

California State University Channel Islands  
*Affirmative  
Action Plan*



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Plan Year January 1, 2005 – December 31, 2005  
2005 AFFIRMATIVE ACTION PLAN

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**Introduction**

California State University Channel Islands is the newest of the California State University Campuses. It was established in 1998 with the conveyance of the property, 675 acres, from the State of California. The campus opened in fall of 2002 and currently has an enrollment of 2000 students. The campus offers current academic degrees in business, mathematics, computer science, environmental science and resource management, liberal studies, teaching credential, English, fine art, anthropology, chemistry, biology, economics, history, psychology, Master's Chemistry and Master's in Bioinformatics.

The University's Affirmative Action Plan (AAP) was originally written in December 1999 to comply with Executive Order 11246, as amended, and is updated annually. The Associate Vice President, Human Resources Programs is compliance officer for the employment provisions of equal employment opportunity statutes, orders and regulations.

**Scope and Application**

The California State University Channel Islands Affirmative Action Plan serves as a working document for reporting on personnel actions for all employees and informing the campus and local communities of programs and procedures undertaken by the campus to ensure equal employment opportunity in accordance with University policy and applicable Federal and State laws and regulations. Each employee of California State University Channel Islands is included in the AAP within the reporting year. All employees are located at the campus site in Camarillo, California. The AAP describes various responsibilities required by Federal Law. The Affirmative Action Programs for Individuals with Disabilities and Covered Veterans is also included.

Federal affirmative action requirements and University policy stipulate that the AAP be evaluated, monitored, and updated annually. Progress is to be assessed, deficiencies to be identified which will strive to accomplish goals and objectives outlined.

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**RESPONSIBILITY FOR IMPLEMENTATION**

The President of California State University Channel Islands is responsible for the implementation and administration of the AAP. As the chief administrator of the AAP, the President has delegated to the Vice Presidents, Department Heads, Managers and Supervisors the authority and responsibility for carrying out this plan at each corresponding level. Each of these individuals is expected to commit himself/herself to the AAP's success.

As specified in the Equal Employment Opportunity/Affirmative Action Statement, the Affirmative Action Officer (AAO), the Associate Vice President, Human Resources Programs, is charged with the administrative responsibility for ensuring compliance in both faculty and non-faculty employment activities. In fulfilling these responsibilities, the AAO will:

1. Serve as liaison between CSUCI and The Office of the Chancellor, California State University, and between CSUCI and outside regulatory/enforcement agencies;
2. Prepare the annual AAP;
3. Disseminate AAP statement to all employees annually.

**Individuals with Disabilities, Special Disabled Veterans and other covered Veterans**

**Policy and Commitment**

CSU Channel Islands is committed to a discrimination-free workplace; it neither condones nor tolerates practices that discriminate against any person employed or seeking employment on the basis of race, color, religion, marital status, national origin, ancestry, sex, sexual orientation, physical or mental disability, medical condition (cancer-related, as defined in Section 12935 of the California Government Code), status as a Veteran or special disabled veteran.

The goal of CSU Channel Islands' AAP is to have a workforce that includes qualified disabled individuals, special disabled veterans and other covered Veterans.

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The President of CSU Channel Islands requires that the spirit, as well as the letter of equal employment opportunity/affirmative action, be carried out to comply with Executive Order 11246 (as amended), applicable parts of Chapter 60 of Title 41 Code of Federal Regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, the 1990 Americans with Disabilities Act , (ADA), Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974, and CSU Channel Islands' policy.

**REPORTING AND INTERNAL AUDITING SYSTEMS**

California State University Channel Islands established a reporting and auditing system, which provides for:

- Maintaining and monitoring accurate and up-to-date records on all new hires, promotions, transfers and terminations by race and gender to be certain that all employees are treated fairly and equitably.
- Reviewing all selection, promotional and training procedures to ensure that they are non-discriminatory.
- Informing the President and Vice Presidents, on a regular basis, of the effectiveness of the policy and recommendations for improvement, if any.

