

## 2012 Affirmative Action Program



*For Women, Minorities, Individuals with Disabilities, and  
Covered Veterans*





# **Affirmative Action Plan**

**Executive Order 11246  
Affirmative Action Program  
For Minorities and Women  
2012**



**LLNL-AR- 606412  
LLNS Contract #DE-AC52-07NA27344**

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Form 836 (8/00)

**Lawrence Livermore National Security, LLC  
Lawrence Livermore National Laboratory  
7000 East Avenue  
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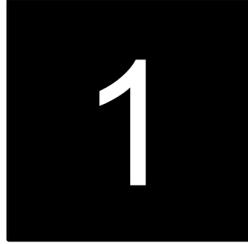
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# Women and Minorities



# Lawrence Livermore National Laboratory

## 2012 Affirmative Action Program

### I. PURPOSE, POLICY, AND COMMITMENT (41 CFR §60-2.10)

#### Purpose

The purpose of the LLNL Affirmative Action Program is to identify, coalesce, and implement the set of policies, practices and procedures designed to achieve the goals of Executive Order 11246 (as amended). LLNL is committed to developing and maintaining a representative workforce and to providing its employees and applicants for employment with a discrimination-free work environment. LLNL has developed and implemented this Affirmative Action Program (AAP) document to provide guidance and a means of measuring progress toward this goal. This document describes the steps LLNL will take to comply with Executive Order 11246 (as amended). The AAP document is updated annually.

The numerical data included in this document when providing a current “snapshot” reflects information at the beginning of the plan year, December 31, 2011 (unless otherwise stated). Transactional data looking backwards covers the historical events of the last 12 months, (January 1, 2011 through December 31, 2011). The document establishes goals and project activities for the coming 12 months through December 31, 2012. This document is effective January 1, 2012, and shall remain in effect until superseded in whole or in part.

A number of the terms frequently occurring in this document are derived from federal regulations. For example, the terms “utilization analysis,” “underutilization,” and “problem area” have a specific meaning relative to this document. The working definitions and criteria used in relation to these terms are those specified by government order or regulation. These terms have no independent legal or factual significance. LLNL will use these terms in good faith in connection with its AAP document. Use of these terms does not necessarily signify that LLNL agrees that these terms are properly applied to any particular factual situation. The utilization analysis in this document is required by government regulation to be based on certain statistical comparisons. Geographical areas and sources of statistics used for these comparisons were selected to comply with government regulations. The use of certain geographic areas and statistics is intended to have no significance outside the context of this document. LLNL will, however, use such statistics and geographic areas in good faith with respect to this document.

The job groups in this AAP document have been developed in accord with Executive Order 11246 (as amended) requirements to provide appropriate and adequate analysis of affirmative action progress.

This document is not intended to create any rights in any person or entity other than the relevant contracting government entity. Although reduced funding may necessitate workforce reductions, LLNL will strive to maintain a diverse population and will continue to monitor its affirmative action responsibilities. At LLNL, we will continue to employ strategies to identify and attract diverse individuals with skills essential to LLNL's mission.

The 2012 AAP document was prepared by the Office of Strategic Diversity Programs, with assistance from the Workforce Planning and Analysis Group (WPA) and the Technical Information Department.

## **Policy**

### **AFFIRMATIVE ACTION COMPLIANCE STATEMENT**

LLNL maintains a Nondiscrimination and Affirmative Action Policy regarding all employees:

Lawrence Livermore National Security, LLC (LLNS) is committed to a discrimination-free workplace and 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; gender identity; pregnancy (including childbirth and medical conditions related to pregnancy and childbirth); sexual orientation; physical or mental disability; medical condition (cancer-related or genetic characteristics) as defined in California Government Code Section 12926; status as a covered veteran (Vietnam-era veteran or special disabled 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, or recently separated veterans); age; or citizenship or any other basis protected by law. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and LLNS policies.

It is the policy of LLNS to undertake affirmative action, consistent with its obligations as a Federal contractor, for minorities and women, for persons with disabilities, and for special disabled veterans, 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.

## **COMPLIANCE WITH GUIDELINES ON SEX, RELIGION, AND NATIONAL ORIGIN DISCRIMINATION**

This AAP document specifically records LLNL's actions for compliance with 41 CFR, Parts 60-2 (Affirmative Action Programs), 60-250 (Veterans), and 60- 741 (Individuals with Disabilities). The Laboratory is committed to maintaining an inclusive, discrimination-free, harassment-free work environment for all current and future employees. Toward this end, the Laboratory also complies with the provisions of 41 CFR, Parts 60-20 (Sex Discrimination), and 60-50 (Religion and National Origin).

LLNL provides reasonable accommodations to the religious observances and practices of employees and applicants except where such accommodations cause undue hardship on the conduct of LLNL business. The feasibility of such accommodation is determined by considering business necessity, financial costs and expenses, and resulting personnel issues.

The LLNL personnel policies and practices comply with the Sex Discrimination Guidelines as set forth below:

- Employees of both sexes are recruited for all jobs, unless sex is a bona fide occupational qualification.
- Advertisements do not express a sex preference, unless sex is a bona fide occupational qualification.
- Written personnel policies expressly indicate that there shall be no discrimination against employees on the basis of sex.
- Employees of both sexes have equal opportunity to any available job for which they are qualified, unless sex is a bona fide occupational qualification. Both sexes are afforded equal access to all training programs, including any management trainee programs.
- There are no distinctions on the basis of sex in: employment opportunities, wages, hours, or other conditions of employment.
- There is no distinction between married and unmarried applicants or employees, or between applicants or employees with young children.
- Policies and practices assure appropriate physical facilities to both sexes.
- Women are not penalized in their conditions of employment because they require leave for childbearing. LLNL maintains a maternity leave policy that meets all applicable legal requirements.

- Provisions in collective bargaining agreements, relating to conditions of employment are reviewed to insure consistency with the OFCCP Sex Discrimination Guidelines.
- There is no specification of differences on the basis of sex in mandatory or optional retirement age.
- Seniority lines and lists are not based on sex.
- The same wage schedules are applied to employees of both sexes.
- Affirmative action is taken to recruit women to apply for jobs in which they have been previously underutilized.
- Steps are taken to make jobs available to all qualified employees without regard to sex, and ensure that members of one sex are not discriminatorily restricted to certain jobs classifications.

## **Commitment**

The Laboratory continues to recognize the strategic importance of attracting and retaining a diverse, high-quality workforce. Diversity is therefore a management priority for the Laboratory and a key element in our workforce planning. The growing diversity of our workforce is a vital element of the Laboratory's ability to maintain a work environment in which all employees can contribute to their fullest, and feel valued for their role. Recognizing the workforce as our principal asset, we seek highly talented, productive, motivated, flexible people who are committed to the Laboratory's goals and reflect the diversity of California and the nation. We accomplish this by integrating affirmative action recruitment and career development activities into all aspects of our recruitment and career development functions. These efforts are intended to create an equitable, rewarding, hospitable, and inclusive work environment for all employees.

LLNL is committed to being the institution of choice for all people, including minorities and women, who wish to contribute to LLNL's mission. The achievement of our goals will come only from individuals and teams of employees working in responsible and accountable ways. We will push accountability further outward into the organizations, but because our employees will participate in LLNL institutional strategies, they will be knowledgeable about such strategies.

All LLNL managers share responsibility for developing and maintaining a diverse workforce and a discrimination-free environment. LLNL managers are responsible for developing and maintaining a workforce that is representative of the labor markets in which LLNL recruits,

providing equal employment opportunity (EEO) for employees and applicants, and providing a discrimination-free work environment. Every effort is made to reflect the availability of the relevant labor market in the composition of our workforce. Line managers are responsible for being cognizant of affirmative action goals, for making good-faith efforts to follow guidelines and policies established to ensure equality of opportunity in all aspects of employment, and for ensuring that all personnel matters are conducted in a nondiscriminatory manner.

## **Lab Overview**

Lawrence Livermore National Laboratory (LLNL) is operated by Lawrence Livermore National Security, LLC (LLNS) for the Department of Energy (DOE). At LLNL, our mission is to serve as a national resource in science, technology, and engineering with a focus on reducing the nuclear danger, strengthening defense and international security, harmonizing the economy and the environment, and improving human health and biosecurity. In addition, we are working with industrial and academic partners to increase national economic competitiveness and to advance science.

LLNL's main facility is located on a one-square-mile site near Livermore, California, approximately 50 miles east of San Francisco. LLNL also operates two separate research facilities at remote locations: Site 300, approximately 15 miles east of Livermore, and the Nevada Test Site, located at Mercury, Nevada.

LLNL's principal source of funding is DOE, which contracts with LLNS to operate and manage the Laboratory. As LLNL's management contractor, LLNS develops and administers comprehensive policies and procedures pertaining to all aspects of the employment relationship.

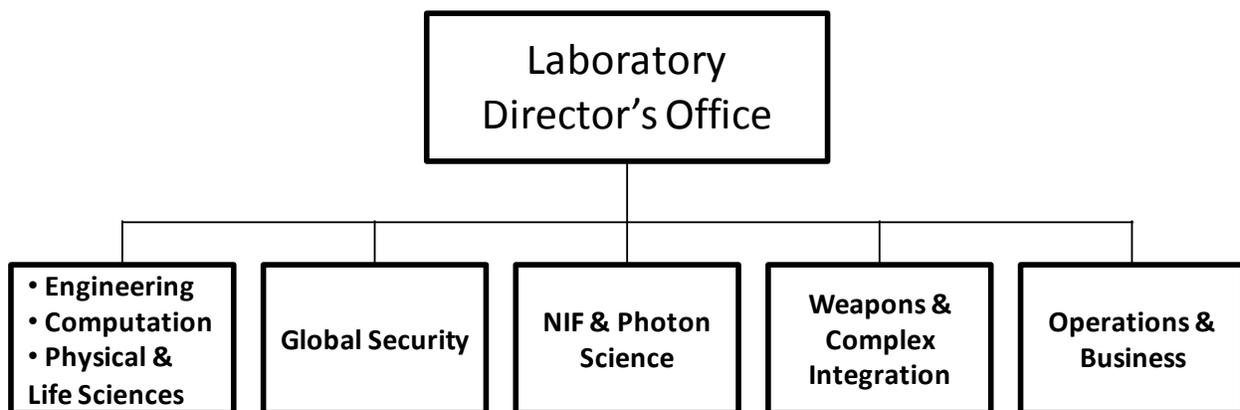
One of LLNL's most important characteristics is its ability to integrate many areas of science, engineering, and management across program boundaries. LLNL uses this multidisciplinary, multiprogram approach to achieve scientific problem solving.

At LLNL, our goal is to be recognized by our industrial and academic customers as a well-managed, forward-looking organization that performs world-class research and development. An ongoing challenge we face at LLNL is to increase the quality of our business practices while reducing costs. This goal can be achieved through the efforts of our quality workforce.

## II. ORGANIZATIONAL PROFILE (41 CFR §60-2.11)

The Laboratory has chosen to use a workforce analysis [§60-2.11(c)] to present its organizational profile. This workforce analysis provides an overview of the workforce at the Laboratory and assists in identifying organizational units where women or minorities are underrepresented or concentrated. LLNL's workforce analysis is available upon request. Pursuant to 41 CFR §60-2.12, 60-2.13, 60-2.14, we have supplied an analysis of all major job groups at LLNL and the market availability of qualified women and minorities for each job group. We have grouped the jobs that have similar content, salary ranges, and opportunities.

While LLNL has chosen the option of utilizing a Workforce Analysis to provide our Organizational Profile, we have included an abbreviated organization chart in this section to provide a context for the Workforce Analysis. The Laboratory's organization chart is shown below:



The workforce analysis is based on the organizational profile depicted by this chart. The major organizations shown in boxes under the Laboratory Director's Office are Principal Directorates, and are led by a Principal Associate Director. The workforce analysis includes these organizations as listed below:

Laboratory Director's Office

Engineering

Computation

Physical & Life Sciences

Global Security

Weapons and Complex Integration

NIF and Photon Science

## Operations and Business

Because LLNL is organized based on a matrix system, there are no formal lines of progression or usual promotional sequences. However, job titles are listed by job classifications, in order of salary range, and each job classification is assigned a two-letter job-group code. All job classifications—including all managerial, supervisory, and worker job classifications—are listed.

For each job classification, the total number of incumbents has been provided together with the total number of male and female incumbents, and the total number of male and female incumbents in each of the following groups: Blacks, Hispanics, Asians/Pacific Islanders, and American Indians/Alaskan Natives.

The workforce analysis charts for each of the organizations identified above are available upon request from the Director of the Office of Strategic Diversity Programs.

A small number of LLNL employees (less than 4%) work at locations other than the Livermore facility (Site 300 and the Nevada Test Site). However, these employees report to managers located at the Livermore site. These employees are included in the LLNL affirmative action program and do not appear in any other affirmative action program.

### III. JOB GROUP ANALYSIS (41 CFR §60-2.12)

As a method of combining job titles within a contractor's establishment, the job group analysis is the first step in comparing the representation of minorities and women in the workforce with the estimated availability of minorities and women who are qualified to be employed.

In the job group analysis, jobs at LLNL with similar content, wage rates, and opportunities have been combined to form job groups. Similarity of content refers to the duties and responsibilities of the job titles that make up the job group. Similarity of opportunities refers to training, transfers, promotions, pay, mobility, and other career-enhancement opportunities offered by the jobs within the job group. The Laboratory currently has 46 job groups. In formulating the groups, we have paid careful attention to keeping job groups sufficiently large to allow meaningful statistical analyses. In addition, we have avoided placing job classifications from different EEO categories within the same job group, wherever possible.

The Laboratory updates or may otherwise make adjustments to job groups on an annual basis. Recent updates have included changes resulting from the Laboratory's change in management contractor from the University of California to Lawrence Livermore National Security, LLC, and to better reflect specific job families in the EEO-1 professional categories.

The following job group analysis includes a list of the job classifications that comprise each job group. The Laboratory uses these groups to determine employee distribution and utilization for purposes of affirmative-action analyses. Job classes are combined into job groups with a minimum of 50 employees wherever possible. Job classes may appear in more than one job group, because employees who are assigned management and supervisory responsibilities in some cases do not change job class.

The following example shows how to read the listings:

**AA    Management—Scientific**  
14    Local & National  
396.1 Senior Facility Manager I

"AA" code; the first letter of the code designates the federal occupational category, and the second letter designates the group within that category. The federal occupational category groupings referred to are as follows: A—Officials and Managers, B—Professionals, C—Technicians, D—Office and Clerical, E—Craft Workers, F—Operatives, G—Laborers, and H—Service Workers. "Management—Scientific" refers to the title of the Job Group. The number

“14” is the number of core employees in this job group at LLNL as of the date indicated. The notation of “Local & National” denotes the geographical area from which employees are normally recruited. Finally, “396.1” is the job classification number, which is used internally to identify the various position disciplines, as in this example for the job title of “Senior Facility Manager I.”

The following pages show the title of the job group, the number of employees in the job group at LLNL as of December 31, 2011, the primary recruitment source of employees (internal, local, or national labor market), and the job-class codes and titles that make up each job group.

