

**AFFIRMATIVE ACTION PLAN (AAP)**

**For**

**ITALIAN AMERICANS**

**The City College of New York**

**Affirmative Action Program**

**September 1, 2013 – August 31, 2014**

**Contact:**

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**THE CITY COLLEGE OF NEW YORK  
AFFIRMATIVE ACTION PLAN FOR ITALIAN-AMERICANS  
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## NARRATIVE

### I. INTRODUCTION

This report is the annual update of the Affirmative Action Plan (AAP) for Italian Americans prepared by agreement of The City University of New York which has designated Italian Americans as a protected group. The AAP covers the time periods:

Reporting year: July 1, 2012 – June 30, 2013

Program year: September 1, 2013 – August 31, 2014

### *COPY AND PASTE SECTIONS IA-IC FROM THE FEDERAL AAP*

### II. NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES\*

It is the policy of the City College of New York to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status, disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, or status as victim of domestic violence.

Sexual harassment, a form of sex discrimination, is prohibited under the University's Policy Against Sexual Harassment.

As a part of The City University of New York, a public university system, the City College of New York adheres to federal, state, and city laws and regulations and University policies and procedures regarding non-discrimination and affirmative action including among others, Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes", as delineated in Executive Order 11246: ( i.e. American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, and Women), were expanded on December 9 1976 by the Chancellor of The City University of New York to include Italian-Americans. Updated federal guidelines further expanded these protected classes to include two or more races.

\*For the complete *Policies and Procedures on Non-Discrimination and Sexual Harassment and the Affirmative Action Policy* of The City University of New York please visit:

### III. DESIGNATION OF RESPONSIBILITY FOR IMPLEMENTATION

To ensure effective implementation of this Affirmative Action Plan, the College has designated specific responsibilities to various personnel. The president, chief diversity officer, executive officers (provost, vice presidents, deans, and administrators), directors, academic department chairpersons, and managers and supervisors of administrative offices have undertaken the responsibilities described below.

#### A. THE PRESIDENT

The president has the primary responsibility to provide leadership and oversee the implementation of the college's affirmative action policies, procedures and diversity programs as well as assuring compliance with all related federal, state, and city laws, rules and regulations as well as the policies of the City University of New York. This role includes, but is not limited to, the following duties:

1. Designate appropriate personnel with the responsibility for overseeing, administering, implementing, and monitoring the College's AAP, specifically, appointing a chief diversity/affirmative action officer (CDO), sexual harassment coordinator, 504/ADA coordinator and a title IX coordinator.
2. Ensure that designated personnel responsible for all AAP components are given the necessary authority, top management support, and staffing to successfully implement their assigned responsibilities.
3. Communicate his/her total involvement and commitment to equal employment opportunity programs including the issuance of an Annual Re-Affirmation Letter supporting affirmative action, diversity and equal opportunity. (See copy of President's Re-Affirmation Letter in VII. Appendix A.)
4. Submit annually to the Office of Recruitment and Diversity the *Annual Report of Investigated Discrimination Complaints*.

#### B. CHIEF DIVERSITY OFFICER

The President has designated Michele A. Baptiste, Esq. to serve as the CDO and Dean of Faculty Relations; the office is located at:

160 Convent Avenue  
Wille Administration Building Rm 212  
New York, N.Y. 10031  
(21)650-6310  
[mbaptiste@ccny.cuny.edu](mailto:mbaptiste@ccny.cuny.edu)

The CDO is responsible, as the president's designee, for the following:

1. Providing confidential consultation, investigation and resolution of all internal complaints of discrimination/harassment.
2. Disseminating annually to all employees the following: a) *Policy on Equal Opportunity, Non-Discrimination, and Against Sexual Harassment (Non-Discrimination Policy)*; b) *Affirmative Action Policy*; and c) contact information of the CDO, sexual harassment coordinator, title IX coordinator and the 504/ADA coordinator.
3. Publicizing the policies widely and ensuring they are incorporated into the training curriculum for managers and supervisors and search committees.