As part of an ongoing audit process, California State University Channel Islands has conducted a thorough analysis of the following personnel matters for the 12-month period January 1, 2005 through December 31, 2005:

- The composition of the workforce by underrepresented group status and gender;
- The composition of applicant flow by under-represented group status and gender;
- The total recruitment process, including position and classification descriptions, job titles, pay scales, advertisements and announcements, application forms, interview procedures, test administration and validity (if applicable), referral procedures and the final selection process;

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- Transfer and promotion practices;
- Access to facilities;
- University-sponsored events and special programs;
- University training programs, both formal and informal;
- Workforce attitude; and
- The technical phases of compliance, such as retention of applications, notification to subcontractors, etc.

### **IDENTIFICATION OF PROBLEM AREAS**

Based upon the considerations mentioned above, problem areas were identified in the composition of the workforce by under-represented group status and gender. The problem area is as follows:

- 1. Executive Administrative and Managerial - *Placement goals of 3 women have been established***

### **DEVELOPMENT AND EXECUTION OF ACTION-ORIENTED PROGRAMS**

To ensure all hiring decisions are based on objective, job-related criteria and all applicants are treated equitably, the establishment of consistent procedures in posting and filling position vacancies is paramount. One of the steps in the hiring procedure requires that the Associate Vice President, Human Resources Programs for Staff and the Associate Vice President, Faculty Affairs or their designee, review all applicants' qualifications with the hiring supervisor, prior to the extension of any job offer, for both faculty and non-faculty position openings. In this way, the applicant pool is closely reviewed to see if qualified individuals have both applied and been referred.

The measures to support affirmative action compliance are as follows:

1. All position descriptions are reviewed by Human Resources Programs personnel to ensure they accurately reflect position functions and are consistent for the same position from one department to another. Each position description is reviewed when a vacancy occurs, and many are updated before the position is posted. In this way, accurate, up-to-date information is reflected in both the requisition/advertisement and the position description, and department heads and supervisors become fully

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involved in all aspects of the recruitment, screening, selection and promotion process.

2. When new positions are established or existing positions are reclassified, job requirements are reviewed to ensure academic qualifications or credentials, experience, physical and skills requirements in themselves do not constitute inadvertent discrimination. In this regard, special attention is given to education and experience requirements, as well as necessary skills, to ensure that all information included in the job posting is essential.
4. Vacant positions may be advertised with the following organizations or publications to encourage under-represented and female applicants:
  - a. Ventura County Star
  - b. The Los Angeles Times
  - c. The Chronicle of Higher Education
  - d. State EDD – CalJobs.com
  - e. Higher Education Jobs. Com
  - f. Dice.com
  - g. Community Outreach Recruitment Sources
  - h. American Association of University Women
  - i. Monster.com
5. Broad-based search committees are used in order to target diverse viewpoints.
6. A current employment listing is posted on the CSUCI on-line recruitment web site as well as through the CSU Chancellor's Office systemwide site. While all CSUCI employees have access to the web site, this notification listing ensures that CSUCI employees, including under-represented groups and women, are made aware of job openings and have the opportunity, through the University's promotion/transfer process, to apply for better paying positions.
7. All employees are informed of and actively encouraged to participate in the University's social, cultural, and recreational activities.

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AVAILABILITY, UTILIZATION ANALYSIS,  
AND ANNUAL PLACEMENT/GOALS

*A. DETERMINATION OF JOB GROUPS*

In order to properly develop the availability analysis and ultimately the annual employment goals, job titles have been arranged in groups which fall within the EEO-6 Job Category definitions, as defined by the Equal Employment Opportunity Commission (EEOC). The Technical/Paraprofessional EEO-6 category has been divided into two groups: The Technical/Paraprofessional job group contains jobs that require specialized technical knowledge; the Protective Services group contains Police Officer positions.

A Work Force Analysis listing incumbents by race and sex in descending salary order for each organizational unit is attached as Exhibit 1 to this AAP. The Work Force Composition by Job Group is attached as Exhibit 2.

