. Because most jobs at the Laboratory are recruited from outside of the organization, Factor 1 is typically given more weight than Factor 2 in each job group. The weight values assigned to the remaining factors vary, depending on an assessment of their relevance to the overall availability for the job group.

Scientific and Professional Availability To estimate availability for these job groups, a separate availability estimate is calculated for each subgroup. Selected statistics from the Commission on Professionals in Science and Technology 2004 report have been used. These statistics are available by detailed sub fields and allow us to separate doctoral recipients who are U.S. citizens or non-U.S. citizens with permanent visas from non-U.S. citizens with temporary visas.

GOALS These goals are set equal to estimates of availability in underutilized job groups where the current utilization is less than the availability, by at least one whole person. See Appendix C.

The large number of factors that influence the attainment of goals, (such as anticipated turnover, reduction of workforce caused by budget constraints, administrative controls on hiring and hiring-related activities caused by budget constraints, and changes in scientific programs and funding) and especially placement opportunities, require consideration in determining whether or not they could be reached using every good faith effort as outlined in the Section 5, Action Oriented Programs.

Underutilization In those instances where current utilization is less than availability, underutilization exists within job groups, and annual percentage placement goals were set to address disparities. In all instances, goals were set for women and minorities equal to availability and were designed to reverse situations of underutilization of women and minorities as identified.

See attached Laboratory-Wide Underutilization Summary Analysis

NOTE:

The ethnic categories as specified in	
Appendix A	The OFCCP Regulations
Black	Black
Hispanic	Hispanic
Asian	Asian or Pacific Islander
American Indian	American Indian or Alaskan Native

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(H1) LAB SCIENTIFIC MGMT												
Employee:	13											
Current Utilization:	0	0.00	1	7.69	0	0.00	1	7.69	0	0.00	0	0.00
Availability:		30.10		18.42		4.57		8.44		0.55		4.38
Underutilized		Yes		Yes		No		No		No		No
(H2) LAB OPERATIONS MGMT												
Employee:	5											
Current Utilization:	1	20.00	1	20.00	0	0.00	1	20.00	0	0.00	0	0.00
Availability:		34.93		17.72		6.29		4.16		0.80		5.67
Underutilized		No		No		No		No		No		No
(H3) ADMINISTRATIVE MGMT												
Employee:	81											
Current Utilization:	42	51.85	15	18.52	3	3.70	10	12.35	0	0.00	2	2.47
Availability:		47.97		23.89		7.61		8.90		0.56		6.29
Underutilized		No		Yes		Yes		No		No		Yes
(H4) TECHNICAL MGMT												
Employee:	15											
Current Utilization:	3	20.00	1	6.67	0	0.00	1	6.67	0	0.00	0	0.00
Availability:		26.84		18.80		5.13		7.10		0.68		5.28
Underutilized		Yes		Yes		No		No		No		No
(H6) OTHER MGMT												
Employee:	30											
Current Utilization:	9	30.00	5	16.67	1	3.33	3	10.00	0	0.00	1	3.33
Availability:		43.43		28.19		4.83		14.18		0.62		6.81
Underutilized		Yes		Yes		No		Yes		No		Yes

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(J1) BIO-MEDICAL SCIENTIST												
Employee:	122											
Current Utilization:	44	36.07	42	34.43	0	0.00	38	31.15	0	0.00	4	3.28
Availability:		40.27		19.52		2.87		11.42		0.74		3.91
Underutilized		No		No		Yes		No		No		No
(J2) CHEMIST												
Employee:	44											
Current Utilization:	9	20.45	11	25.00	2	4.55	8	18.18	0	0.00	1	2.27
Availability:		23.09		19.38		4.18		10.55		0.54		3.68
Underutilized		No		No		No		No		No		No
(J3) PHYSICIST												
Employee:	169											
Current Utilization:	16	9.47	36	21.30	3	1.78	27	15.98	0	0.00	6	3.55
Availability:		15.03		15.76		1.75		10.56		0.32		2.58
Underutilized		Yes		No		No		No		No		No
(J4) COMPUTER SCIENTIST												
Employee:	82											
Current Utilization:	9	10.98	18	21.95	1	1.22	14	17.07	0	0.00	3	3.66
Availability:		31.70		22.15		5.16		12.22		0.56		3.74
Underutilized		Yes		No		Yes		No		No		No
(J5) ENGINEERS												
Employee:	30											
Current Utilization:	1	3.33	6	20.00	0	0.00	6	20.00	0	0.00	0	0.00
Availability:		8.38		18.77		3.70		10.89		0.34		3.41
Underutilized		Yes		No		Yes		No		No		Yes