*Tables showing composition of Job Groups – follows.*

AA	MANAGEMENT SCIENTIFIC 52 - Local and National	390.1	Supervisor (03)
336.1	Facility Manager I	390.2	Senior Supervisor (03)
336.2	Facility Manager II (03)	391.1	Engr/Sci Staff Associate (03)
339.2	Senior Eng Associate	391.2	Sr Engr/Sci Staff Associate
371.2	Sr Health And Safety Associate	393.2	Systems & Network Sr Associate
390.2	Senior Supervisor (03)	533.3	Sr Technologist-Mechanical
391.1	Engr/Sci Staff Associate	541.3	Registered Nurse - Occ Health
391.2	Sr Engr/Sci Staff Associate		
396.1	Senior Facility Manager I	AD	SUPERVISOR ADMINISTRATIVE
396.2	Senior Facility Manager II		193 - Local and National
		055.3	Captain/Watch Commander (03)
		405.4	Administrative Specialist IV
AB	MANAGEMENT ADMINISTRATIVE 114 - Local and National	A01.1	Admin Operations Spec 1
170.0	Laboratory Director	A01.2	Admin Operations Spec 2 (03)
172.0	Deputy Laboratory Director	A01.3	Admin Operations Spec 3
174.0	Principal Associate Dir	A01.4	Admin Operations Spec 4
175.0	Associate Director	A03.2	Executive Assistant 2
176.0	Laboratory Counsel	A03.4	Executive Assistant 4
178.0	Director, Security Org	A04.4	Library Services Specialist 4
181.0	Contract Assurance Officer	A07.2	Service Operations Spec 2
182.0	Senior Executive Management	A07.3	Service Operations Spec 3
A01.2	Admin Operations Spec 2	A08.4	Travel Specialist 4
A01.3	Admin Operations Spec 3	A09.3	Business Devel Analyst (O) 3
A01.4	Admin Operations Spec 4	A12.4	Intellectual Prop Admin (O) 4
A28.4	Health Info/IT/Admin Ops Mgmt	A15.4	Rev/Release Info Mgt Adm (O)4
A31.4	Protocol Manager (O)	A17.3	DNT Prog/Admin Svcs (O) 3
A33.4	RPP Records Plan Administratio	A21.2	Dom/Int Conf/Sem Facilitr (O)2
A37.4	Workforce Transition Admin 4	A36.3	Deployment Office Admin 3
ADS.5	Admin & Specialist 5	ADS.5	Admin & Specialist 5
C01.4	Financial Analyst 4	C01.3	Financial Analyst 3
E01.4	Business Analyst 4	C01.4	Financial Analyst 4
EXS.0	Executive Staff	C02.3	Accounting Specialist 3
F02.4	Property Administration Spec 4	C02.4	Accounting Specialist 4
MGT.1	Manager 1 (04)	D01.4	Attorney 4
MGT.2	Manager 2	E01.4	Business Analyst 4
P04.4	EAP4	E05.3	Project Management 3
		E05.4	Project Management 4
		F01.3	Material Distribution Spec 3
AC	SUPERVISOR TECHNICAL 151 - Local and National	F02.2	Property Administration Spec 2
302.1	Scientific Associate	F02.4	Property Administration Spec 4
320.2	Senior Computer Associate	F03.3	Purchasing Specialist 3
337.1	Engineering Technical Assoc (03)	F04.4	Subcontracts Analyst 4
338.1	Engineering/Scientific Coord (03)	F11.3	NIF Warehouse Supv (O) 3
339.2	Senior Eng Associate	G01.4	Community Relations Spec 4
369.2	Senior Maint/Construction Coor (03)	G05.4	Tech Communications Supv
371.2	Sr Health And Safety Associate (03)	H03.3	Employment/Recruitment Rep 3
		H03.4	Employment/Recruitment Rep 4
		H07.3	HR Information Analyst 3

H19.3	Human Resources Specialist 3	TSL.4	Technical Services & Ops TSL 4 (03)
J01.2	Business Unit Security Spec 2	TSL.5	Technical Services & Ops TSL 5
J01.3	Business Unit Security Spec 3	TSM.1	Technical Manager 1 (03) (04)
J01.4	Business Unit Security Spec 4	TSM.2	Technical Manager 2
J02.2	Classified Security/ADC Spec 2	TSM.3	Technical Manager 3
J04.4	Investigation Specialist 4	TSS.4	Technical Services & Ops MTS 4
J12.3	Range Master (O) 3 (03)	TSS.5	Technical Services & Ops MTS 5
K03.4	Counterintelligence Officer 4		
MGT.1	Manager 1		
P01.4	Drug/Alcohol Test Spec 4	AS	SUPERVISOR-SCIENCE/ENGINEERING
Q01.4	Project Controls Analyst 4		411 - Local and National
		SEL.3	Science & Engineering TSL 3
		SEL.4	Science & Engineering TSL 4 (03)
		SEL.5	Science & Engineering TSL 5
AF	SUPERVISOR BLUE COLLAR	SES.3	Science & Engineering MTS 3
	26 - Local and National	SES.4	Science & Engineering MTS 4
805.5	Laborer Supervisor	SES.5	Science & Engineering MTS 5
811.5	Custodian Supervisor		
812.5	Gardener Supervisor	AT	SUPERVISOR-TECHNICAL SERVICES
821.3	Locksmith Supervisor		46 - Local and National
822.5	Air Conditioning Mech. Supr.	TSL.3	Technical Services & Ops TSL 3
823.5	Carpenter Supervisor	TSL.4	Technical Services & Ops TSL 4
824.5	Electrician Supervisor (03)	TSL.5	Technical Services & Ops TSL 5 (03)
826.5	Plumber/Fitter Supervisor	TSM.1	Technical Manager 1
827.5	High Voltage Elect. Supervisor (03)	TSS.3	Technical Services & Ops MTS 3
841.5	Vehicle Mechanic Supervisor	TSS.4	Technical Services & Ops MTS 4
842.5	Heavy Equipment Mechanic Supr.	TSS.5	Technical Services & Ops MTS 5
851.5	Welder Supervisor		
852.5	Sheetmetal Worker Supervisor	BA	ADMINISTRATOR
861.2	Rigger II		473 - Local and National
862.5	Maintenance Mechanic Supr. (03)	A01.1	Admin Operations Spec 1
863.5	Boiler&Pressure Sys Mech Super	A01.2	Admin Operations Spec 2
		A01.3	Admin Operations Spec 3
AG	SUPERVISOR SERVICE	A02.2	Archives Specialist 2
	42 - Local and National	A02.4	Archives Specialist 4
055.2	Operations Lieutenant	A03.2	Executive Assistant 2
653.3	CAS Operator Supervisor	A03.3	Executive Assistant 3
655.2	Security Police Sergeant (03)	A03.4	Executive Assistant 4
		A04.3	Library Services Specialist 3
AM	TECHNICAL MANAGEMENT	A04.4	Library Services Specialist 4
	365 - Local and National	A06.2	Records Specialist 2
SEL.3	Science & Engineering TSL 3	A06.3	Records Specialist 3
SEL.4	Science & Engineering TSL 4	A07.1	Service Operations Spec 1
SEL.5	Science & Engineering TSL 5	A07.2	Service Operations Spec 2
SES.4	Science & Engineering MTS 4	A07.3	Service Operations Spec 3
SES.5	Science & Engineering MTS 5	A07.4	Service Operations Spec 4
SES.6	Science & Engineering DMTS 6	A08.2	Travel Specialist 2
TSL.3	Technical Services & Ops TSL 3 (04)		

A09.2	Business Devel Analyst (O) 2	F10.3	Materials Account Adm (O) 3
A09.3	Business Devel Analyst (O) 3	F14.3	Inventory Control Specialist 3
A10.2	Compliance Admin (O) 2	G01.2	Community Relations Spec 2
A11.1	Biogovernance Rev Comm (O)1	G01.3	Community Relations Spec 3
A11.4	Biogovernance Rev Comm (O)4	G01.4	Community Relations Spec 4
A15.1	Rev/Release Info Mgt Adm (O)1	G02.1	Graphic Artist 1
A19.4	Prime Contract Admin (O) 4	G03.2	Public Relations Specialist 2
A21.2	Dom/Int Conf/Sem Facilitr (O)2	G03.3	Public Relations Specialist 3
A23.4	Doc Compliance Admin 4	H01.3	Benefits Specialist 3
A32.3	O&B/IFM Com/10 Yr Site Plan	H01.4	Benefits Specialist 4
A34.2	Events & Outreach Admin 2	H02.2	Compensation Analyst 2
A35.2	ROS Administrator 2	H02.3	Compensation Analyst 3
A38.2	CI Programmatic Specialist 2	H03.1	Employment/Recruitment Rep 1
ADS.5	Admin & Specialist 5	H03.2	Employment/Recruitment Rep 2
B01.2	Internal Audit 2	H03.3	Employment/Recruitment Rep 3
B01.3	Internal Audit 3	H03.4	Employment/Recruitment Rep 4
C01.1	Financial Analyst 1	H04.1	Training & OD Specialist 1
C01.2	Financial Analyst 2	H04.2	Training & OD Specialist 2
C01.3	Financial Analyst 3	H04.3	Training & OD Specialist 3
C01.4	Financial Analyst 4	H04.4	Training & OD Specialist 4
C02.1	Accounting Specialist 1	H07.3	HR Information Analyst 3
C02.2	Accounting Specialist 2	H19.1	Human Resources Specialist 1
C02.3	Accounting Specialist 3	H19.2	Human Resources Specialist 2
C02.4	Accounting Specialist 4	H19.4	Human Resources Specialist 4
D01.3	Attorney 3	J01.1	Business Unit Security Spec 1
D01.4	Attorney 4	J01.2	Business Unit Security Spec 2
D02.3	Intellectual Prop Attorney 3	J01.3	Business Unit Security Spec 3
E01.1	Business Analyst 1	J01.4	Business Unit Security Spec 4
E01.2	Business Analyst 2	J02.3	Classified Security/ADC Spec 3
E01.3	Business Analyst 3	J02.4	Classified Security/ADC Spec 4
E01.4	Business Analyst 4	J04.3	Investigation Specialist 3
E02.1	Web Site Administrator 1	J05.4	Sec Training/Awareness Spec 4
E02.2	Web Site Administrator 2	J07.2	Offsite Subcont Sec Coord (O)2
E03.1	Appl Help Desk/Support Spec 1	K02.1	Counterintelligence Analyst 1
E03.2	Appl Help Desk/Support Spec 2	K02.2	Counterintelligence Analyst 2
E03.3	Appl Help Desk/Support Spec 3	K03.3	Counterintelligence Officer 3
EXS.0	Executive Staff	K03.4	Counterintelligence Officer 4
F01.2	Material Distribution Spec 2	P02.3	Nurse Pract/Physicians Asst
F02.1	Property Administration Spec 1	P03.3	Physical Therapist
F02.2	Property Administration Spec 2	P04.3	EAP3
F02.3	Property Administration Spec 3	P05.3	Health Promotion Program Coord
F03.1	Purchasing Specialist 1	P06.3	Vocational Rehab Counselor 3
F03.2	Purchasing Specialist 2	Q01.2	Project Controls Analyst 2
F03.3	Purchasing Specialist 3	Q01.3	Project Controls Analyst 3
F04.3	Subcontracts Analyst 3	Q01.4	Project Controls Analyst 4
F04.4	Subcontracts Analyst 4	Q01.5	Project Controls Analyst 5
F05.2	Traffic Specialist 2		
F05.3	Traffic Specialist 3		
F10.2	Materials Account Adm (O) 2		

BB	SCIENTIST/ENGINEER 1 201 - National	CB	MECH TECH SPECIALIST 133 - Local and National
SES.1	Science & Engineering MTS 1	533.3	Sr Technologist-Mechanical (03)
SES.2	Science & Engineering MTS 2		
BC	SCIENTIST/ENGINEER 2 943 - Local and National	CC	ELECTRONICS TECHNICIAN 17 - Local and National
SES.3	Science & Engineering MTS 3 (03) (04)	531.2	Technologist-Electronics (03)
BD	SCIENTIST/ENGINEER 3 484 - Local and National	CD	ELECTRONICS TECH SPEC 75 - Local and National
SES.4	Science & Engineering MTS 4 (03)	531.3	Sr Technologist-Electronics (03)
BE	SCIENTIST/ENGINEER 4 108 - Local and National	CE	ELECTRONICS FAB TECH 22 - Local and National
SES.5	Science & Engineering MTS 5	532.2	Sr Fab Technician-Electronics
SES.6	Science & Engineering DMTS 6	532.3	Fab Tech Spec-Electronics
BF	TECHNICAL SERVICES 1 129 - Local and National	CI	CHEMICAL TECHNICIAN 47 - Local and National
TSS.2	Technical Services & Ops MTS 2	504.1	Technician - C/MS
TSS.3	Technical Services & Ops MTS 3 (03)	504.2	Technologist - C/MS
BG	TECHNICAL SERVICES 2 56 - Local and National	CJ	ENGINEERING - SCIENCE TEC 195 - Local and National
TSS.4	Technical Services & Ops MTS 4 (03) (04)	504.3	Sr Technologist - C/MS (03)
TSS.5	Technical Services & Ops MTS 5	502.1	Scientific Technician
BH	SIX SIGMA BLACK BELT 2 - Local	502.2	Scientific Technologist
S01.4	Six Sigma Black Belt 4	502.3	Sr Scientific Technologist (03)
BK	TECH INFO EDITOR SPEC 32 - Job Group Pop	505.3	Sr Hydro Technologist-Site 300 (03)
G04.2	Tech Communications Spec 2	519.2	Laboratory Animal Technician
G04.3	Tech Communications Spec 3	571.1	Health & Safety Technician
G04.4	Tech Communications Spec 4	571.2	Health & Safety Technologist (03)
CA	MECHANICAL TECHNICIAN 34 - Local and National	571.3	Sr Health-Safety Technologist (03)
533.1	Technician-Mechanical (03)	593.2	Systems & Network Technologist
533.2	Technologist-Mechanical (03)	593.3	Systems & Network Sr. Technl (03)
		CL	ASST TECH COORDINATOR 112 - Local and National
		538.1	Coordinator (03)
		538.2	Technical Coordinator (03)
		538.3	Sr. Technical Coord. (03)
		539.1	Engineering/Scientific Asst.
		540.0	Scientific Assistant

CM	TECH SCIENTIFIC COORD 99 - Local and National	CT	TECHNICAL ILLUSTRATOR 31 - Local and National
320.1	Computer Associate	386.1	Graphic Design Associate
320.2	Senior Computer Associate	586.1	Graphics Designer
338.1	Engineering/Scientific Coord	586.2	Graphics Design Specialist
369.1	Maintenance/Construction Coord	587.2	Sr Technical Illustrator
369.2	Senior Maint/Construction Coor (03)	587.3	Tech Illustration Specialist
		588.3	Animation Specialist
CN	TECH ASSOCIATE / NON ENG 214 - Local and National	DA	ADMIN. SUPPORT - I 3 - Local
302.1	Scientific Associate	405.2	Administrative Specialist II
302.2	Sr Scientific Associate (03)	470.3	Principal Paralegal
304.1	Scientific Associate - C/MS (03)		
304.2	Sr Scientific Associate C/MS (03)		
336.1	Facility Manager I	DB	ADMIN. SUPPORT - II 373 - Local
371.1	Health And Safety Associate	405.3	Administrative Specialist III
371.2	Sr Health And Safety Associate	405.4	Administrative Specialist IV (03) (04)
393.1	Systems & Network Associate (04)	480.3	Deaf Interpreting Specialist 3
393.2	Systems & Network Sr Associate (04)		
536.2	Facilities Coordinator II		
536.3	Facilities Coordinator III (03)		
CO	DRAFTER DESIGNER 65 - Local and National	DC	RESOURCE MGNT SUPPORT 15 - Local
334.1	Engineering Design Associate	451.2	Accounting Assistant
534.1	Drafter	451.3	Sr. Accounting Assistant
534.2	Design Drafter	451.4	Pr. Accounting Assistant
534.3	Designer (03)		
CP	TECH ASSOCIATE / ENG 194 - Local and National	DD	INFO/COMPUTER SERV SUPRT 28 - Local
337.1	Engineering Technical Assoc (03)	422.2	Library Assistant
339.2	Senior Eng Associate (03) (04)	422.4	Principal Library Assistant
		423.3	Prin. Tech Publications Pract.
		434.3	Pr. Information System Asst.
		653.0	CAS Operator
CQ	COMPUTER PROG TECH 65 - Local and National	EA	CRAFTS 138 - Local
524.3	Sr Comp Program Technologist	821.1	Locksmith I
525.1	Computer Support Technician	821.2	Locksmith II
525.2	Computer Support Technologist	822.2	Air Conditioning Mech. II
525.3	Sr Comp Support Technologist	822.4	Air Conditioning Mech., Lead (03)
		823.1	Carpenter
CS	MEDICAL TECHNOLOGIST 4 - National	823.4	Carpenter, Lead (03)
541.3	Registered Nurse - Occ Health	824.1	Electrician I
542.1	Medical Asst/Radiological Tech	824.2	Electrician II (03)