*B. AVAILABILITY ANALYSIS*

Availability statistics have been compiled for the geographic areas represented in this AAP. A separate availability analysis using these statistics was performed for females, Blacks, Hispanics, Asians, and Native Americans. The availability analysis took into consideration the following factors:

- 1a. the availability of under-represented groups and females having requisite skills in a reasonable local commuting area.
- 1b. the availability of under-represented groups and females having requisite skills in a reasonable extended recruitment area.
2. The availability of promotable, trainable and/or transferable under-represented groups and females within the organization.

The Availability Analysis sheets, attached as Exhibit 3, describe the rationale used for weighing the factors.

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*C. SOURCES OF DATA*

The requisite skill labor force data sources used for each job group in this AAP were derived from the 2000 Census. For most job groups the Labor and Recruitment Areas are the same: Ventura County. However, the Recruitment Area for the Technical/Paraprofessional and Protective Services job groups is the State of California. The Recruitment Area for the Executive/Administrative/Managerial group, and for Faculty, is the Total USA.

The following occupations were used as comparison jobs for Factor 1a and 1b:

<u>Job Group</u>	<u>Occupation Code</u>	<u>Weight</u>
Exec/Admin/Mgr.	023 Mgrs. & Admin. NEC *	50
	Administrators, Education	50
Faculty	234 Teachers, Post-Secondary	100
Clerical	080 Bookkeep/Acct/Aud Clerks	20
	552 Dispatchers	30
	080 Bookkeep/Aud/Acctg. Clerks	20
	570 Secretaries	30
Technical/Paraprof.	073 Computer Sys. Analy.	100
Skilled Crafts	519 Machinery Maint. Occup.	30
	734 Industrial Mach. Rep.	40
	635 Electricians	15
	644 Plumbers	15
Protective Serv.	385 Guards & Police	100
Service/Maintenance	425 Gardeners	50
	626 Laborers	50

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• NEC - Not Elsewhere Classified



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*D. UTILIZATION ANALYSIS*

CSU Channel Islands has identified areas of underutilization consistent with the definitions in 41 C.F.R. 60-2.11(b), which considers underutilization to be "having fewer under-represented or women in a particular job group than would reasonably be expected by their availability." Please note that this voluntary identification has been made only for the purpose of complying with the letter and spirit of the regulations.

A utilization analysis was performed by comparing female/under-represented availability estimates within each job group to the number of females and under-represented groups actually employed in each category on December 31, 2005. Determination of underutilization was made whenever there were fewer under-represented groups or females in a particular job group than would reasonably be expected by their availability.

The word "underutilization" is not intended to be, nor should be construed as, an admission in whole or in part that in fact either under-represented or women are, or have been underutilized or concentrated in any way which is in violation of federal, state, or local fair employment practice laws. Further, nothing contained in this section should be construed as an admission by the Campus that it has contravened such federal, state, or local employment practice laws.

The following Utilization Analysis, attached as Exhibit 4, identifies underutilization using three statistical tests. The first indicates apparent underutilization using the "one person" test. This test compares the availability rate with the participation rate for each job group. The acceptance range for this test is anything less than one person. Therefore, any representation which results in a difference greater than one person fails the test, and is "underutilized".

The second way underutilization is defined in the Utilization Analysis is by the "80% Rule." This test states that an acceptable utilization is within 20% of availability. Job groups that have an under-representation greater than 20% are identified in the Utilization Analysis.

The final way underutilization is defined in the Utilization Analysis is by the standard deviation test. Statistical theory states that there is a 95% chance that a participation rate will be within two standard deviations of the availability rate, and only a 5% chance that the difference will be greater two standard deviations.

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Therefore, in job groups where the participation rate is less than availability by more than two standard deviations, underutilization has been identified.

The Utilization Analysis compares the participation rate with the availability rate for each job group. Where underutilization of more than one person exist the additional number of under-resented or women is listed underneath, in the "Number of People Underutilized" column. Where the underutilization fails the "80% test", the participation rate is starred (\*). Where the underutilization fails the two standard deviation test, a second symbol appears next to the first (\*#).

The Campus does not have any areas of underutilization which fail the Two Standard Deviation Test.

### *E. ANNUAL PLACEMENT GOALS*

Annual goals have been established for job groups where the difference between availability and representation fails the 80% test by at least one whole person. To develop a plan for reaching parity with availability rates, a formula has been applied that considers participation as of 12/31/05 and anticipated openings.