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(J6) OTHER SCIENTIST/ENGINEER Employee: 98												
Current Utilization:	17	17.35	29	29.59	2	2.04	25	25.51	0	0.00	2	2.04
Availability:		25.05		17.70		3.47		9.32		0.66		3.93
Underutilized		Yes		No		Yes		No		No		Yes
(J7) ECONOMICS Employee: 30												
Current Utilization:	3	10.00	7	23.33	0	0.00	7	23.33	0	0.00	0	0.00
Availability:		22.57		17.94		3.98		9.13		0.72		3.50
Underutilized		Yes		No		Yes		No		No		Yes
(K1) ADMINISTRATIVE SUPPORT Employee: 61												
Current Utilization:	57	93.44	27	44.26	10	16.39	7	11.48	1	1.64	9	14.75
Availability:		58.22		38.90		5.31		21.72		0.65		10.35
Underutilized		No		No		No		Yes		No		No
(K2) HUMAN RESOURCES Employee: 33												
Current Utilization:	25	75.76	16	48.48	2	6.06	11	33.33	0	0.00	3	9.09
Availability:		66.26		33.95		8.50		14.08		0.98		9.09
Underutilized		No		No		No		No		No		No
(K3) FINANCIAL SUPPORT Employee: 119												
Current Utilization:	91	76.47	59	49.58	12	10.08	39	32.77	0	0.00	8	6.72
Availability:		55.60		38.27		6.97		19.61		0.65		8.95
Underutilized		No		No		No		No		No		Yes

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(K4) LEGAL												
Employee:	6											
Current Utilization:	5	83.33	2	33.33	0	0.00	1	16.67	0	0.00	1	16.67
Availability:		39.37		25.17		5.88		12.43		0.43		4.58
Underutilized		No		No		No		No		No		No
(K5) TECHNICAL EDITOR												
Employee:	14											
Current Utilization:	6	42.86	4	28.57	0	0.00	4	28.57	0	0.00	0	0.00
Availability:		55.70		19.68		4.01		8.02		1.03		5.40
Underutilized		Yes		No		No		No		No		No
(K6) OTHER ADMIN PROFESSIONAL												
Employee:	53											
Current Utilization:	34	64.15	10	18.87	0	0.00	9	16.98	0	0.00	1	1.89
Availability:		57.38		34.75		4.93		17.50		1.08		10.31
Underutilized		No		Yes		Yes		No		No		Yes
(L1) INFORMATION TECHNICIAN												
Employee:	300											
Current Utilization:	61	20.33	99	33.00	16	5.33	69	23.00	2	0.67	12	4.00
Availability:		25.25		40.71		2.72		32.07		0.42		4.03
Underutilized		No		No		No		Yes		No		No
(L2) MECHANICAL ENGINEER												
Employee:	31											
Current Utilization:	1	3.23	7	22.58	1	3.23	6	19.35	0	0.00	0	0.00
Availability:		8.37		12.19		1.62		8.29		0.11		2.17
Underutilized		Yes		No		No		No		No		No