#### C. EXECUTIVE OFFICERS, ACADEMIC CHAIRPERSONS, MANAGERS AND SUPERVISORY PERSONNEL

All executive officers, academic chairpersons, managers, and other supervisory personnel are crucial to the success of the equal employment/affirmative action program. These officials ensure compliance with the college's affirmative action policy and help foster an inclusive environment.

Their specific responsibilities include:

1. Adhering to the College's equal employment opportunity and affirmative action policy.
2. Assisting the president and CDO in developing, maintaining, and successfully implementing the AAP.
3. Fostering an inclusive environment within their sphere of influence.

#### D. DIVERSITY/AFFIRMATIVE ACTION COMMITTEE

The Diversity/Affirmative Action Committee is responsible for:

1. Advising the president of the College in formulating and implementing affirmative action policy on campus.

2. Reviewing proposed amendments to the College governance plan to assure compliance with the University's non-discrimination and affirmative action policies and procedures.
3. Developing and implementing strategic diversity plans.
4. Promoting educational programs to reflect pluralistic values and goals.
5. Submitting to the president a summary of its activities at the end of each academic year.

The members of the Diversity/AA Committee effective Fall, 2012 were:

1. Dr. Ardie Walser
2. Flora Newkirk Wood
3. Nancy Berger
4. Steven Gonzalez
5. Anna-Lize Harris
6. Elizabeth Thangaraj
7. John Siderakis
8. Teresa Flemming
9. Stephanie Patrony

#### IV. RESULTS OF STATISTICAL ANALYSES/AREAS OF CONCERN

The College monitors each phase of its selection process (i.e., hires, reclassifications, promotions, and terminations) by conducting the following statistical analyses: a) compilation and examination of information about the placement of incumbents; b) utilization analysis using data the University Office of Recruitment and Diversity derives to compare incumbency to availability and c) review of employment transactions.

The data used in the preparation of the Affirmative Action Plan is collected from the CUNY first *Ethnicity and Gender Report*. Only full-time employees with annual appointments (excluding substitute and visiting titles) are included in the analyses discussed below.

##### A. JOB GROUP SUMMARY

The College's full-time employees are grouped into 7 categories using the relevant EEO-6 Codes. These categories are divided into smaller subgroups called affirmative action units (AAUs), based on the duties as well as educational qualifications and skills required for job titles within the job categories. Each AAU has an individual utilization analysis worksheet (UAW), listing the job titles included in the subdivision. The UAW depicts the total group number as well as the numerical and percentage representation of Females, Total Minority, Blacks, Hispanics, Asians and Italian-Americans (See Appendix B).

##### Identification of AAUs without any representation of Italian-Americans

Accountants-Accounting Assistant  
Administrative Supt. Of Buildings and Grounds  
CUNY Administrative Assistant  
Computer Manager  
CUNY Office/Secretarial Assistant  
Campus Peace/Security Officer Level 2  
Campus Public Safety Sergeant  
Campus Peace/Security Officer Level 1  
Custodial Assistant  
Media Services/Print Shop Titles  
Mail/Message Services Worker  
Skilled Trades/Crafts Supervisory Titles

#### B. DETERMINING AVAILABILITY

"Availability" is an estimate of the proportion of each gender and racial/ethnic group available for employment at the College for a given job group in the relevant labor market during the AAP year. Availability indicates the approximate level at which each gender and racial/ethnic group could reasonably be expected to be represented in a job group.

The University Office of Recruitment and Diversity uses statistical information to derive availability figures recommended by the Expert Panel concerning Italian American Representation at CUNY, as applicable. The sources and process to determine the availability data for the two factor analysis is detailed in the *Factor/Source Sheet* section of the Utilization Analysis Worksheets (see Appendix B).

#### C. UTILIZATION ANALYSIS/COMPARISON OF INCUMBENCY TO AVAILABILITY

The utilization analysis compares the percentages of employees by gender and race/ethnicity with the overall availability data for each AAU. The Utilization Analysis Worksheet (UAW) of each AAU indicates the current utilization of incumbents by gender and race/ethnicity. Italian-Americans are listed as a discrete group. The analysis disaggregates Blacks, Hispanics, and Asians from Total Minority to identify the percentage representation of these federally protected racial/ethnic groups. American Indian or Alaska Native employees comprise less than two percent of the University workforce and local population, thus are not identified as a discrete group in the analysis, but are included in the Total Minority category.