824.4	Electrician, Lead	FF	WAREHOUSE WORKER
825.1	Painter		38 - Local
826.1	Plumber/Fitter (03)	462.2	Senior Material Handler
826.4	Plumber/Fitter, Lead	462.3	Principal Material Handler (03)
827.1	High Voltage Electrician		
827.4	High Voltage Electrician, Lead (03)		
841.1	Vehicle Mechanic	FG	PHOTOGRAPHIC SPECIALIST
841.4	Vehicle Mechanic, Lead (03)		24 - National
842.1	Heavy Equipment Mechanic (03)	503.2	BioSciences Technician 2
851.2	Welder II	503.3	BioSciences Technician 3
852.1	Sheetmetal Worker	582.3	Sr Photographic Technician
852.4	Sheetmetal Worker, Lead	582.4	Photographic Specialist
861.1	Rigger I (03)	583.2	Sr Film/T.V. Media Technician
861.2	Rigger II (03)	583.3	Film/T.V. Media Specialist
863.2	Boiler & Pressure Sys Mech II	584.3	Lead Operator - Printing Svcs
863.4	Boiler&Pressure Sys Mech Lead		
961.2	Fabrication Asst. II		
971.1	Metal Fabricator I	FH	VEHICLE DRIVER
971.2	Metal Fabricator II		2 - Local
971.3	Metal Fabricator III	831.2	Motor Vehicle Driver II
		834.2	Truck Driver II (03)
EC	MAINTENANCE MECHANIC		
	18 - Local	GA	LABORER GARDNER
862.1	Maintenance Mechanic (03)		40 - Local
862.4	Maintenance Mechanic, Lead (03)	801.1	Trades Helper
		805.1	Laborer I
		805.2	Laborer II (03)
EJ	MACHINIST	805.4	Laborer, Lead
	65 - Local	812.2	Gardener II
981.1	Journeyman Machinist	812.3	Gardener III (03)
981.2	Senior Machinist I (03)		
981.3	Senior Machinist II (03) (04)		
982.3	Assembly Machinist III	HB	PROTECTIVE SEV OFFICERS
			153 - Local and National
		655.1	Security Police Officer (03)
EK	ASSEMBLY SPECIALIST		
	16 - Local and National	HC	CUSTODIANS
983.1	Machine Repairer I		30 - Local
983.2	Machine Repairer II	811.1	Custodian I
983.3	Machine Repairer III	811.2	Custodian II (03)
984.2	Mechanical Inspector II		
984.3	Mechanical Inspector III (03)		
FD	PRINTER		
	1 - Local		
585.2	Sr Print Room Operator		

#### **IV. PLACEMENT OF INCUMBENTS IN JOB GROUPS (41 CFR §60-2.13)**

The Laboratory's overall growth during 2011 was fairly small (1.5%). However, the increase in women (2.3%) and minorities (2.0%) were both larger than for the population as a whole. Among minority groups, the largest numerical increase was among Asian/Pacific Islanders, who added 17 individuals, a 3.0% increase over the previous year. Hispanics registered the largest percentage increase, with 15 employees (3.1%). The African American and American Indian populations both decreased, by 1 (from 193 to 192) and 5 individuals (62 to 57) respectively. Continuing the trend from the previous year, the two groups that once again saw the largest percentage increases were "Ethnicity not specified" (an increase from 185 to 232 – 25.4%) and the multiethnic category, which increased by four individuals from 28-32 (14.3%).

The demographic distribution of LLNL's core incumbent workforce population (as of December 31, 2011) is shown in Table 2.13 below. (Note: information in Table 2.13 does not include the number of people needed for full utilization. It shows only the percentages for the current employee population.)

*Table 2.13 – Placement of Incumbents in Job Groups – follows.*

**Table 2.13 Placement of Incumbents in Job Groups**  
Effective 12/31/2011

Job Group	JobGroup Title	Total LLNL Pop.	Female		Minority		Ethnicity Not Specified	
			Pop.	% Rep.	Pop.	% Rep.	Pop.	% Rep.
AA	MANAGEMENT SCIENTIFIC	52	8	15.4%	10	19.2%		0.0%
AB	MANAGEMENT ADMINISTRATIVE	114	56	49.1%	19	16.7%	6	5.3%
AC	SUPERVISOR TECHNICAL	151	15	9.9%	23	15.2%	6	4.0%
AD	SUPERVISOR ADMINISTRATIVE	193	153	79.3%	49	25.4%	5	2.6%
AF	SUPERVISOR BLUE COLLAR	26	2	7.7%	5	19.2%		0.0%
AG	SUPERVISOR SERVICE	42	3	7.1%	10	23.8%	4	9.5%
AM	TECHNICAL MANAGEMENT	365	77	21.1%	43	11.8%	8	2.2%
AS	SUPERVISOR-SCIENCE/ENGINEERING	411	70	17.0%	50	12.2%	8	1.9%
AT	SUPERVISOR-TECHNICAL SERVICES	46	16	34.8%	12	26.1%		0.0%
BA	ADMINISTRATOR	473	342	72.3%	111	23.5%	16	3.4%
BB	SCIENTIST/ENGINEER 1	201	55	27.4%	49	24.4%	24	11.9%
BC	SCIENTIST/ENGINEER 2	943	197	20.9%	225	23.9%	52	5.5%
BD	SCIENTIST/ENGINEER 3	484	50	10.3%	72	14.9%	14	2.9%
BE	SCIENTIST/ENGINEER 4	108	11	10.2%	12	11.1%	3	2.8%
BF	TECHNICAL SERVICES 1	129	34	26.4%	33	25.6%	4	3.1%
BG	TECHNICAL SERVICES 2	56	13	23.2%	12	21.4%	1	1.8%
BH	SIX SIGMA BLACK BELT	2		0.0%	1	50.0%		0.0%
BK	TECH INFO EDITOR SPEC	32	21	65.6%	2	6.3%	1	3.1%
CA	MECHANICAL TECHNICIAN	34	5	14.7%	9	26.5%	1	2.9%
CB	MECH TECH SPECIALIST	133	6	4.5%	35	26.3%	4	3.0%
CC	ELECTRONICS TECHNICIAN	17	3	17.6%	7	41.2%	1	5.9%
CD	ELECTRONICS TECH SPEC	75	1	1.3%	18	24.0%	2	2.7%
CE	ELECTRONICS FAB TECH	22	5	22.7%	11	50.0%		0.0%
CI	CHEMICAL TECHNICIAN	47	13	27.7%	17	36.2%	2	4.3%
CJ	ENGINEERING - SCIENCE TEC	195	60	30.8%	45	23.1%	4	2.1%
CL	ASST TECH COORDINATOR	112	50	44.6%	34	30.4%	3	2.7%
CM	TECH SCIENTIFIC COORD	99	30	30.3%	19	19.2%	3	3.0%
CN	TECH ASSOCIATE / NON ENG	214	40	18.7%	39	18.2%	6	2.8%
CO	DRAFTER DESIGNER	65	5	7.7%	20	30.8%	1	1.5%
CP	TECH ASSOCIATE / ENG	194	18	9.3%	20	10.3%	9	4.6%
CQ	COMPUTER PROG TECH	65	34	52.3%	19	29.2%	3	4.6%
CS	MEDICAL TECHNOLOGIST	4	4	100.0%	1	25.0%		0.0%
CT	TECHNICAL ILLUSTRATOR	31	12	38.7%	8	25.8%	1	3.2%
DA	ADMIN. SUPPORT - I	3	1	33.3%	2	66.7%		0.0%
DB	ADMIN. SUPPORT - II	373	362	97.1%	109	29.2%	19	5.1%
DC	RESOURCE MGMT SUPPORT	15	15	100.0%	7	46.7%	2	13.3%
DD	INFO/COMPUTER SERV SUPRT	28	15	53.6%	8	28.6%		0.0%
EA	CRAFTS	138	7	5.1%	38	27.5%	6	4.3%
EC	MAINTENANCE MECHANIC	18		0.0%	6	33.3%		0.0%
EJ	MACHINIST	65		0.0%	13	20.0%	3	4.6%
EK	ASSEMBLY SPECIALIST	16		0.0%	2	12.5%		0.0%
FD	PRINTER	1	1	100.0%	1	100.0%		0.0%
FF	WAREHOUSE WORKER	38	4	10.5%	16	42.1%	1	2.6%
FG	PHOTOGRAPHIC SPECIALIST	24	13	54.2%	5	20.8%		0.0%
FH	VEHICLE DRIVER	2		0.0%		0.0%		0.0%
GA	LABORER GARDNER	40		0.0%	16	40.0%		0.0%
HB	PROTECTIVE SEV OFFICERS	153	4	2.6%	62	40.5%	8	5.2%
HC	CUSTODIANS	30	20	66.7%	15	50.0%	1	3.3%
<b>Grand Total</b>		<b>6079</b>	<b>1851</b>	<b>30.4%</b>	<b>1340</b>	<b>22.0%</b>	<b>232</b>	<b>3.8%</b>

**Note:**

- Ethnicity Not Specified - are individuals who have chosen not to specify as being one of the listed ethnic options.
- % Availability - LLNL's calculated workforce availability effective 12/31/11

## V. DETERMINATION OF JOB GROUP AVAILABILITY

### (41 CFR §60-2.14)

#### **Definition of Availability**

“Availability” is an estimate of the percentage of minorities and women available for employment in each identified job group at LLNL.

#### **Determination of Availability**

As stated in 41 CFR §60-2.14, availability is an estimate of the number of qualified minorities or women available for employment in a given job group, expressed as a percentage of all qualified persons available for employment in the job group. The purpose of the availability determination is to establish a benchmark against which the demographic composition of LLNL’s incumbent workforce can be compared in order to determine whether barriers to equal employment opportunity may exist within particular job groups.

LLNL has separately determined the availability of minorities and women for each job group. Pursuant to Office of Federal Contract Compliance Programs (OFCCP) regulations, LLNL has considered the following factors in determining availability:

1. The percentage of minorities or women having requisite skills in a reasonable recruitment area.
2. The percentage of minorities or women within the facility who are promotable, transferable, and trainable.

These two factors may be summarized as assessing the availability of individuals *external* to the Laboratory (Factor 1.), and assessing the availability of individuals *internal* to the Laboratory (Factor 2.).

#### **External Availability Considerations**

Recruitment areas for availability considerations are not drawn to exclude women and minorities, and vary by job group. Local recruitment areas are used for job groups where the required educational and skill levels are such that it is reasonable to expect that sufficiently large and diverse recruitment pools exist within the counties where LLNL

employees currently reside. The recruitment area is national for all other job groups where high levels of responsibility and expertise are necessary in order to obtain a diverse group of qualified applicants. A listing of all job groups, and their reasonable recruitment areas, is provided in III. Job Group Analysis on page 15.

The contribution of Factor (2.) to availability concerns the pool of employees already in the facility who could be trained, transferred, or promoted into a given job group. While LLNL in general does not have rigid job progression lines, historical patterns and relationships often exist between “feeder” job groups and higher-situated positions. In response to Section §60-2.14(f) of the regulations requiring contractors to identify the pool of promotable, transferable, and trainable employees, a table showing internal availability pools is included in this section. These pools do not constitute rigid lines of progression. Rather, they indicate job groups that have historically served as feeder groups to the indicated group.

A third consideration in determining availability is the degree to which historical hiring patterns for the job group predominately reflect an emphasis on external or internal sources.

Availability percentages for all LLNL job groups are included on Table 2.15 which compares availability to incumbency.

### **Internal Feeder Groups**

All LLNL employees are encouraged to apply for any positions for which they feel qualified. The internal pools indicated below have been selected because, based on past hiring trends\* and relevant experience, these are the Job Groups in which the most qualified individuals are likely to exist. The pools shown only include jobs for which the new Job Group would constitute a promotion or general increase in pay and or responsibility. This information is included on Table 2.14, shown below:

**Table 2.14 – Internal Feeder Groups**

<b>Job Group</b>	<b>Job Group Pools</b>
AA Management Scientific	AS, AC, BB, BC, BD, BE, BF, BG
AB Management Administrative	AD, AE, BA
AC Supervisor Technical	BA, BB, BC, BD, BE, BF, BG, CB, CD, CJ, CL CM, CN, CO, CP, EA, EJ, EK
AD Supervisor Administrative	BA, CL, CT, DB
AF Supervisor Blue Collar	EA, EC, EJ, EK, GA, HC
AG Supervisor Service	DD, HA, HB
AM Technical Management	AS, BB, BC, BD, BE, BF, BG, BH

AS	Supervisor-Science/Engineering	BB, BC, BD, BE, BF, BG, BH
AT	Supervisor-Technical Service	BF, BG
BA	Administrator	CJ, CL, CM, CP, CQ, CT, DA, DB, DC, DD, EA, FF,
BB	Scientists/Engineer 1	CB, CJ, CL,CN, CQ, CP
BC	Scientists/Engineer 2	CB, CJ, CL,CN, CQ, CP
BD	Scientists/Engineer 3	CB, CJ, CL,CN, CQ, CP
BE	Scientists/Engineer 4	CB, CJ, CL,CN, CQ, CP
BF	Technical Services 1	CB, CJ, CL,CN, CQ, CP
BG	Technical Services 2	CB, CJ, CL,CN, CQ, CP
BH	Six Sigma Specialist	CM, CP
BK	Tech Info Editor Spec	BA, DB
CA	Mechanical Technician	EA, GA, HB
CB	Mech Tech Specialist	EA
CC	Electronics Technician	EA
CD	Electronics Tech Spec	EA
CE	Electronics Fab Tech	EA
CI	Chemical Technician	FH, HB
CJ	Engineering - Science Tec	DB, DD, EC, FF, GA, HB, HC
CL	Asst Tech Coordinator	DB, DD, EA, EC, EJ, FF, FH, GA, HB
CM	Tech Scientific Coord	EA, EJ, GA
CN	Tech Associate / Non Eng	EA
CO	Drafter Designer	EA
CP	Tech Associate / Eng	EA, EJ
CQ	Computer Prog Tech	DB, DD
CT	Technical Illustrator	DB, DD
DA	Admin. Support - I	HB, HC
DB	Admin. Support - II	DA, DC, DD, FF
DC	Resource Mgnt. Support	
DD	Info/Computer Serv Support	DA, DB, HA, HB
EA	Crafts	FF, GA, HB, HC
EC	Maintenance Mechanic	GA, HB
EJ	Machinist	
FF	Warehouse Worker	
FG	Photographic Specialist	
GA	Laborer Gardener	
HA	Firefighters	
HB	Protective Service Officers	HC
HC	Custodians	FF

\*Based on 5-year aggregate Job Group feeder pools of core employees. Note, these data do not reflect job changes that may take place within a specific job group.