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(L3) ELECTRICAL ENGINEER												
Employee:	28											
Current Utilization:	0	0.00	5	17.86	1	3.57	3	10.71	0	0.00	1	3.57
Availability:		9.48		20.63		3.89		11.98		0.43		3.66
Underutilized		Yes		No		No		No		No		No
(L4) ENVIRON'T HLTH & SAFETY												
Employee:	37											
Current Utilization:	13	35.14	8	21.62	2	5.41	3	8.11	0	0.00	3	8.11
Availability:		21.43		26.93		9.71		12.14		0.58		4.04
Underutilized		No		No		Yes		Yes		No		No
(L5) FACILITIES												
Employee:	16											
Current Utilization:	2	12.50	5	31.25	1	6.25	4	25.00	0	0.00	0	0.00
Availability:		24.64		35.86		3.67		24.26		0.65		6.22
Underutilized		Yes		No		No		No		No		No
(L6) TECHNICAL SUPERVISOR												
Employee:	46											
Current Utilization:	5	10.87	16	34.78	3	6.52	7	15.22	0	0.00	6	13.04
Availability:		45.07		36.85		3.52		24.38		0.30		6.94
Underutilized		Yes		No		No		Yes		No		No
(L7) TECHNICAL ASSOCIATE												
Employee:	134											
Current Utilization:	17	12.69	26	19.40	3	2.24	18	13.43	1	0.75	4	2.99
Availability:		12.26		40.37		3.57		31.46		0.17		3.51
Underutilized		No		Yes		Yes		Yes		No		No

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(L8) RESEARCH ASSOCIATE												
Employee:	130											
Current Utilization:	71	54.62	61	46.92	2	1.54	48	36.92	2	1.54	9	6.92
Availability:		46.85		26.47		8.34		9.01		1.27		6.75
Underutilized		No		No		Yes		No		No		No
(M1) COMPUTER TECHNICIAN												
Employee:	7											
Current Utilization:	0	0.00	6	85.71	2	28.57	4	57.14	0	0.00	0	0.00
Availability:		28.28		35.89		3.91		25.91		0.42		4.18
Underutilized		Yes		No		No		No		No		No
(M2) MECHANICAL TECHNICIAN												
Employee:	44											
Current Utilization:	0	0.00	7	15.91	1	2.27	3	6.82	0	0.00	3	6.82
Availability:		18.38		42.70		4.31		21.87		0.87		14.21
Underutilized		Yes		Yes		No		Yes		No		Yes
(M3) ELECTRONIC TECHNICIAN												
Employee:	34											
Current Utilization:	5	14.71	11	32.35	2	5.88	6	17.65	0	0.00	3	8.82
Availability:		20.11		51.76		4.93		32.48		0.18		12.45
Underutilized		Yes		Yes		No		Yes		No		Yes
(M4) OTHER TECHNICIAN												
Employee:	32											
Current Utilization:	13	40.63	18	56.25	3	9.38	13	40.63	0	0.00	2	6.25
Availability:		21.21		47.51		5.85		29.05		0.14		11.08
Underutilized		No		No		No		No		No		Yes

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(M5) DESIGN/GRAPHIC Employee: 13												
Current Utilization:	6	46.15	5	38.46	1	7.69	2	15.38	0	0.00	2	15.38
Availability:		41.00		29.57		4.11		13.73		0.83		8.90
Underutilized		No		No		No		No		No		No
(M6) HEALTH/MEDICAL Employee: 21												
Current Utilization:	3	14.29	16	76.19	8	38.10	7	33.33	0	0.00	1	4.76
Availability:		46.55		29.78		5.89		14.92		1.15		7.06
Underutilized		Yes		No		No		No		No		No
(M7) ACCELERATOR OPERATORS Employee: 8												
Current Utilization:	2	25.00	1	12.50	0	0.00	0	0.00	0	0.00	1	12.50
Availability:		47.25		35.04		3.57		22.49		0.17		7.22
Underutilized		Yes		Yes		No		Yes		No		No
(N1) OFFICE SUPPORT Employee: 130												
Current Utilization:	114	87.69	70	53.85	39	30.00	22	16.92	0	0.00	9	6.92
Availability:		90.09		36.06		6.76		14.21		0.91		12.41
Underutilized		No		No		No		No		Yes		Yes
(N3) HUMAN RESOURCES SUPPORT Employee: 12												
Current Utilization:	11	91.67	9	75.00	3	25.00	4	33.33	0	0.00	2	16.67
Availability:		80.43		46.57		10.11		16.01		0.00		19.87
Underutilized		No		No		No		No		No		No