The utilization analysis determines if any disparity between incumbency and availability exists for any of the protected groups. This disparity or *underutilization* is defined as any AAU in which fewer Italian-Americans are employed than would reasonably be expected given their availability in the relevant job market. The percentage difference between incumbency and availability is recorded in terms of whole persons, indicating how many women and members of protected racial/ethnic groups are underutilized. A placement goal equal to the overall availability is set when the underutilization of an AAU is one person or more.

The underutilization of Italian-Americans is displayed in the UAW of each AAU in Appendix B.

#### D. COMPARISON OF RESULTS OF 2012 AND 2013 UTILIZATION ANALYSES

A comparison of the 2012 and 2013 utilization analyses identified changes in the numeric disparity in the AAUs by the EEO-6 Categories since the last AAP. The comparison indicates if changes in underutilization occurred.

Within the EEO-6 categories, the difference in underutilization of Italian-Americans by AAU/job group between the current (2013) and prior (2012) plans is:

##### Executive/Administrative/Managerial

The underutilization of Italian-Americans this year is 0. The underutilization of Italian-Americans in 2012 was also 0.

##### Faculty

The underutilization of Italian-Americans this year is 12. The underutilization of Italian-Americans in 2012 was 16.

##### Professional/Non-Faculty

The underutilization of Italian-Americans this year is 16. In the prior year it was 20.

##### Secretarial/Clerical

The underutilization of Italian-Americans this year is 19. In the prior year it was 21.

##### Technical/Paraprofessional

The Underutilization of Italian-Americans this year is 0. In the prior year it was 4.

##### Skilled Crafts

The underutilization of Italian-Americans this year 8. In the prior year it was 5.

##### Service/Maintenance

The underutilization of Italian-Americans this year is 11. In the prior year it was 16.

#### E. EVALUATION OF PERSONNEL ACTIONS

Information about personnel transactions for all University designated protected groups by EEO-6 categories is presented in the Personnel Activity Table and Applicant Data Recruitment Documentation. The survey of tenure decisions compares the number of employees eligible for tenure to those granted tenure or certificates of continuous employment. In addition to

CUNY first reports, a variety of sources provide information for the analysis, including the Offices of Human Resources, Academic Affairs, and Compliance and Diversity.

The actions completed during the previous 12 months are summarized in the following documents:

1. Analysis of Personnel Activity Table

- a. New Hires

The College hired 176 new full time employees; of these 1 was Italian-American.

- b. Promotions/Upgrades

Of the 4 members of the professoriate who applied for promotion, 4 received an upgrade in rank, there were no Italian-Americans. In the Higher Education Officer series, there were no employees reclassified.

- c. Terminations/Separations

The number of employees separated from the workforce was 53, including 1 Italian-American.

- d. Transfers

There were no employees who transferred.

2. Analysis of Applicant Data-Recruitment Documentation

Out of 5,400 job applicants, 235 were interviewed and 55 received job offers. Out of 5400 job applicants, 3,444 were identified as minorities, 2662 were women and 10 were Italian Americans. There were 119 minorities interviewed and 3 Italian-Americans interviewed. There were offers extended to 2 Italian-Americans.

See Appendix C for *Personnel Activity Table/Applicant Data-Recruitment Documentation*.

## F. TENURE ELIGIBILITY SURVEY

A review of the tenure decisions compares employees eligible for tenure to those granted tenure or certificates of continuous employment. Members of the Professoriate, College Laboratory Technicians (CLTs), and Lecturers receive Tenure or Certificates of Continuous Employment (CCE), respectively, if recommended by Departmental and College-wide Personnel and Budget (P&B) Committees. The President presents the candidate (s) for tenure or CCE to the Board of Trustees (BOT). If the Board of Trustees approves, the tenure status becomes effective on the first of September following BOT action. In some cases, faculty members may receive consideration for early tenure. See Appendix D for the Tenure Eligibility Survey.