## **VI. COMPARISON OF AVAILABILITY TO INCUMBENCY (41 CFR §60-2.15)**

Pursuant to 41 CFR §60-2.15, we maintain and have supplied here our Workforce Utilization, an analysis of all job groups at LLNL determined pursuant to §60-2.13 with the availability for those job groups determined pursuant to §60-2.14. This report on utilization is produced on a quarterly basis. Similar information is also provided in the Placement of Incumbents in Job Groups Table on page 24.

For the purpose of this document, underutilization exists when the difference between the number of incumbents in a job group is at least one whole person less than expected based on the percentage of availability. Any declaration of underutilization does not amount to an admission of impermissible conduct. It is neither a finding of discrimination nor a finding of a lack of good-faith affirmative action efforts. Rather, underutilization is a technical targeting term used exclusively by affirmative action planners who seek to apply good-faith efforts to increase the percentage utilization of minorities and women in the workforce job groups in which the percentages are less than would reasonably be expected. When a job group is identified as underutilized, placement goals are established and set equal to the availability percentages specified in the Comparison of Availability to Incumbency Table (Table 2.15) on the following page. This table shows, for all job groups, LLNL's current population of women and minorities and compares these representation percentages to availability percentages.

*Table 2.15 – The Comparison of Availability to Incumbency – follows.*

Table 2.16 Comparison of Availability to Incumbency  
Effective 12/31/2011

Job Group	Job Group Title	Total LULU Pop	FEMALE		MINORITY		AMERICAN INDIAN		ASIAN/PACIFIC ISLANDER		BLACK		HISPANIC						
			Pop.	% Rep.	% Avail.	Pop.	% Rep.	% Avail.	Pop.	% Rep.	% Avail.	Pop.	% Rep.	% Avail.					
AA	MANAGEMENT SCIENTIFIC	52	8	15.4%	12.9%	10	19.2%	8.4%	7.7%	0.1%	3	5.8%	1.2%	2.1%	1.5%	2.1%	3.6%	5.0%	
AB	MANAGEMENT ADMINISTRATIVE	114	56	49.1%	46.1%	33	16.7%	17.4%	0.0%	1.1%	3	2.6%	5.6%	4.5%	7.5%	4.5%	6.1%	6.2%	
AC	SUPERVISOR TECHNICAL	151	15	9.9%	13.2%	23	15.2%	15.5%	0.7%	1.0%	9	5.9%	5.8%	12	7.9%	2.5%	7.2%	7.2%	
AD	SUPERVISOR ADMINISTRATIVE	153	153	79.3%	76.5%	49	25.5%	25.2%	1	0.5%	11	5.1%	9.0%	10	5.2%	5.4%	14.5%	5.6%	
AF	SUPERVISOR BLUE COLLAR	26	2	7.7%	12.5%	5	19.2%	30.7%	1	3.8%	3	3.8%	8.5%	2	0.8%	2.0%	11.5%	16.6%	
AG	SUPERVISOR SERVICE	42	3	7.1%	17.2%	10	23.8%	27.6%	1	2.4%	4	9.5%	3.9%	2	4.8%	10.1%	3	7.1%	
AM	TECHNICAL MANAGEMENT	365	77	21.1%	18.2%	43	11.8%	16.2%	0.0%	0.0%	28	7.7%	9.6%	5	1.4%	2.0%	10	2.7%	
AS	SUPERVISOR-SCIENCE/ENGINEERING	411	70	17.0%	17.6%	50	12.2%	16.2%	4	1.0%	0.5%	30	7.3%	9.5%	3	0.7%	1.5%	14	3.4%
AT	SUPERVISOR-TECHNICAL SERVICES	46	16	34.8%	18.1%	12	26.1%	15.2%	0.0%	0.0%	9	19.8%	9.6%	2	4.3%	2.0%	1	2.2%	
BA	ADMINISTRATOR	473	342	72.3%	62.4%	111	23.5%	22.8%	5	1.1%	1.1%	50	10.6%	4.9%	19	4.0%	5.6%	38	8.0%
BB	SCIENTIST/ENGINEER1	201	65	27.4%	35.3%	49	24.4%	21.7%	2	1.0%	0.6%	33	16.4%	11.9%	3	1.5%	5.6%	11	5.5%
BC	SCIENTIST/ENGINEER2	943	197	20.9%	21.1%	228	23.9%	24.4%	2	0.2%	0.3%	167	17.7%	12.0%	13	1.4%	5.0%	45	4.8%
BD	SCIENTIST/ENGINEER3	484	50	10.3%	20.5%	72	14.9%	21.1%	1	0.2%	0.5%	53	11.0%	12.0%	5	1.0%	4.8%	13	2.7%
BE	SCIENTIST/ENGINEER4	108	11	10.2%	19.6%	12	11.1%	20.3%	0.0%	0.0%	8	7.4%	11.7%	1	0.9%	4.5%	3	2.8%	
BF	TECHNICAL SERVICES1	129	34	26.4%	24.3%	33	25.6%	18.3%	2	1.6%	0.5%	22	17.1%	9.7%	6	4.7%	4.3%	3	2.3%
BG	TECHNICAL SERVICES2	96	13	22.2%	19.6%	12	21.4%	19.1%	0.0%	0.0%	7	12.5%	10.2%	3	5.4%	4.3%	2	3.6%	
BH	SIX SIGMA/BLACK BELT	2	0	0.0%	50.1%	1	50.0%	23.2%	0.0%	0.0%	0	0.0%	4.8%	1	50.0%	12.0%	0	0.0%	
CA	TECHNICAL EDITOR/SPEC	32	21	65.6%	67.7%	2	6.3%	27.0%	0.0%	0.0%	1	3.1%	2.6%	1	3.1%	8.5%	0	0.0%	
CB	MECHANICAL TECHNICIAN	34	5	14.7%	38.8%	9	26.5%	30.4%	0.0%	0.0%	3	8.8%	5.8%	0	0.0%	4.1%	6	17.6%	
CC	MECH TECH SPECIALIST	133	6	4.5%	10.4%	35	26.3%	24.4%	2	1.5%	1.6%	15	11.3%	5.3%	5	3.8%	5.1%	13	9.8%
CD	DRAFTER/DESIGNER	17	3	17.6%	19.7%	7	41.2%	27.1%	0.0%	0.0%	1	5.9%	7.6%	0	0.0%	7.3%	4	23.5%	
CE	ELECTRONICS TECH SPEC	75	1	1.3%	15.9%	18	24.0%	29.5%	2	2.7%	1.0%	7	9.3%	12.2%	2	2.7%	6.3%	7	9.3%
CF	ELECTRONICS/FAB TECH	22	5	22.7%	20.5%	11	50.0%	44.1%	0.0%	0.0%	9	40.9%	28.4%	1	4.5%	3.3%	1	4.5%	
CG	CHEMICAL TECHNICIAN	47	13	27.7%	36.3%	17	36.2%	26.1%	2	4.3%	1.1%	3	6.4%	7.4%	2	4.3%	9.4%	10	21.3%
CH	ENGINEERING-SOFTWARE/TEC	195	60	30.8%	18.4%	45	23.1%	25.1%	3	1.5%	1.1%	13	6.7%	6.6%	9	4.6%	6.1%	20	10.3%
CJ	ASST TECH COORDINATOR	112	50	44.6%	52.3%	34	30.4%	31.4%	1	0.9%	1.2%	7	6.3%	9.1%	3	2.7%	6.4%	24	21.4%
CM	TECH SCIENTIFIC COORD	99	30	30.3%	52.8%	19	19.2%	23.9%	0.0%	0.0%	6	6.1%	5.5%	5	5.1%	2.9%	8	8.1%	
CN	TECH ASSOCIATE/ANAL ENO	214	40	18.7%	34.8%	33	15.2%	25.2%	1	0.5%	1.1%	16	7.5%	10.6%	5	2.3%	5.6%	18	8.4%
CO	DRAFTER/DESIGNER	65	5	7.7%	3.9%	20	30.8%	24.0%	1	1.5%	2.8%	9	13.9%	4.5%	3	4.5%	1.1%	7	10.8%
CP	TECH ASSOCIATE/TECH	194	18	9.3%	13.1%	20	10.3%	20.9%	1	0.5%	1.7%	3	1.5%	7.3%	2	1.0%	3.9%	14	7.2%
CQ	COMPUTER PROG TECH	65	34	52.3%	22.0%	19	29.2%	44.2%	2	3.1%	0.5%	4	6.2%	29.4%	5	7.7%	3.9%	8	12.3%
CS	MEDICAL TECHNOLOGIST	4	4	100.0%	81.1%	1	25.0%	18.0%	0.0%	0.0%	0	0.0%	4.2%	0	0.0%	8.0%	1	25.0%	
CT	TECHNICAL ILLUSTRATOR	31	12	38.7%	66.7%	8	25.8%	27.1%	1	3.2%	1.5%	4	12.9%	21.1%	2	6.5%	8.9%	1	3.2%
DA	ADMIN SUPPORT-1	3	1	33.3%	82.1%	2	66.7%	45.0%	0.0%	0.0%	0	0.0%	17.9%	1	33.3%	5.5%	1	33.3%	
DB	ADMIN SUPPORT-2	373	92	24.7%	34.6%	109	29.2%	47.5%	8	2.1%	0.8%	22	5.9%	14.6%	27	7.2%	13.8%	69	18.5%
DC	RESOURCE MGMT SUPPORT	15	15	100.0%	85.9%	7	46.7%	32.4%	0.0%	0.0%	3	20.0%	8.4%	1	6.7%	6.0%	3	20.0%	
DD	INFOCOMPUTER/SERV SUPRT	28	15	53.6%	16.5%	9	28.0%	29.3%	0.0%	0.0%	0	0.0%	6.5%	3	10.7%	5.5%	5	17.9%	
EA	GRAFTS	138	7	5.1%	5.2%	38	27.5%	38.0%	3	2.2%	5.1%	8	5.8%	12.7%	4	2.9%	4.8%	23	16.7%
EC	MAINTENANCE MECHANIC	18	0	0.0%	5.4%	6	33.3%	38.1%	2	11.1%	0.6%	1	5.6%	9.1%	0	0.0%	6.5%	3	16.7%
EJ	MACHINIST	65	0	0.0%	4.0%	2	12.5%	26.6%	2	3.1%	1.3%	3	4.6%	21.2%	0	0.0%	3.5%	8	12.3%
EK	ASSEMBLY/SPECIALIST	16	1	6.3%	29.5%	2	12.5%	26.6%	0.0%	0.0%	1	6.3%	3.9%	0	0.0%	7.4%	1	6.3%	
FD	PRINTER	1	1	100.0%	15.6%	1	100.0%	48.7%	0.0%	0.0%	1	100.0%	21.1%	0	0.0%	5.9%	0	0.0%	
FF	WAREHOUSE WORKER	38	4	10.5%	10.3%	16	42.1%	45.9%	1	2.6%	0.7%	0	0.0%	15.4%	2	5.3%	11.5%	13	34.2%
FG	PHOTOGRAPHIC SPECIALIST	24	13	54.2%	53.2%	5	20.8%	25.8%	0.0%	0.0%	1	4.2%	8.7%	3	12.5%	6.0%	1	4.2%	
FH	VEHICLE DRIVER	2	0	0.0%	6.9%	0	0.0%	48.4%	0.0%	0.0%	0	0.0%	9.9%	0	0.0%	9.0%	0	0.0%	
GA	LABORER/GARDNER	40	0	0.0%	12.5%	16	40.0%	52.0%	1	2.5%	0.8%	5	12.5%	17.7%	2	5.0%	3.7%	8	20.0%
HB	PROTECTIVE SERVICES OFFICERS	153	4	2.6%	31.9%	62	40.5%	32.0%	0.0%	0.0%	13	8.5%	8.1%	10	11.8%	9.4%	31	20.3%	
HC	CUSTOMERS	30	20	66.7%	8.3%	15	50.0%	23.3%	0.0%	0.0%	7	23.3%	1.0%	1	3.3%	5.6%	7	23.3%	
<b>Grand Total</b>		<b>6679</b>	<b>1851</b>	<b>30.4%</b>	<b>22.4%</b>	<b>1340</b>	<b>22.4%</b>	<b>23.4%</b>	<b>57</b>	<b>0.9%</b>	<b>73.4%</b>	<b>602</b>	<b>9.1%</b>	<b>10.7%</b>	<b>152</b>	<b>3.2%</b>	<b>489</b>	<b>8.2%</b>	

Note:  
 • % Availability - LULU's calculated workforce availability effective 12/31/11  
 • Asian & Pacific Islander ethnic groups share calculated availability and utilization needs  
 • % Rep. - is the representation of the certified group in LULU's core population.

## **VII. PLACEMENT GOALS (41 CFR §60-2.16)**

Placement goals serve as objectives reasonably attainable by means of applying every good-faith effort to make all aspects of the entire affirmative action program work. Placement goals also are used to measure progress toward achieving equal employment opportunity.

LLNL's determination under §60-2.15 that a placement goal is required constitutes neither a finding nor an admission of discrimination. Where, pursuant to §60-2.15, LLNL has established a placement goal for a particular job group, LLNL has established a placement goal equal to the availability percentage derived for women or minorities, as appropriate, for that job group.

Goals are flexible hiring objectives that LLNL has established to guide its good-faith efforts to eliminate underutilization. Goals are not considered to be quotas that must be met. All employment decisions are made in a nondiscriminatory manner. Goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment on the basis of that person's race, color, religion, sex, or national origin [§60-2.16(e)]. The long-range employment goal at LLNL is to have a workforce that reflects a population that would reasonably be expected given the availability percentage of women and minorities in the areas from which we recruit, thereby achieving what might be considered "full utilization." For the purpose of this document, underutilization exists when the number of women or minorities employed is at least one whole person less than expected. Underutilization is defined as "having fewer minorities or women in a particular group than would be reasonably expected given their availability."

Annual placement goals equal to the availability rate are set for job groups in which minorities or women are underutilized by one or more individuals. An annual goal is met if the hiring rate for a particular group within an underutilized job group equals or exceeds the availability percentage. Having successfully met the annual placement goal may or may not result in reaching the ultimate goal of full representation of minorities and females equal to their availability. A timetable of one year is established to achieve each annual goal. If a goal is not achieved, it is evaluated and reestablished, and where appropriate, additional actions are taken in an attempt to meet the goal in the following year.

Table 2.16 – The Placement Goals for 2012 – follows.