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

Job Group	Total Female		Total Minorities		Black		Asian		American Indian		Hispanic	
	#	%	#	%	#	%	#	%	#	%	#	%
(N6) PURCHASING SUPPORT Employee: 2												
Current Utilization:	2	100.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Availability:		56.55		41.11		6.67		19.35		0.90		12.25
Underutilized		No		No		No		No		No		No
(N7) OTHER SUPPORT Employee: 13												
Current Utilization:	2	15.38	10	76.92	1	7.69	0	0.00	4	30.77	5	38.46
Availability:		18.98		60.93		14.24		13.82		1.38		29.42
Underutilized		No		No		No		Yes		No		No
(O1) MACHINE SHOP Employee: 15												
Current Utilization:	0	0.00	3	20.00	0	0.00	3	20.00	0	0.00	0	0.00
Availability:		1.65		44.29		3.15		25.15		1.55		12.74
Underutilized		No		Yes		No		No		No		Yes
(O2) CRAFT/TRADES Employee: 47												
Current Utilization:	2	4.26	16	34.04	6	12.77	1	2.13	2	4.26	7	14.89
Availability:		4.12		38.73		3.47		10.37		1.08		21.76
Underutilized		No		No		No		Yes		No		Yes
(O3) MECHANICS REPAIR Employee: 18												
Current Utilization:	0	0.00	7	38.89	2	11.11	2	11.11	1	5.56	2	11.11
Availability:		11.39		24.72		1.07		12.24		1.78		9.63
Underutilized		Yes		No		No		No		No		No

LAWRENCE BERKELEY NATIONAL LABORATORIES

Summary Analysis

Analysis Data as of 10/01/2006

Plan: 1,LAB

LAWRENCE BERKELEY NATIONAL LABS LAB

<i>Job Group</i>		<i>Total Female</i>		<i>Total Minorities</i>		<i>Black</i>		<i>Asian</i>		<i>American Indian</i>		<i>Hispanic</i>		
		<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	<i>#</i>	<i>%</i>	
(P1) SEMI-SKILLED														
Employee:	26													
Current Utilization:		2	7.69	18	69.23	9	34.62	4	15.38	0	0.00	5	19.23	
Availability:			51.66		55.06		18.87		18.81		0.42		15.79	
Underutilized			Yes		No		No		No		No		No	
(Q2) BUS DRIVER														
Employee:	11													
Current Utilization:		2	18.18	10	90.91	10	90.91	0	0.00	0	0.00	0	0.00	
Availability:			32.29		61.22		30.06		10.98		1.02		17.14	
Underutilized			Yes		No		No		Yes		No		Yes	
(Q3) CUSTODIAN														
Employee:	28													
Current Utilization:		11	39.29	23	82.14	7	25.00	6	21.43	0	0.00	10	35.71	
Availability:			27.11		75.46		9.14		15.41		0.85		48.34	
Underutilized			No		No		No		No		No		Yes	
Totals:		2,188		717		747		159		447		13		128

OVERVIEW The following terms and definitions are used in the Laboratory's Fiscal Year 2007 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 Equal Employment Opportunity/Affirmative Action, (EEO/AA) programs.

EEO/AA 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, gender identity, pregnancy, 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 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 underutilized in the work force, i.e., women, minorities, 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 position and who meet the minimum qualifications for that position.