A review of the tenure decisions effective September 1, 2012 reveals the following:

In the Education/Leadership & Special Education department, there was 1 Italian-American Lecturer who was eligible for CCE and received it.

## V. ACTION-ORIENTED PROGRAMS

The Action-Oriented Programs designed to address the underutilization of Italian-Americans are discussed below. These Programs are carried-out throughout the AAP year. The College tailored its action-oriented programs to ensure these initiatives are specific to the problem (s) identified.

### A. IMPLEMENTATION OF INITIATIVES AND ACTIVITIES 2011 -2012

The results-oriented activities to address underutilization during the past year (2012- 2013) include:

During the 2012-13 year, the Office of Diversity conducted pre-charge meetings with the Departments and/or Divisions advertising job postings to review the Utilization Analysis Worksheets.

### B. RESPONSE TO 2012 UNDERUTILIZATION

The College has established a placement goal whenever minority or female representation within an AAU was less than would reasonably be expected given the availability data. Corrective actions were developed only when the underutilization equaled at least one whole person.

#### 1. Placement Goals

Placement goals to address underutilization of Italian-Americans are established by AAU equal to the overall availability data for the job group.

Placement goals help guide recruitment activities and the College will observe good faith efforts to recruit a broad and inclusive pool of qualified applicants.

#### 2. Employment Practices: Recruitment, Selection, and Advancement

The placement goals to eliminate underutilization will be achieved through advertising and recruiting efforts that broaden the applicant pool and other results oriented campus initiatives. The College's employment practices conform to the bylaws of the Board of Trustees of the City University, applicable collective bargaining agreements as well as federal, state, and local laws and regulations. The College's workforce is divided into a) the Instructional Staff, consisting of

teaching and non-teaching employees, and b) the Classified Staff, whose employment is governed by the Rules and Regulations of the CUNY Classified Civil Service. A three member independent Civil Service Commission, appointed by the Board of Trustees, helps to ensure compliance with affirmative action and equal employment policies.

As part of the University's affirmative action program, procedures for the recruitment and appointment of members of the instructional staff have been developed. The College posts vacancies as prescribed by CUNY policies to ensure equal employment opportunities. The recruitment, selection, and advancement processes for the members of the Instructional Staff comply with CUNY's policies and procedures. Non-teaching instructional staff vacancies are typically posted for 30 days and openings for appointments to the faculty are posted for 60 days.

The PSC/CUNY Collective Bargaining Agreement expressly forbids promotions in the HEO series. The process for faculty promotions is outlined in BOT bylaws. There are promotional examinations offered to employees in select civil service titles.

The College has developed search and screening guidelines for personnel involved in the recruiting and hiring process. The Compliance and Diversity and Human Resources Offices monitor the recruitment and selection practices of all employees. Specifically, the CDO is responsible for ensuring that the following initiatives are undertaken or continue to be implemented:

1. Broadening recruitment efforts to reduce or eliminate underutilization.
2. Charging search committees to familiarize them with recruitment protocol.
3. Attending joint meeting between CDOs and the University Advisory Council on Diversity (ACD) to discuss issues of concern.
4. Attending informational sessions and training provided at monthly meetings of the Council of Chief Diversity Officers (CCDO).
5. Demonstrating compliance with University policy and procedures during site visits.
6. Encouraging employees to participate in University-sponsored professional development programs.
7. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with College policy.

#### C. INTERNAL AUDIT AND REPORTING

The internal audit and reporting system is used as the basis for evaluating results-oriented

programs and affirmative action efforts. The records are maintained in the CUNYfirst system to provide information for updating the Affirmative Action Plan. The president has designated responsibility for implementing the audit and reporting system of the AAP to the CDO who will:

1. Monitor the records of personnel activities, including new hires, transfers, promotions, and terminations.
2. Review personnel activities and the AAP with senior level officers.
3. Advise senior management of program effectiveness and provide recommendations to improve areas of concern.