Table 2.16 Placement Goals for 2012  
Effective 12/31/2011

Job Group	JobGroup Title	Total LLNL Pop.	Female			Minority				
			Pop.	%Rep.	Availability	Pop.	%Rep.	Availability		
AA	MANAGEMENT SCIENTIFIC	52	8	15.4%	12.9%	10	19.2%	8.4%		
AB	MANAGEMENT ADMINISTRATIVE	114	56	49.1%	46.1%	19	16.7%	17.4%		
AC	SUPERVISOR TECHNICAL	151	15	9.9%	13.3%	Y	23	15.2%	16.6%	Y
AD	SUPERVISOR ADMINISTRATIVE	193	153	79.3%	76.5%		49	25.4%	25.2%	
AF	SUPERVISOR BLUE COLLAR	26	2	7.7%	12.5%	Y	5	19.2%	30.7%	Y
AG	SUPERVISOR SERVICE	42	3	7.1%	17.2%	Y	10	23.8%	27.6%	Y
AM	TECHNICAL MANAGEMENT	365	77	21.1%	18.2%		43	11.8%	16.2%	Y
AS	SUPERVISOR-SCIENCE/ENGINEERING	411	70	17.0%	17.6%	Y	50	12.2%	16.2%	Y
AT	SUPERVISOR-TECHNICAL SERVICES	46	16	34.8%	18.1%		12	26.1%	16.2%	
BA	ADMINISTRATOR	473	342	72.3%	62.4%		111	23.5%	22.8%	
BB	SCIENTIST/ENGINEER 1	201	55	27.4%	25.3%		49	24.4%	21.7%	
BC	SCIENTIST/ENGINEER 2	943	197	20.9%	21.1%	Y	225	23.9%	21.6%	
BD	SCIENTIST/ENGINEER 3	484	50	10.3%	20.2%	Y	72	14.9%	21.1%	Y
BE	SCIENTIST/ENGINEER 4	108	11	10.2%	19.6%	Y	12	11.1%	20.3%	Y
BF	TECHNICAL SERVICES 1	129	34	26.4%	24.3%		33	25.6%	18.3%	
BG	TECHNICAL SERVICES 2	56	13	23.2%	19.6%		12	21.4%	19.1%	
BH	SIX SIGMA BLACK BELT	2		0.0%	50.1%	Y	1	50.0%	23.2%	
BK	TECH INFO EDITOR SPEC	32	21	65.6%	67.7%		2	6.3%	27.0%	Y
CA	MECHANICAL TECHNICIAN	34	5	14.7%	28.9%	Y	9	26.5%	30.4%	Y
CB	MECH TECH SPECIALIST	133	6	4.5%	10.4%	Y	35	26.3%	24.4%	
CC	ELECTRONICS TECHNICIAN	17	3	17.6%	19.7%		7	41.2%	27.1%	
CD	ELECTRONICS TECH SPEC	75	1	1.3%	15.9%	Y	18	24.0%	29.5%	Y
CE	ELECTRONICS FAB TECH	22	5	22.7%	20.5%		11	50.0%	44.1%	
CI	CHEMICAL TECHNICIAN	47	13	27.7%	36.3%	Y	17	36.2%	26.1%	
CJ	ENGINEERING - SCIENCE TEC	195	60	30.8%	18.4%		45	23.1%	25.1%	Y
CL	ASST TECH COORDINATOR	112	50	44.6%	52.3%	Y	34	30.4%	31.4%	Y
CM	TECH SCIENTIFIC COORD	99	30	30.3%	12.6%		19	19.2%	23.9%	Y
CN	TECH ASSOCIATE / NON ENG	214	40	18.7%	34.8%	Y	39	18.2%	25.2%	Y
CO	DRAFTER DESIGNER	65	5	7.7%	3.9%		20	30.8%	24.0%	
CQ	TECH ASSOCIATE / ENG	194	18	9.3%	13.1%	Y	20	10.3%	20.9%	Y
CP	COMPUTER PROG TECH	65	34	52.3%	22.0%		19	29.2%	44.2%	Y
CS	MEDICAL TECHNOLOGIST	4	4	100.0%	81.1%		1	25.0%	18.0%	
CT	TECHNICAL ILLUSTRATOR	31	12	38.7%	66.7%	Y	8	25.8%	27.1%	
DA	ADMN. SUPPORT - I	3	1	33.3%	82.1%	Y	2	66.7%	45.0%	
DB	ADMN. SUPPORT - II	373	362	97.1%	73.4%		109	29.2%	47.5%	Y
DC	RESOURCE MGMT SUPPORT	15	15	100.0%	95.5%		7	46.7%	32.4%	
DD	INFO/COMPUTER SERV SUPRT	28	15	53.6%	16.5%		8	28.6%	29.3%	
EA	CRAFTS	138	7	5.1%	5.2%		38	27.5%	36.0%	Y
EC	MAINTENANCE MECHANIC	18		0.0%	5.4%		6	33.3%	36.1%	
EJ	MACHINIST	65		0.0%	4.0%	Y	13	20.0%	44.2%	Y
EK	ASSEMBLY SPECIALIST	16		0.0%	29.5%	Y	2	12.5%	26.6%	Y
FD	PRINTER	1	1	100.0%	15.6%		1	100.0%	48.7%	
FF	WAREHOUSE WORKER	38	4	10.5%	10.3%		16	42.1%	45.9%	Y
FG	PHOTOGRAPHIC SPECIALIST	24	13	54.2%	53.2%		5	20.8%	29.8%	Y
FH	VEHICLE DRIVER	2		0.0%	6.8%			0.0%	48.4%	
GA	LABORER GARDNER	40		0.0%	12.5%	Y	16	40.0%	52.0%	Y
HB	PROTECTIVE SEV OFFICERS	153	4	2.6%	31.9%	Y	62	40.5%	32.0%	
HC	CUSTODIANS	30	20	66.7%	8.3%		15	50.0%	23.3%	
<b>Grand Total</b>		<b>6079</b>	<b>1851</b>	<b>30.4%</b>			<b>1340</b>	<b>22.0%</b>		

Note:

- Ethnicity Not Specified - are individuals who have chosen not to specify as being one of the listed ethnic options.
- % Availability - LLNL's calculated workforce availability effective 12/31/11

Y = a Placement Goal is required

## **VIII. ADDITIONAL AA PROGRAM ELEMENTS (41 CFR §60-2.17)**

### **Designation of Responsibility [41 CFR §60-2.17(a)]**

The Director of the Office of Strategic Diversity Programs (OSDP) is the LLNL official with overall responsibility for managing and implementing LLNL's Affirmative Action Program. The OSDP Director, in collaboration with human resources managers and staff and line managers work to implement all LLNL efforts in affirmative action and diversity. The Associate Director of Strategic Human Resources Management oversees the human resources staff. This organization provides administrative support and program-management professionals who work on action-oriented programs designed to achieve LLNL's affirmative-action objectives, including the internal auditing of AA/EEO systems; the identification of problem areas; the development and implementation of action-oriented programs, including the design of new programs to increase the representation of minorities and women at LLNL and in the scientific community; and the communication of findings and recommendations to the LLNL Director and other executive managers. The OSDP Director has access to the Laboratory Director. The OSDP Director also consults with the Laboratory Director and other senior managers to discuss demographic trends, AA/EEO policy formulation, recruitment, retention, the development of incumbent staff, and other relevant AA/EEO issues and concerns.

In addition to the individuals identified above, all LLNL managers share responsibility for developing and maintaining a diverse workforce and a discrimination-free environment. LLNL managers are responsible for developing and maintaining a workforce that is representative of the labor markets in which LLNL recruits, providing equal employment opportunity (EEO) for employees and applicants, and providing a discrimination-free work environment. Every effort is made to reflect the availability of the relevant labor market in the composition of our workforce. Line managers are responsible for being cognizant of affirmative action goals, for making good-faith efforts to follow guidelines and policies established to ensure equality of opportunity in all aspects of employment, and for ensuring that all personnel matters are conducted in a nondiscriminatory manner.

## **Identification of Problem Areas [41 CFR §60-2.17(b)]**

The Laboratory performs in-depth analyses of its total employment process to determine whether and where impediments to equal employment opportunity might exist. In accomplishing this task, the Laboratory evaluates:

### **(1) Workforce Utilization of Minorities and Women**

The Laboratory analyzes the utilization of women and minorities by job group, and within the major organization units. The primary means of this analysis is through utilization tables, which provide a comparison of women and minority incumbency versus availability for each job group, and major organizational unit.

### **(2) Personnel Activity**

Analyses in this area include applicant flow data, which include the number, race, and gender of applicants, interviewees, hires, and employees who are promoted. Termination data are also reviewed to determine whether there are selection disparities. Tables compiled from LLNL's LHire system and other data provided by human resources specialists are reviewed and tabulated for this purpose. If potential problem areas are identified through these analyses, they are addressed with the appropriate organizational managers and corrective action is taken, if warranted.

### **(3) Compensation System**

Laboratory Directorates review compensation data to ensure nondiscrimination in compensation. If problems are identified, they are corrected within the appropriate organizational unit. Additionally, employees may request a salary review, in which compensation is compared with other similarly situated individuals within the organization.

### **(4) Selection, Recruitment, Referral, and Other Personnel Procedures**

Selection, recruitment, referral, and other personnel procedures are also reviewed to determine whether any procedures result in disparities in the employment or advancement of minorities or women. If potential problem areas are identified, they are addressed with the appropriate organizational managers and corrective action is taken, if warranted.

## **Action-Oriented Programs [41 CFR §60-2.17(c)]**

LLNL develops and executes action-oriented programs designed to correct any problem areas identified pursuant to §60-2.17(b). The goals and objectives of these programs are to obtain a broad and inclusive pool of applicants, including women and minorities,

inform potential applicants of the employment opportunities at LLNL, support the training and development of all employees, including women and minorities for current and future LLNL employment opportunities, and assure the continued excellence and diversity of LLNL's current and future workforce.

Although budget limitations and staff reductions pose a challenge for implementing action oriented programs, the Laboratory has met this challenge by developing more innovative and collaborative approaches across organizations. Monthly Program Reviews (MPRs), a monthly gathering of the senior management team, continue to play a key role in helping to understand problem areas and evaluate possible ways to address them. These meetings are chaired by the Laboratory Director, and address all aspects of the Laboratory's performance relative to key contract metrics. The meetings constitute an excellent forum in which to discuss important Affirmative Action and diversity issues and concerns, publicize events, and develop strategies for resolving issues. Other examples of Action Oriented programs include accelerated hiring day events, where relatively large numbers of candidates (primarily from engineering and computation) are brought to the Laboratory for a day of meetings and interviews. The day usually concludes with some number of applicants (e.g., 70% of 10 participants) being extended job offers. Student internship and outreach programs are also utilized as action-oriented programs.

As an Equal Opportunity Employer, these action-oriented programs—along with all other programs, events, and activities sponsored and supported by LLNL—are open to all employees and interested populations regardless of sex or ethnicity.

In addition to the development of new programs, the Laboratory continues to support a number of ongoing programs. Following is a listing of recruitment and outreach-based action-oriented programs and activities the Laboratory expects to utilize in CY 2012.

## **2012 Action Oriented Programs**

### **Academic Collaborations & Support**

These activities involve interactions between Laboratory researchers and university faculty and students. While these arrangements are not always instituted specifically to address Affirmative Action concerns, when they involve underrepresented individuals (particularly students) they inherently contribute to helping to address concerns in this area. Efforts of this type include research collaborations, joint projects and or experiments, joint publications, internships, and other forms of collaborations. These programs for 2012 are expected to include:

- American Indian Program
- NNSA Minority Serving Institution summer interns
- Research Collaborations Program
- Science and Engineering Alliance

### **Incumbent Staff Development**

These activities are intended to help prepare LLNL employees to perform more effectively in their assignments, and successfully compete for positions of greater authority and responsibility. They include training programs and workshops sponsored by the Laboratory, classes sponsored by educational institutions, and activities sponsored by professional associations. Incumbent staff development programs expected to take place in 2012 include:

#### **In-House Programs:**

- Supervision I (New Supervisors)
- Safety Leadership Workshop (Safety Culture)
- Managing for Results (First line supervisor development program)
- LLNL-UC Berkeley Haas School of Business Leadership Institute (Mid-career leadership program)
- Executive Presence (Senior level communication program)
- Management Institute (High potential leadership program)
- Museum of Tolerance Program (Diversity leadership)
- Customer Value Creation Workshop (Innovation)

#### **External Programs:**

- Various Development Workshops through Institute for Management Studies
- Center for Creative Leadership
- Global Institute for Leadership Development
- UC Management Skills Assessment Program

## **Professional Memberships & Affiliations**

Laboratory employees participate in a number of professional associations and societies formed to address the concerns of women and underrepresented minorities. In addition to supporting employee memberships, the Laboratory also frequently participates in activities and programs hosted by these organizations. Professional Associations supported by the laboratory and or its employees for 2012 are expected to include:

- American Indian Science and Engineering Society
- American Indian Higher Education Consortium
- California Association of Equal Rights Professionals (CAERP)
- Engineers for a Sustainable World
- Federal Emergency Management Authority (FEMA) Urban Search and Rescue (US&R)
- National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCCChE)
- National Society of Black Engineers (NSBE)
- National Society of Black Physicists (NSBP)
- Northern California Human Resources Association (NCHRA)
- Society for the Advancement of Chicanos and Native Americans in Science (SACNAS)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Human Resource Management (SHRM)
- Society of Women Engineers (SWE)

## **Outreach & Recruiting**

The Laboratory's efforts to address problem areas in hiring also include targeted recruiting of groups where underutilization exists. Outreach generally involves actions intended to establish good relationships and rapport with underrepresented communities, while recruitment efforts are more near-term and are intended to address immediate hiring needs. Both of types of efforts can be addressed through participation in campus activities and job fairs. Examples of recruitment and outreach activities planned for 2012 include:

- Norfolk State University Massie Chair meeting and conference
- UC Davis Black Science and Engineering Student Association
- UC San Diego National Society Black Engineers, Women Engineers, Hispanic Engineers Associations
- UCLA Minority Engineering Program

California Mathematics, Engineering, Science Achievement (MESA)  
Swords to Plowshares Veterans Job Fair  
California Polytechnic State University Society of Women Engineers  
Stanford University Society of Women Engineers  
Richard Tapia Celebration of Diversity in Computing Conference

## **ACTION-ORIENTED PROGRAMS FOR OUTREACH AND RETENTION**

The preceding lists clearly indicate the Laboratory's support for and participation in a wide array of activities that support local and national community-action and service programs to improve employment opportunities. These outreach activities are intended to assist in meeting immediate utilization needs as well as future needs. These efforts are in addition to other efforts to reach the broadest population to ensure that all employment pools are diverse and representative of the population availability in specific career areas. In addition to these efforts, there are several programs that receive institutional support and are equally available to all interested LLNL employees. These programs are also aimed at improving retention by helping to make the Laboratory's work environment more inclusive and hospitable to employees from all racial and cultural backgrounds. The programs include:

### **American Indian Program**

The LLNL American Indian Program (AIP), a Secretary of Energy initiative, provides national leadership, identifies resources, facilitates collaborations, and launches technological initiatives in support of DOE's mission to support its American Indian Policy.

In addition, the AIP provides the opportunity for the growth and development of American Indian employees at LLNL, particularly in the fields of science and engineering. To achieve these goals, the AIP has six objectives:

- Correct underutilization of American Indian employees at LLNL, and assist them in pursuing career advancement.
- Describe the current issues of American Indian employees, and design programs to address those concerns.
- Participate in community activities, and provide educational opportunities and technical support to external organizations that encourage careers in science and engineering for American Indians.
- Develop and maintain communications and collaborative efforts with American Indian organizations and tribes.
- Educate Laboratory employees about American Indian values and culture.
- Support and increase the number of American Indian students currently pursuing careers in the sciences and engineering-related fields.

## **Historically Black Colleges and Universities and Minority Institutions**

The objective of the Historically Black Colleges and Universities (HBCUs) Program is to strengthen LLNL's recruitment and outreach efforts toward African Americans in the science and engineering job classifications, which form the majority of the Laboratory's management, supervisory, and professional job groups. HBCUs, while enrolling less than one fifth of African American college students, produce a relatively large percentage of African American Science Technology Engineering and Mathematics (STEM) graduates. LLNL utilizes two major programmatic thrust areas to achieve these outreach goals:

- (1) The Research Collaborations Program (RCP) works to establish research collaborations involving HBCU faculty, HCBU students, and several LLNL directorates.
- (2) The Science and Engineering Alliance (SEA) is focused on developing long-term institutional support and relationships between LLNL and four HBCU institutions.