The number of estimated openings has been multiplied by the annual placement rate to determine the number of people in the protected class that are hoped will be placed in the job group during the next year. Please note that the annual placement rate is the final availability percentage. See Exhibit 5 for the Annual Placement Goals for 2005.

### **GOALS PROGRESS REPORT FOR GOALS ESTABLISHED IN 2005 AAP**

1. Executive Administrative & Management - *Placement goals of 3 women have been established including tenure track and lecturers.*

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IDENTIFICATION OF PROBLEM AREAS BY  
ORGANIZATIONAL UNITS AND JOB GROUPS

*A. UNDERUTILIZED JOB GROUPS*

The following discussion identifies those job groups that fail the 80% Test and where the apparent underutilization of Females or Total Under-Represented Group amounts to at least one whole person.

Executive Administrative & Management – There exists an underutilization of 3 women. Over calendar year 2005, the reporting year, there were 68 individuals in the Executive Administrative Management classification. The availability of women recruited at the national level is presently 62.5%` hence this underutilization.

**B. PERSONNEL PRACTICES ANALYSIS**

The personnel policies and practices of CSU Channel Islands are continually under review for the purpose of determining whether any policy or practice inadvertently or otherwise results in unequal opportunity for under-represented groups and women. We consider such items as position descriptions and titles, worker specifications, application forms, interview procedures, transfer and promotion practices, benefits, including our disability leave policy, procurement policy, community relations and the work force morale climate in the environment. In addition, we have reviewed the Uniform Guidelines on Employee Selection Procedures (1978) issued by the Equal Employment Opportunity Commission (EEOC), the Civil Service Commission, the Dept. of Labor, and the Dept. of Justice to ensure that the Campus is in compliance. The following paragraphs discuss the results of the annual analysis conducted for personnel activities taking place between January 1, 2005 and December 31, 2005. The actual statistics for each action are attached as Exhibit 6.

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*C. PERSONNEL ACTIVITY ANALYSIS*

1. Hires/Applicant Flow

There were 54 non-academic hires during the period, including 20 under-represented and 46 females. There were large applicant pools for these positions. The selection rate for total under-represented groups was 37% higher than the selection rate for non-represented groups. The selection rate for women was higher than the rate for males. Hispanics had the highest from under-represented group selection rate – 17%.

An analysis of hires compared to applicant flow was conducted in job groups where there were 10 hires or more.

There were 16 hires in the Professional Non-Faculty job group, including 4 under-represented and 13 females. The female selection was significantly higher than both males and under-represented groups. Under-represented group selection rates were slightly higher than the male and non-represented rates. Hispanics had the highest selection rate – 3/16, or 18.8%.

There were 16 hires in the Clerical job group. Total under-represented groups had a 59% selection rate. Hispanics had the highest selection rate – 31.2%, or 5/16.

There were 7 Tenure or Tenure-Track Faculty hires for calendar year 2005, from a total pool of 1539 applicants. Forty three percent of the hires were female, and there were no hires from under-represented groups. It should be noted that women comprised 56% of the applicants for positions in this group. Total under-represented groups comprised 37% of applicants.

2. Promotions

Under-represented groups represented 39% of promotions. There were 29 promotions during the reporting period. Two were professional non-faculty. Ten were clerical & secretarial of which two were from under-represented groups. Nine were service maintenance of which six were under-represented groups. Six were technical paraprofessional of which 3 were from under-represented groups.

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3. Terminations

There were 46 terminations during the period. Hispanics comprised 15% of termination actions.

*D. COMPENSATION SYSTEM ANALYSIS*

The Campus has evaluated its compensation system to determine whether there is gender, race, or ethnicity based disparities. The purpose of this evaluation is to identify potential areas where impediments to equal employment opportunity may exist. No impediments have so far been identified. The campus has an open-door policy to all employees, and individual complaints about pay discrepancies are addressed. The Campus will continue to scrutinize its compensation practices to ensure all merit increases and starting salaries are based on fair and impartial principles.