Covered Veterans Individuals who are considered special disabled veterans or veterans of the Vietnam Era, recently separated veterans, or any other veteran who served on active duty during a war or campaign or expedition for which a campaign badge has been authorized.

Equal Employment Opportunity (EEO) Employees are reminded that it is the Laboratory's policy 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, gender identity, pregnancy, medical condition (cancer-related or genetic characteristics) age, citizenship, or status as a covered veteran, special disabled veteran, Vietnam era veteran, recently separated veteran, or any veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. This applies to all personnel actions, including hiring, transfer, training, promotion, termination, and other terms and conditions of employment. The Laboratory's policy is to take affirmative action for minorities, women, individuals with disabilities, special disabled veterans, and Vietnam era veterans and any other veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized, through formally written affirmative action plans.

EEO-1 Categories 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 Under the federal regulations, 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 impairment. In making reasonable accommodation to the known physical or mental limitations of an otherwise qualified applicant or employee, the University complies with the more expansive definition provided under California law, which requires only that a disability "limit" a major life activity rather than "substantially limit" the activity. With respect to all other affirmative action program requirements, the federal definition applies.

- Internal Posting** A competitive process in which the applicant population is limited to the employees in a designated organizational unit.
- Internet Applicant** The Internet Applicant file rule, issued by the Office of Federal Contract Compliance Programs (OFCCP) addresses record keeping by Federal contractors about the Internet hiring process and the solicitation of race, gender, and ethnicity of Internet Applicants. The record keeping requirements of the rule will provide meaningful data that OFCCP will use to enhance its enforcement of the nondiscrimination laws.
- 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** Major life activities means functions such as caring for oneself, performing manual tasks, walking seeing, hearing, speaking, breathing, learning and working. (41CFR 60-741.2)
- 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.
- Other Veteran** Other veteran is specified as a veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.
- 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.

Pregnancy	Includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.
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 underutilized minorities, , or, disabled individuals, and covered veterans.
Qualified Individual with a Disability	An individual with a disability who is capable of performing the essential functions of a particular job with or without reasonable accommodation to his or her disability.
Qualified Special Disabled Veteran	A special disabled veteran who is capable of performing the essential functions of a particular job with or without reasonable accommodation to his or her disability.
Recently Separated Veteran	Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.
Recruitment Procedures	Methods designed to attract applicants for employment opportunities at the Laboratory, with a particular emphasis directed towards groups that historically may have experienced discrimination, particularly for job groups in which such protected groups are currently underutilized.
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 then the differences between the utilization rate and the availability rate that 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 minorities 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 minorities in a given job group.
- Vietnam Era Veteran** A person who (1) served on active duty for a period of more than 180 days and was discharged or released there from with other than a dishonorable discharge, if any part of such active duty occurred: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 1964 and May 7, 1975, in all other cases; or (2) Was discharged or released from active duty for a service-connected disability if any part of such active duty was performed: (i) In the Republic of Vietnam between February 28, 1961, and May 7, 1975; or (ii) Between August 5, 1964 and May 7, 1975, in all other cases.
- Weighted Average** A weighted average is used like a simple average when the populations of the groups in question vary in size. For example, if Job Group 1 has an availability of 50% and Job Group 2 has an availability of 30%, then the simple average availability for the two job groups combined would be 40%. If the job groups have different population sizes, the simple average is not an accurate estimate of the expected percentage composite availability. The appropriate measure of composite availability would be the weighted average. If Job Group 1 contains 100 employees and Job Group 2 contains 50 employees, then the composite availability computed with a weighted average would be $(100 \times 50\% + 50 \times 30\%) \div 150 = 43.3\%$.

Weighted Average (Continued) All composite availability estimates will be computed by the weighted average method and will be referred to by the term "aggregate availability."

Work Force Analysis A listing of each job title ranked from the lowest to the highest paid within each organizational unit. For each job title, 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 groups are given: Blacks, Hispanics, Asians, and American Indians.