In addition, LLNL supports interactions with member institutions of the Hispanic Association of Colleges and Universities (HACU) and Hispanic Serving Institutions (HSIs). LLNL's HBCU/MI outreach efforts are managed by the Office of Strategic Diversity Programs in the Laboratory Director's Office. Additionally, the RCP and other research-oriented collaborations and mentoring efforts are supported by the Physical and Life Sciences Directorate. The leader of these efforts, Dr. Kennedy J. Reed, has received a presidential award for mentoring and has also received similar recognition from the American Association for the Advancement of Science.

## **Leadership/Career Development Training**

LLNL sponsors leadership/career development training for high-potential minority and female employees through a variety of programs. These programs in the past have included participation in Leadership Education for Asian Pacifics, Inc. (LEAP), the American Management Association (AMA) Leadership Training for African Americans, the Latino Leadership and Development Program (LLDP), plus attendance at various professional conferences. These programs can be reinstated as required.

## **Employment Programs**

LLNL has utilized employment programs in the past to support LLNL's commitment to the continued development of a representative workforce. These programs, which are available if needed, provide LLNL-relevant training and work experience to all employees, including minorities, women, veterans, and persons with disabilities. The programs are divided into three categories: Career-Oriented Programs, Work-Experience Programs, and Student Work-Experience Programs.

## **Employee Affinity Organizations**

LLNL sponsors employee affinity organizations (EAOs) (formerly called employee networking groups), which reflect a broad cross section of the diversity represented within LLNL's workforce and the nation as a whole. Currently, there are seven EAOs:

- American Indian Activity Group (AIAG)
- Amigos Unidos Hispanic Networking Group (AUHNG)
- Asian Pacific American Council (APAC)
- Association of Black Laboratory Employees (ABLE)
- Lawrence Livermore Armed Forces Veterans Association (LLAFVA)
- Lawrence Livermore Laboratory Women's Association (LLLWA)
- Lesbian/Gay/Bisexual/Transgender Association (LGBTGA)

These groups frequently host activities cosponsored by LLNL, at which time they act in an official LLNL capacity. Therefore, all EAO officers must be LLNL career-indefinite employees. General membership requirements for non-officers, including participation at EAO events, is determined by each EAO, in accordance with other applicable LLNL and LLNS policies and procedures.

LLNL works with these groups to promote cultural awareness and support educational achievement. Although the Laboratory's DOE contract does not allow the use of programmatic funds for scholarships, LLNL does allow the groups to host fundraising activities as a part of their own scholarship efforts.

LLNL's primary diversity objectives include helping to promote inclusion, awareness, understanding, and mutual respect within LLNL's workforce. An initial and fundamental step in achieving these goals involves increasing awareness of groups not represented by the dominant culture. Partnering with EAOs to gain insights and help

educate the workforce on cultural issues and concerns of the EAOs' constituencies will improve LLNL's effectiveness in this area. The collaboration and joint planning efforts with the EAOs is facilitated through a standing monthly meeting that the Laboratory's Strategic Diversity Programs Director has with the EAO chairs. These meetings typically include status updates on group activities, planning for diversity programs and events, and discussions on other relevant topics regarding diversity at LLNL. More information about each of the individual groups is provided below:

### **American Indian Activity Group**

The American Indian Activity Group (AIAG) promotes awareness and appreciation of Native American culture by conducting special cultural/ethnic events within LLNL and/or local communities. AIAG also promotes higher education for American Indian students through scholarship awards and involvement with the American Indian Science and Engineering Society (AISES) and other organizations.

### **Amigos Unidos Hispanic Networking Group**

The mission of the Amigos Unidos Hispanic Networking Group (AUHNG) is to provide a leadership role that promotes the achievement of professional and personal excellence for all LLNL employees through career development, diversity, and community outreach. The group is committed to educating and mentoring LLNL colleagues to meet challenges and to respond to opportunities at LLNL. This is accomplished by focusing on the development of effective Hispanic leaders at LLNL; developing a networking structure that optimizes the dissemination of information; encouraging Hispanics to pursue careers in mathematics, science, and engineering; promoting continuous career, personal, and interpersonal development; and promoting awareness of Hispanic diversity and values.

### **Asian Pacific American Council**

The Asian Pacific American Council (APAC) is the umbrella organization for the following network groups: Filipino American Network Group, Korean American Network Group, Vietnamese American Network Group, and Indo-American Network Group. APAC was formed as a coalition for LLNL's diverse Asian Pacific American (APA) community. APAC has a mission to provide leadership for the growth, development, and full participation of APAs in support of LLNL's mission. APAC has been involved in educational, social, cultural awareness, and career development programs.

## **African American Body of Laboratory Employees**

The African American Body of Laboratory Employees (ABLE) is dedicated to proactively meeting the needs of its members. It seeks to do the following:

- Provide a platform of communication for members to share their experiences and express concerns about issues pertaining to the quality of work life at LLNL.
- Encourage networking and resource-sharing among members.
- Promote excellence in the workforce by providing resources that will enable ABLE members to reach their full professional potential.
- Promote communication and collaboration with LLNL management.
- Promote African studies among African Americans at LLNL.
- Contribute to achieving a diverse workforce, as well as providing data about the social and economic relevancy of maintaining a diverse workforce.
- Develop the leadership potential of ABLE members and increase educational opportunities.
- Strengthen, expand, and foster community education programs that focus on developing scientific and technical literacy.
- Leverage ABLE's resources by collaborating with counterparts at Sandia National Laboratories and Lawrence Berkeley National Laboratory.

## **Lawrence Livermore Armed Forces Veterans Association**

The Lawrence Livermore Armed Forces Veterans Association (LLAFVA) is an organization dedicated to representing all members (veteran, active duty, and reserve) of the armed forces at LLNL. The association supports veterans' affairs and activities at LLNL, as well as those outside LLNL and within the communities where employees live. LLAFVA provides a support group for veterans at LLNL, promoting fellowship and the camaraderie that veterans share with one another.

### **Lawrence Livermore Laboratory Women's Association**

The Lawrence Livermore Laboratory Women's Association (LLLWA) (named before Livermore became a national laboratory) is an education, discussion, and action group. LLLWA is concerned with issues of interest to Laboratory employees with an emphasis on women's issues and interests. More specifically, the LLLWA program is designed to do the following:

- Facilitate educational opportunities for all people, with an emphasis on fulfilling women's needs.
- Emphasize the contributions that women have made to LLNL.
- Help further the contributions of women today and tomorrow.

### **Lesbian, Gay, Bisexual, and Transgender Association**

The Lesbian, Gay, Bisexual, and Transgender Association (LGBTQA) provides leadership for the growth, development, understanding, and full participation of lesbian, gay, bisexual, and transgender persons in a safe workplace. Association membership is open to all LLNL employees. With its focus on diversity, awareness, education, and creating a safe working environment free of hostility, LGBTQA provides a unique perspective to LLNL's diversity effort.

### **Internal Auditing and Reporting Systems [41 CFR §60-2.17(d)]**

LLNL utilizes an internal auditing and reporting system that allows the Laboratory to assess the effectiveness of the affirmative action program. The human resources staff monitors and analyzes LLNL's employment data and evaluates LLNL's progress toward its AA/EEO commitments and goals. The results of these reviews are shared with members of the senior management team. The Laboratory Director ensures compliance with LLNL policy and with state and federal laws prohibiting discriminatory employment practices. The overall status and effectiveness of the Affirmative Action Program is reviewed by the senior management team, and relevant information distributed to the appropriate management representatives for each organizational unit.

LLNL's Human Resources Information System (HRIS) records and maintains a record of pertinent personnel transactions. HRIS maintains records of hires, promotions, transfers, reclassifications, and terminations. Analyses are conducted periodically on these transactions. We also monitor wage and salary ranges for each directorate by job title, and the total number of incumbents by gender and ethnicity.

Discussions were initiated last year on the feasibility of including the monitoring of the Affirmative Action Program in the work performed by the Laboratory's Independent Audit and Ethics department. This effort is not conclusive as yet, but will be revisited in conjunction with organizational changes being considered for the SDP office. This audit, if enacted, is expected to include reviews and analyses of certain statistical information, Equal Employment Opportunity procedures and practices, personnel actions, and coupling of good faith efforts to problem areas.



# 2

## Individuals with Disabilities and Covered Veterans



## **I. AVAILABILITY OF AA PROGRAM [41 CFR §60-741.41; - 250.41]**

The goal of this portion of the Affirmative Action Program (AAP) is to ensure equal employment opportunity for qualified individuals with disabilities and covered veterans in all job classifications and at all levels at Lawrence Livermore National Laboratory (LLNL).

LLNL is committed to taking positive, business-oriented action that will contribute to the spirit and intent of federal, state, and local legislation; government regulations; executive orders; and LLNL policy by taking affirmative action (AA) and providing equal employment opportunity (EEO) to individuals with disabilities and covered veterans.

## **II. INVITATION TO SELF-IDENTIFY (41 CFR §60-741.42; - 250.42)**

LLNL invites individuals with disabilities and covered veterans who wish to benefit under the LLNL Affirmative Action Program to identify themselves. The decision to self-identify is voluntary and confidential. There is no adverse treatment of those who choose not to identify. The information is used only in accordance with Section 503 of the Rehabilitation Act and the Vietnam Era Readjustment Act and their implementing regulations. For individuals with disabilities and special disabled veterans, the invitation to self-identify is extended after making an offer of employment and before employment begins, except under certain circumstances set forth in Section 60-250.42(a) and 60-741.42(a) of the regulations. Invitations to Vietnam era veterans, recently separated 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 may be made at any time before employment begins. The invitations to self-identify must state that a request to benefit under the Affirmative Action Program may be made immediately and/or at any time in the future.

## **III. AFFIRMATIVE ACTION POLICY (41 CFR §60-741.43; - 250.43)**

The Lawrence Livermore National Laboratory does not discriminate because of status as a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran and shall take affirmative action to employ and advance in employment qualified special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans at all levels of employment, including the executive level. The Laboratory's Affirmative Action Policy is stated in the section 41 CFR §60-741.44(a); -250.44(a) below.

#### **IV. REQUIRED CONTENTS OF AAPs [41 CFR §60-741.44; -250.44]**

Pursuant to the requirements called for under this section, the Laboratory has included a number of components in this Affirmative Action Program. These requirements are reflected in 41 CFR §60-741.44; -250.44 (a) – (j)

##### **Policy and Commitment [41 CFR §60-741.44(a); -250.44(a)]**

LLNL 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; gender identity; pregnancy; physical or mental disability; medical condition (cancer-related or genetic characteristics); status as a covered veteran; or within the limits imposed by law or LLNS policy on the basis of age or citizenship.

LLNL's goal is to have a workforce that includes qualified individuals with disabilities, recently separated veterans, Vietnam-era veterans, special disabled veterans, and 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. To this end, LLNL plans and carries out actions to increase the participation of representatives from these groups at all levels within each job group.

The Director of LLNL requires that the spirit as well as the letter of affirmative action/equal employment opportunity (AA/EEO) 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, the Veterans Employment Opportunities Act of 1998, and LLNL policy. LLNL's affirmative-action policy statement is updated annually and is provided to all employees and members of management.

In keeping with this policy, LLNL will continue to recruit, hire, train, and promote into all job levels the most qualified person without regard to race; color; national origin; religion; sex; gender identity; pregnancy; physical or mental disability; medical condition (cancer-related or genetic characteristics); ancestry; marital status; age; sexual orientation; status as a recently separated, Vietnam-era, or special disabled 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; or within the limits imposed by law and national security on the basis of citizenship. We also will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, company-sponsored training, education, tuition assistance, and social and recreational programs) in accordance with AA/EEO policy.

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 policy and procedures manual, addressing nondiscrimination and harassment in supervisor and manager training courses, and providing a variety of formal and informal complaint resolution options.

### **Review of Personnel Processes [41 CFR §60-741.44(b); -250.44(b)]**

LLNL periodically reviews its employment procedures. This review ensures careful, thorough, and systematic consideration of the job qualifications of known individuals with disabilities and covered veteran applicants for job vacancies to be filled either by hiring or promotion and for all training opportunities offered or available. LLNL relies only on that portion of an individual's military record that is relevant to the requirements of the opportunity at issue. LLNL ensures that its personnel processes do not stereotype individuals with disabilities or covered veterans in a manner which limits their access to all jobs for which they are qualified. If problems in employment practices are identified, the practices are reviewed, and corrective actions are taken to eliminate practices that may have an impact on covered veterans or individuals with disabilities.

## **Physical and Mental Qualifications [41 CFR §60-741.44(c); -250.44(c)]**

Whenever physical or mental job-qualification standards are applied in the selection of applicants or employees for employment or other changes in employment status, HR employment representatives review these standards to ensure that if qualification standards tend to screen out applicants with known disabilities or qualified special disabled veterans, they are job-related to the specific job for which the individual is being considered and are consistent with business necessity. Job-qualification standards are reviewed and made available to all members of management involved in the recruitment, screening, selection, and promotion process. Medical examination information is kept confidential, except for the exceptions consistent with law and policy.

## **Reasonable Accommodations [41 CFR §60-741.44(d); -250.44(d)]**

Reasonable accommodation is made to the known physical or mental limitations of an otherwise qualified individual with a disability or special disabled veteran who requests accommodation, unless it can be demonstrated that accommodation would impose an undue hardship on the conduct of business. (The Laboratory's Personnel Policies and Procedures Manual was recently modified to better reflect the Laboratory's commitment to accommodating employees with injuries or illnesses.)

The Return to Work Program was established to assist employees and supervisors in managing injury and illnesses that can affect an employee's ability to continue working. For employees with temporary disabilities, the Return to Work Program enables them to return to their job assignments either with or without some form of modification to their job duties.

Employees return to work with the assistance of a case manager in Health Services. The Return to Work Program's Disability Management Team works to ensure the employee's transition back to his or her job is successful. If accommodations are deemed necessary, Return to Work managers in the employee's directorates help identify potential reasonable accommodations. The temporary accommodation forms resulting from these actions are kept in the Staff Relations Office.

In its efforts to provide reasonable accommodations for the physical and mental limitations of individuals with disabilities and special disabled veterans, LLNL undertakes the following:

- Modifies the requirements of an assignment to accommodate a disability. Examples of such accommodations include job restructuring, modification of the work schedules and sites, and the acquisition or modification of equipment or devices to allow the employee to perform the job requirements.
- Modifies buildings, walkways, and grounds to remove physical barriers to people with disabilities. This accommodation is the responsibility of department managers and the Plant Engineering Department and includes:
  - Making entrances and exits of buildings accessible to people with disabilities, both at the Livermore site and Site 300.
  - Providing signs to identify the location of accessible entryways.
  - Providing special parking spaces for people with disabilities.
  - Surveying buildings to determine if facilities are adequate for individuals with disabilities and modifying the buildings if they are not.
  - Reviewing plans for new facilities to ensure that they are designed and built to accommodate people with disabilities and special disabled veterans.

All new construction is designed to ensure that LLNL is in compliance with the accessibility standards set forth in the Uniform Federal Accessibility Standards (UFAS) and/or the Americans with Disabilities Act (ADA) Accessibility Guidelines, as appropriate. In remodeling existing facilities, special consideration is given—to the greatest extent feasible—to making the altered portion of the facility readily accessible to and usable by individuals with disabilities.

### **Harassment [41 CFR §60-741.44(e); -250.44(e)]**

The Laboratory has developed and implemented procedures to ensure that employees are not harassed because of their status as a special disabled veteran, veteran of the Vietnam era, recently separated veteran, or other protected veteran. These measures include prohibitions against harassment identified in the Laboratory's Personnel Policies and Procedures Manual, Section D,II.4 "Harassment Free Workplace." This policy reads in part "Prohibited conduct includes unlawful harassment and discrimination based on an

applicant's or employee's age race, color, ancestry, religion, national origin, physical or mental disability, covered veterans status, sex or sexual orientation, use of family or medical leave, marital status, medical condition, or other status protected by law."

### **External Dissemination of Policy [41 CFR §60-741.44(f); -250.44(f)]**

LLNL uses the following methods to disseminate information and develop an understanding in surrounding communities about its affirmative action and nondiscrimination policies, programs, and activities:

- Informs all recruiting sources orally and in writing of LLNL's AA/EEO policy and stipulates that these sources actively recruit and refer qualified individuals with disabilities or covered veterans for all positions listed.
- Incorporates LLNL's AA/EEO policy in all purchase orders, leases, and contracts covered by Executive Order 11246.
- Notifies community leaders, educational institutions, and organizations serving the disabled or covered veterans of LLNL's AA/EEO policy.
- Informs prospective employees of the existence of LLNL's AA/EEO program and of the benefits, if any, which may be available to them under the program.
- Shows both able-bodied and disabled men and women in recruiting brochures and in other LLNL publications.
- Makes presentations to minority, disabled, women's, and veterans' organizations to inform them of LLNL's AA/EEO policy and programs.
- Participates in conventions, job fairs, and career days to communicate LLNL's AA/EEO policy and programs.
- Includes the AA/EEO policy statement in all employment advertising.

### **Internal Dissemination of Policy [41 CFR §60-741.44(g); -250.44(g)]**

LLNL uses the following methods to disseminate information and develop an understanding among its employees and management about its AA and nondiscrimination policies, programs, and activities:

- Publicizes the Director's AA/EEO policy statement annually to all employees.

- Provides the AAP document annually to all executives, department managers, and affirmative action support staff. The document is available for review by employees electronically on LLNL's Internal Web site.
- Makes the annual AAP document and the Personnel Policies and Procedures Manual available to employees for review.
- Publicizes the AA/EEO policy statement and activities on the *Newsline* Web site and in other LLNL publications.
- Conducts special meetings with executive, management, and supervisory personnel to explain the intent of the AA/EEO policy, the Director's attitude toward the policy, and individual responsibilities for effective implementation of the policy.
- Explains the AA/EEO policy in employee orientation and in supervisory and management-development programs.
- Posts LLNL's AA/EEO policy on LLNL bulletin boards. Posters publicize LLNL's policy prohibiting employment discrimination, explain the discrimination complaint procedures, and provide information on external enforcement agencies.
- Publishes articles and pictures covering LLNL's AA/EEO programs and progress reports (when appropriate in LLNL publications).
- Makes current employees aware of LLNL's human resources (HR) specialists who are available to provide information briefings, training, and individual counseling to aid employees in understanding and implementing LLNL's AA/EEO policy.
- Includes the AA/EEO policy on the *Jobs at LLNL* Web site. This Web site, which lists all job vacancies at LLNL, is updated weekly and available to all internal and external candidates.

### **Audit and Reporting System [41 CFR §60-741.44(h); -250.44(h)]**

The Laboratory utilizes an audit and reporting system to provide monitoring and oversight of the AAP. In addition to the efforts addressed in Section 1 (see VIII. Additional AA Program Elements), the Laboratory also determines whether known special disabled veterans and individuals with known disabilities have had the opportunity to participate in all company-sponsored educational, training, recreational,

and social activities. In addition, the Laboratory monitors and addresses program effectiveness through interactions with the Laboratory's Armed Forces Veterans Association.

### **Responsibility for Implementation [41 CFR §60-250.44(i); 60-741.44(i)]**

The Director of the Office of Strategic Diversity Programs is the LLNL official with overall responsibility for managing and implementing LLNL's Affirmative Action Program. This is done by working in close collaboration with SHRM Associate Director and other HR managers and staff. In addition to the affirmative action programs for women and minorities (as noted on page 33) these responsibilities also include programs for individuals with disabilities and covered veterans. Programs for individuals with disabilities are also assisted by managers and staff in the Health Services Program (particularly in the area of reasonable accommodations for persons with disabilities).

### **Training [41 CFR §60-250.44(j); 60-741.44(j)]**

The Laboratory ensures that all personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure that the commitments in the contractor's affirmative action program are implemented. This is done through meetings, supervisor training courses, and online training programs.

## **V. ADDITIONAL AFFIRMATIVE ACTION PROGRAM ELEMENTS**

### **PROGRAM IMPLEMENTATION**

LLNL views its AAP as a results-oriented program aimed at enhancing the opportunities of qualified individuals with disabilities and covered veterans. LLNL recognizes that the ultimate success of this undertaking will be largely the result of its good-faith efforts. Management supports the program, and management's commitment is disseminated to all employees, enlisting their adherence to LLNL's AA/EEO policy. Key elements of carrying out LLNL's programs and activities in this area are described below.

### **Compensation [41 CFR §60-741.21(i); -250.21(i)]**

LLNL does not reduce the amount of compensation offered to disabled or covered veterans because of any disability income, pension, or other disability-related and/or military-service-related benefits the applicant or employee receives from other sources.

### **Employment and Selection**

All employees engaged in making hiring and selection decisions are trained to ensure nondiscrimination in the decision-making process. Employment decisions are reviewed periodically to monitor results. Any test used in LLNL's selection process is related to the specific job for which it is used.

### **Promotions**

Employees with disabilities and covered veterans are given equal access to developmental training designed to enhance an employee's ability to assume positions of greater responsibility.

### **Training**

LLNL's educational tuition-assistance program is made available to all employees who wish to enhance their opportunities at LLNL by supplementing their education.

### **Records**

Records of individual personnel actions and complaints, regarding applicants and employees who are individuals with disabilities or who are covered veterans, are maintained for at least two years.

### **Military Records**

Only the portion of a covered veteran's military records, including discharge papers, that is relevant to the specific job qualifications for which the veteran is being considered is to be utilized in determining his or her qualifications.

## **RECRUITMENT AND OUTREACH**

The programs described below are part of the good-faith efforts the Laboratory undertakes to ensure that people with disabilities and covered veterans are appropriately represented within the Laboratory's workforce

## **Recruiting**

LLNL actively seeks qualified persons with disabilities and covered veterans for existing and future employment. To improve recruitment and increase the flow of qualified disabled and covered veteran applicants, LLNL regularly contacts employment referral agencies and specialized placement agencies. LLNL's recruitment plan includes college relations, targeted recruitment, and relations with professional organizations to attract a representative pool of qualified applicants for LLNL's employment opportunities. In accordance with §60-250.44(j) and §60.741.44(j), all LLNL personnel involved in the recruitment, screening, selection, promotion, disciplinary, and related processes are trained to ensure that the commitments in the contractor's AAP are implemented. The recruitment activities resulting from these requirements are conducted by the HR organization.

LLNL periodically informs primary recruiting sources in writing of its AA/EEO policy and maintains a file of sources notified and acknowledgments received. Recruiting brochures that pictorially represent work situations include disabled workers where possible.

## **College Relations**

College relations include pre-recruiting, targeted recruiting, job fairs, and campus activities.

- **Pre-recruiting:** Pre-recruiting involves contacting colleges and universities to encourage disabled individuals to apply for summer internships at LLNL. Pre-recruiters target schools that have substantial populations of disabled students majoring in science and engineering to cultivate and maintain productive, long-term relationships.
- **Targeted Recruiting:** Targeted recruiting provides a diversified pool of qualified applicants for vacancies that are not filled from college recruiting interviews. It includes participation in job fairs and federally funded training centers.

## **Professional Organizations**

LLNL establishes and maintains professional relationships with community organizations, community leaders, and professional societies. LLNL sponsors membership in national and local minority, disabled, affirmative action, and HR organizations and associations, as well as national and local scientific societies.

## **PROGRAMS AND SERVICES**

LLNL promotes awareness of the value of a diversified workforce through dissemination of information concerning AA/EEO laws and policies. This information, in part, helps generate understanding of employment issues affecting minorities, women, individuals with disabilities, and veterans. To carry out this responsibility, LLNL uses *Newsline*, an LLNL-produced Web site for employees, to publicize noteworthy activities, provide education, and recognize the contributions of employees. LLNL's Personnel Policies and Procedures Manual also communicates AA/EEO policies and procedures directly to each employee.

LLNL will continue efforts to expand the awareness of managers, supervisors, employees, and to strengthen the community's awareness of LLNL's commitment to develop and maintain a representative workforce. The HR organization will take appropriate actions to enhance LLNL's relationship with the community; educate and train managers, supervisors, and employees and keep them up-to-date as to the status of LLNL's outreach efforts to veterans and people with disabilities.

### **Programs and Services for Employees with Disabilities**

The Laboratory is committed to providing assistance and services for employees with disabilities. This includes new employees who have disabilities at the time of their hiring, as well as employees who acquire a disability during the course of their employment. Employees can always access LLNL services through their supervisor. In addition, services for employees with disabilities are also available through the following programs and offices:

- The Employee Relations Office offers services to all employees for complaint resolution and mediation services.
- The Recruitment Program conducts outreach activities such as recruiting and participation in external job development agency job fairs for people with disabilities and veterans.

- The Career Center within the Employee and Organization Development Division offers career counseling and employment guidance for all employees.
- The Return to Work Program offers a comprehensive set of services designed to ensure that appropriate accommodations are made for employees with temporary or permanent disabilities.
- The Early Intervention Program (EIP) is managed by the Health Services organization. This group works with employees early-on in cases where a change in the employee's physical ability is likely to occur. The EIP helps facilitate making the appropriate occupational accommodations.
- The Disabilities Management Team consists of clinicians and representatives from Health Services, Hazards Control, Risk Management, Staff Relations, Human Resources, and the Lab's third party administrator. This group meets periodically to coordinate activities and ensure that institutional accommodation actions are effective, appropriate, and consistent with policy and legal requirements.
- The Employee Services Division makes arrangements for sign language interpretation services for the Laboratory's deaf and hearing-impaired employees. Additionally, the Office of Strategic Diversity Programs sponsors cultural awareness activities highlighting deaf and disabled employees in conjunction with Deaf Awareness Week (in May) and Disabilities Awareness Week (in October).
- Employee & Affiliate Personnel Services within the HR organization now oversees our supplemental labor contract with AID Employment, Inc., LLNL's supported employment program for people with developmental disabilities.

### **Programs and Services for Veterans**

During the coming year, the Laboratory intends to continue performing the kinds of proactive outreach efforts that resulted in our recent hiring of two severely wounded Iraq war veterans by partnering with the Sentinels of Freedom, a nonprofit group that assists wounded soldiers with finding employment and housing.

As noted in Volume one of this document, LLNL supports an active Armed Forces Veterans Association (LLAFVA). During 2011, the LLAFVA engaged in a variety of

activities to increase LLNL employees' awareness of veterans' contributions. These outreach actions included:

- Scholarships to students attending local junior colleges (\$500-\$250 per student)
- East Bay Stand Down (a large Jamboree providing health and legal services to 1500 homeless and economically challenged veterans)
- Veterans Breakfast (serve breakfast at Livermore Veterans Hospital)
- Memorial and Veterans Days (held a observations on Memorial Day and Veterans day honoring veterans LNL)



3

# Glossary



## **AFFIRMATIVE ACTION GLOSSARY**

### **AA**

Affirmative action (AA) embodies actions, policies, and procedures that are designed to achieve equal employment opportunity and to which a contractor commits itself. A contractor's affirmative action obligation entails (1) thorough, systematic efforts to prevent discrimination from occurring or to detect discrimination and eliminate it as promptly as possible and (2) recruitment and outreach measures.

### **AAC**

Affirmative Action Coordinators (AACs) are individuals who have been selected by their directorates and, in the case of some of the larger directorates, suborganizations to monitor compliance and to act as a resource to their organizations in the AA/EEO process.

### **AAP**

Affirmative Action Program

### **AAP Document**

A document published annually by the Laboratory that describes those policies, practices, and procedures that the Laboratory has implemented to ensure that all qualified applicants and employees are receiving an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment. [FR~60-2.10(3)]

### **ABLE**

The African American Body of Laboratory Employees (ABLE) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

### **Accessibility**

This refers to the extent to which a contractor's or employer's facility is readily approachable and usable by individuals with disabilities, particularly such areas as personnel offices, work sites, and areas open to the public.

### **AD**

Associate Director

### **ADA**

The Americans with Disabilities Act (ADA) is a comprehensive, federal civil-rights statute protecting the rights of people with disabilities. It affects access to employment; state and local government programs and services; access to places of public accommodation such as businesses, transportation, and nonprofit service providers; and telecommunications.

**ADEA**

The Age Discrimination in Employment Act (ADEA) prohibits employers with 20 or more employees from discriminating against workers or job applicants who are 40 years of age or older. The law also applies to labor organizations with 25 or more members; employment agencies; and federal, state, and local governments.

**Adverse Impact**

Sometimes called “Disparate Impact,” this term refers to employment processes, steps in processes, or employment activities that are neutral on the surface but suggest possible discriminatory biases against members of protected classes statistically significant differences between groups exist. That is, a personnel activity that shows a negative bias against members of a protected class compared to the majority group that is significant at the 95% confidence level. Adverse Impact as used here is merely a mathematical statement; it is not an admission or evidence of wrongdoing on the part of the contractor.

**Affected Class**

A group of persons, identifiable by name or characteristics, that is the victim of a pattern or practice of discrimination.

**AIAG**

The American Indian Activity Group (AIAG) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

**AIGC**

The American Indian Graduate Center (AIGC) was founded to help open the doors to graduate education for American Indians and Alaskan Natives. The center was also founded to help tribes obtain the educated Indian professionals that can assist the tribes in becoming more self-sufficient and in exercising their rights to self-determination.

**AIHEC**

The American Indian Higher Education Consortium (AIHEC) is a unique—and uniquely American Indian—organization. It was founded in 1972 by the presidents of the nation’s first six Tribal Colleges as an informal collaboration among member colleges. Today, AIHEC has grown to represent 32 colleges in the United States and one Canadian institution. Unlike most professional associations, the AIHEC is governed jointly by each member institution.

**AISES**

The American Indian Science & Engineering Society (AISES) is a national, nonprofit organization that nurtures the building of community by bridging science and technology with traditional Native values. Through its educational programs, AISES provides opportunities for American Indians and Native Alaskans to pursue studies in science, engineering, business, and other academic arenas.

**American Indian/Alaskan Native**

This term refers to a person with origins in any of the original peoples of North America who maintain cultural identification through tribal recognition as an American Indian or Alaskan Native.

**APA**

Asian Pacific American

**APAC**

The Asian Pacific American Council (APAC) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment and development.

**APAHE**

Asian Pacific Americans in Higher Education (APAHE) is a national organization that focuses on addressing issues affecting Asian Pacific American students, staff, faculty, and administrators on a national forum of higher education.

**Asian**

This term refers to a person with origins in any of the original peoples of the Far East, South East Asia, or the Indian subcontinent. This area includes, for example, China, Japan, Korea, the Philippine Islands, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

**Asian/Pacific Islander**

This term refers to a person with origins in any of the original peoples of the Far East, South East Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Republic, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

**AUHNG**

The Amigos Unidos Hispanic Networking Group (AUHNG) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and targeted outreach, recruitment, and development.

**Availability**

This percentage is based on the number of qualified applicants of a protected class in the external and internal job pool populations for a particular Equal Employment Opportunity Commission job group. (This percentage is updated annually and is derived from a number of factors depending on the specific job group, including the 10-year federal census, college graduation statistics, and incumbent workforce.)

**AWU**

The Associated Western Universities (AWU) is a consortium of 65 colleges and universities that plans, develops, and manages fellowship, internship, cooperative education, and research programs for academia, government, and industry.

**BIA**

Bureau of Indian Affairs

**Black**

Black refers to an individual, not of Hispanic origin, with origins in any of the Black racial groups of Africa.

**CAERP**

California Association of Equal Rights Professionals

**CAMP**

California Alliance for Minority Participation

**CAPE**

Coalition of Asian Pacific Islander Educators

**Career Employee or Indefinite Career Employee**

LLNS employee whose appointment has no fixed end date.

**CERT**

The Council of Energy Resource Tribes (CERT) supports member tribes as they develop their management capabilities and use their energy resources as the foundation for building stable, balanced, self-governing economies. CERT supports member tribes through public policy research and advocacy, energy technical assistance, and education.

**Conciliation Agreement**

A binding written agreement between a contractor and the Office of Federal Contract Compliance Programs that details specific contractor commitments to resolve major or substantive violations of Executive Order 11246, the Rehabilitation Act, or the Vietnam Era Veterans' Readjustment Assistance Act.

**Core Population**

The combination of employees with career appointments and those with term appointments is referred to as the "core" population.

**Covered Veteran**

Covered veteran refers to a recently separated veteran, special disabled veteran, Vietnam-era 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.

**DFEH**

The Department of Fair Employment and Housing (DFEH) administers the California state laws that prohibit harassment or discrimination in employment, housing, and public accommodations and provide for pregnancy leave and family and personal medical leave. The DFEH also investigates complaints alleging violations of the Ralph Civil Rights Act, which prohibits hate violence.

**DOE**  
Department of Energy

**DOL**  
Department of Labor

**EAO**  
Employee Affinity Organization

**EEO**  
Equal employment opportunity (EEO) refers to the improvement of the economic and social conditions of minorities and women by providing equality of opportunity in the workplace. Equal employment opportunity prohibits restrictions, exclusions, discrimination, segregation, and inferior treatment of minorities and women.

**EEOC**  
Equal Employment Opportunity Commission

**EIP**  
Early Intervention Program

**EODD**  
Employee and Organization Development Division

**Equal Pay Act**  
The Equal Pay Act forbids employers from paying different wages to men and women who are performing equal work. Generally, the work of two employees is considered equal when both jobs require equal skill, effort, and responsibility and are performed under similar working conditions.

**EVE**  
Exemplary Volunteer Effort (EVE) is the name of an award given annually by the U.S. Department of Labor Employment Standards Administration in the Office of Federal Contract Compliance Programs to contractors who have demonstrated exemplary volunteer effort in the recruitment and training of women and minorities.

**Executive Order 11246**  
This executive order prohibits federal contractors and subcontractors from discriminating against employees on the basis of race, sex, religion, color, or national origin. It requires contractors to implement affirmative action programs to ensure equality of opportunity in all aspects of employment.

**Full Utilization**  
Full utilization is the target population based on the availability times of the actual population in that job group. The demographics of the target population reflect what our workforce would look like if we had been hiring randomly, based on the job-pool availability of qualified women and minorities for each job class.

**Goals**

Goals are flexible hiring objectives that LLNL has established to guide its good-faith efforts to eliminate underutilization. When the percentage of minorities or women employed in a particular job group is less than would reasonably be expected, given their availability percentage in that particular job group, placement goals are established equal to the availability figure derived for the particular job group.

**GOCO**

Government-Owned, Contractor Operated

**Good-Faith Efforts**

A contractor's efforts to make all aspects of its affirmative action program work. The basic components of good-faith efforts are (1) outreach and recruitment measures to broaden candidate pools from which selection decisions are made to include minorities and women and (2) systematic efforts to ensure that selections thereafter are made without regard to race, sex, or other prohibited factors.

**HBCUs**

Historically Black Colleges and Universities (HBCUs) are postsecondary academic institutions founded before 1964 whose educational missions have historically been the education of Black Americans. HBCUs are located primarily in the southeastern United States. About 110 HBCUs are now in existence—a mix of community and junior colleges, four-year colleges and universities, and public and private institutions.

**HENAAC**

The Hispanic Engineer National Achievement Awards Corporation (HENAAC) brings together students and professionals from academic, corporate, and government sectors to seek out, recognize, honor, and document Hispanic excellence in science and technology nationwide.

**Hispanic**

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race. This does not include persons of Portuguese descent or persons from South or Central America who are not of Spanish origin or culture.

**HRIS**

Human Resources Information System

**Immigration Reform and Control Act of 1986 (IRCA)**

This act requires employers to maintain certain records pertaining to the citizenship status of new employees.

**Indefinite Career Employee or Career Employee**

LLNS employee whose appointment has no fixed end date.

**Individual with a Handicap(s)/Disability**

Any person who (a) has a physical or mental impairment that substantially limits one or more of such person's major life activities, (b) has a record of such an impairment, or (c) is regarded as having such an impairment.

In making reasonable accommodation to the known physical or mental disability of an otherwise qualified applicant or employee, LLNL complies with the more stringent definition of this term, provided under California law, which requires only that a mental or physical disability "limits" a major life activity. With respect to other Affirmative Action Program requirements, the federal definition of this term applies, which requires that a mental or physical disability "substantially limits" a major life activity.

**Job Group**

A job or a group of jobs having similar content, wage rates, and opportunities, as specified in

41 CFR §60-2.11(b). The job group is the basic unit for successive affirmative action program analysis, availability, and goal establishment. The foundation on which job groups are built are "EEO-1" Job Categories. LLNL has the following eight job categories: Managers and Supervisors, Professionals, Technicians, Office and Clerical, Craftspeople, Operators, Gardeners, and Servicepeople.

**LEAP**

Leadership Education for Asian Pacifics, Inc. (LEAP) is a national nonprofit organization founded in 1982 to achieve full participation and equality for Asian Pacific Americans.

**LGBTQA**

The Lesbian, Gay, Bisexual, and Transgender Association (LGBTQA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through cultural awareness and development.

**LLAFVA**

The Lawrence Livermore Armed Forces Veterans Association (LLAFVA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through awareness and targeted outreach, recruitment, and development.

**LLLWA**

The Lawrence Livermore Laboratory Women's Association (LLLWA) is one of several employee affinity organizations supported by LLNL to assist the institution in its diversity efforts through awareness and targeted outreach, recruitment, and development.

**LLNS**

Lawrence Livermore National Security, LLC

**LSAMP**

The Louis Stokes Alliances for Minority Participation (LSAMP) Program, funded by the National Science Foundation, is designed to develop the comprehensive strategies necessary to strengthen the preparation and increase the number of minority students who successfully complete baccalaureates in science, technology, engineering, and mathematics (STEM) fields.

**LUChA**

La Unión Chicana por Aztlán (LUChA) provides both cultural and academic support to MIT students who identify in any way with Mexican-American culture.

**MAES**

The Society of Mexican American Engineers and Scientists (MAES) was founded in 1974 to increase the number of Mexican Americans and other Hispanics in the technical and scientific fields.

**MESA**

California Mathematics, Engineering, Science Achievement (MESA) is one of the country's oldest and best-known programs that assists educationally disadvantaged students to become highly trained technological professionals. MESA is managed by the University of California.

**Minorities**

The term minorities refers to men and women of those minority groups (Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaskan Native) for whom EEO-1 reporting is required. The term may refer to these groups in the aggregate or to an individual group. In some cases, for the purposes of this document, the term also includes individuals identified as belonging to two or more races (U.S. DOL OFCCP ADM Notice Number 283, 8/14/2008).

**MOA**

Memorandum of Agreement

**MOU**

Memorandum of Understanding

**NACME**

The National Action Council for Minorities in Engineering (NACME) provides both leadership and support for the national effort to increase the representation of successful African American, American Indian, and Latino men and women in engineering and technology and in mathematics- and science-based careers.

**NAMEPA**

The National Association of Minority Engineering Program Administrators, Inc. (NAMEPA) is a national network of educators and representatives from industry, government, and nonprofit organizations who share a commitment to the continued improvement of the recruitment, retention, and graduation of African-Americans, Latinos, and American Indians in engineering and related fields.

**National Origin**

The term national origin refers to the country (including countries that no longer exist) of one's birth or of one's ancestor's birth. "National origin" and "ethnicity" often are used interchangeably, although "ethnic group" can refer to religion or color, as well as the country of one's ancestry.

**Native Hawaiian or Other Pacific Islander (NHOPI)**

A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**NCAI**

The National Congress of American Indians (NCAI) is the oldest, largest, and most representative national Indian organization serving the needs of a broad membership of American Indian and Alaska Native governments. NCAI founding members stressed the need for unity and cooperation among tribal governments and people for the security and protection of treaty and sovereign rights.

**NCC**

Navajo Community College (NCC) was established in 1968 as the first tribally controlled college in the United States. NCC has since been renamed Diné College.

**NCCBPE**

The Northern California Council of Black Professional Engineers (NCCBPE) is a professional support network that helps motivate and assist minority youth to pursue and excel in engineering and science careers.

**NELI**

National Employment Law Institute

**NIEA**

The National Indian Education Association (NIEA) supports traditional Native American cultures and values to enable Native American learners to become contributing members of their communities; to promote Native American control of educational institutions; and to improve educational opportunities and resources for American Indians, Alaskan Natives, and Native Hawaiians throughout the United States.

**NILG**

The National Industry Liaison Group (NILG) is an organization of federal contractors formed voluntarily to create a unique partnership of public and private sector cooperation to deal proactively with important social issues and reach mutual goals by strengthening their relationship with the Office of Federal Contract Compliance Programs through open communication.

**NOBCChE**

The National Organization for the Professional Advancement of Black Chemists and Chemical Engineers (NOBCChE) is a nonprofit professional society dedicated to the professional advancement of Black chemists and chemical engineers.

**NPSC**

The National Physical Science Consortium (NPSC) is an organization of leading universities, corporations, and national laboratories that provides scholarly and career paths for U.S. citizens, with a special emphasis on underrepresented minorities and women in the physical sciences and related engineering fields.

**NSBE**

The National Society of Black Engineers (NSBE) is a national student and professional organization whose mission is to increase the number of culturally responsible Black engineers and scientists who succeed academically and professionally and who impact the community positively.

**NSBP**

The National Society of Black Physicists (NSBP) is devoted to the African-American physics community, promoting the professional well-being of African-American physicists within the scientific community and within society at large. The organization seeks to develop and support efforts to increase opportunities for and numbers of African Americans in physics.

**OFCCP**

The Office of Federal Contract Compliance Programs (OFCCP) of the U.S. Department of Labor is responsible for enforcing Executive Order 11246, as amended; Section 503 of the Rehabilitation Act of 1973, as amended; and 38 USC 4212—The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended. OFCCP shares enforcement authority under the Immigration Reform and Control Act of 1986; and Title I of the Americans with Disabilities Act of 1990.

**Organizational Unit**

The general term organizational unit is used to describe the level of the organization at which LLNL reports data. Accordingly, an organizational unit may be called a principal associate directorate, a directorate, department, division, or group.

**OSDP**

Office of Strategic Diversity Programs

**OSHA**

Occupational Safety and Health Administration

**Qualified Applicants**

Qualified applicants are people who (1) have shown an interest in applying for a posted job and (2) are minimally qualified for that position. LLNL makes the determination as to whether or not a job seeker is a qualified applicant based on a review of their application through a combination of personnel and machine-based review procedures.

**Recently Separated Veteran**

Any veteran during the one-year period beginning on the date of such veteran's discharge or release from active duty.

**SACNAS**

The Society for Advancement of Chicanos and Native Americans in Science (SACNAS) encourages Chicano/Latino and Native American students to pursue graduate education and obtain the advanced degrees necessary for research careers and science-teaching professions at all levels.

**SEA**

The Science and Engineering Alliance (SEA) is a nonprofit consortia of state-supported Historically Black Colleges and Universities and LLNL. Its purpose is to help ensure an adequate supply of top-quality minority scientists, while meeting the research and development needs of the public and private sectors.

**Section 503 of the Rehabilitation Action Act of 1973, As Amended**

This act prohibits discrimination and requires affirmative action in all personnel practices for qualified individuals with disabilities. It applies to all firms that have a nonexempt government contract or subcontract in excess of \$10,000. An affirmative action program is required.

**SERS**

The Science and Education Research Semester (SERS), which was renamed the Undergraduate Research Semester (URS), is an LLNL-sponsored program that provides a challenging off-campus research opportunity for upper-division university undergraduate students in science, mathematics, and engineering.

**SHPE**

The Society of Hispanic Professional Engineers (SHPE) promotes the development of Hispanics in engineering, science, and other technical professions to achieve educational excellence, economic opportunity, and social equity.

**Special Disabled Veteran**

A special disabled veteran is one who (a) is entitled to compensation for a disability under the laws administered by the Department of Veterans Affairs or (b) was discharged or released from active duty because of a service-connected disability.

**Term Employee or Term Appointee**

A term appointee is an individual employed to work on a specific LLNL project or assignment for a period of at least one year, but no more than five years.

**Title I of the Americans with Disabilities Act of 1990**

The Americans with Disabilities Act contains five separate titles. Title I, in particular, prohibits discrimination on the basis of disability with respect to hiring and all terms, conditions, and privileges of employment.

**Title VII**

Title VII refers to the Civil Rights Act of 1964, which prohibits employers, employment agencies, and labor organizations from discriminating on the basis of race, color, religion, sex, or national origin.

**Two or More Races**

All persons who identify with more than one of the following races:, Hispanic or Latino, White, Black or African American, Native Hawaiian or Other Pacific Islander, Asian, American Indian or Alaska Native.

**UFAS**

Uniform Federal Accessibility Standards

**Underutilization**

Underutilization is a technical term used exclusively by affirmative action planners who seek to apply good-faith efforts to increase the percentage of minorities and women in designated job groups. Job groups are referred to as underutilized when the percentage of women or minorities employed in the job group is at least one whole person less than would reasonably be expected given their availability percentage in that particular job group.

**URS**

The Undergraduate Research Semester (URS), formerly known as the Science and Education Research Semester, is an LLNL-sponsored program that provides a challenging off-campus research opportunity for upper-division university undergraduate students in science, mathematics, and engineering.

**Veteran of the Vietnam Era**

This term refers to any person who (1) served on active duty for a period of more than 180 days, and was discharged or released therefrom with other than 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 5, 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.

**Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA)**

This law prohibits discrimination and requires affirmative action in all personnel practices for special disabled veterans, Vietnam-era veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

**White**

An individual, not of Hispanic origin, with origins in any of the original peoples of Europe, North Africa, or the Middle East.

**Workforce Analysis**

A workforce analysis is a listing of each job title as the title appears in applicable collective bargaining agreements or payroll records ranked from the lowest paid to the highest paid within each department. For each job title, the total number of employees, the total number of male and female employees, and the total number of male and female employees in each of the following groups is provided: Black, Hispanic, American Indian/ Alaskan Native, and Asian/ Pacific Islander and (b) the wage rate or salary range.