## VI. APPENDICES

**A. PRESIDENT'S RE-AFFIRMATION LETTER**



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160 Convent Avenue  
New York, New York 10031

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OFFICE OF THE PRESIDENT

To: Campus Community  
From: President Lisa S. Coico *Lisa S. Coico*  
Date: September 30, 2013  
Re: Reaffirmation of Commitment to Diversity/Equal Opportunity/Affirmative Action

The City University of New York and City College are dedicated to maintaining an inclusive work and learning environment, and I write to strongly reaffirm City College's commitment, and my own commitment, to the principles of affirmative action, equal opportunity, and diversity.

It is the policy of The City University of New York and City College to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, or status as a victim of domestic violence. Sexual harassment, a form of sex discrimination, is also prohibited. Most recently, unemployment status was added as a protected category.

The City University of New York, as a public university system, adheres to federal, state, and city laws and regulations regarding non-discrimination and affirmative action including among others Section 1324b of the Immigration and Nationality Act (INA), Executive Order 11246, as amended, Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Section 402 of the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, as amended and the Age Discrimination Act of 1975, the New York State Human Rights Law and the New York City Human Rights Law. The "protected classes," as delineated in Executive Order 11246: (i.e. Black, Hispanic, Asian/Pacific Islander, American Indian/Alaskan Native and Women), were expanded on December 9, 1976 by the Chancellor of The City University of New York to include Italian-Americans. The U.S. Office of Management and Budget further expanded these protected classes in 2006 to include two or more races (not Hispanic or Latino) and replaced Asian/Pacific Islander, with Asian (not Hispanic or Latino) and Native Hawaiian (not Hispanic or Latino), Black was renamed as Black or African American (not Hispanic or Latino) and Hispanic was renamed Hispanic or Latino.

I have assigned the responsibility for the implementation and monitoring of our compliance program to the Chief Diversity Officer, Michele A. Baptiste, Esq., who will also serve as the Interim 504/ADA Coordinator and Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Office of the Chief Diversity Officer and Dean of Faculty Relations is located in the Wille Administration Building, Room 212, and the telephone number is 212-650-6310.

I look forward to your energetic involvement in the diversity office's programs, and thank you for your assistance and support as we continue in our efforts.



## **B. UTILIZATION ANALYSIS WORKSHEETS**

*(INCLUDE FACTOR & UAW SHEETS HERE)*

FACTOR / SOURCE SHEET

FALL, 2013

ADMINISTRATION I: Executive Compensation Plan

- President / Dean of Schools
- Senior Vice President / Vice President / Assistant Vice President
- Dean
- Administrator
- Associate Dean / Associate Administrator
- Assistant Dean / Assistant Administrator

CUNY Administration I Degree Weighting -  
Source: Frozen file as of April 16, 2012.  
(degrees held by employees in CUNY  
Administration I).

Ph.D. = 50.6%  
M.A. = 32.7%  
B.A. = 13.9%

FACTORS	SOURCES	WEIGHT
Factor 1	National - Eamed Degrees Conferred PHD, MA, BA - 2009-10*	0.4
Factor 2	CUNY Survey 2011 - selected titles	0.6

\*Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 7/20/2012.

Factor 1: National Earned Degrees Conferred PHD, MA, BA - 2009-10\*

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	56.1	24.8	10.1	6.3	7.6
multiply by weight -	0.4	22.4	9.9	4.0	2.5

Factor 2: CUNY Survey 2011 - selected titles:

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Total
HEO	388	293	137	96	60	726
Professor	719	439	147	135	154	1,927
	1,107	732	284	231	214	2,653
multiply by weight -	0.6	25.0	16.6	6.4	5.2	4.9

OVERALL AVAILABILITY 47.4 26.5 10.4 7.7 7.9

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

CUNY Administration I Degree Weighting - Source: Frozen file as of April 16, 2012. (degrees held by employees in CUNY Administration I).

	US Census 2000 Total Am. degree holders age 28-65	weight Ital. Amer. Degree holders w/in CUNY degree holders
Ph.D. =	50.6	4.19
M.A. =	32.7	5.66
B.A. =	13.9	5.55
		4.8

FACTOR	SOURCES	WEIGHT
Factor 1	National - US Census 2000 - Italian American - PHD, MA, BA holders age 28 through 65	0.4
Factor 2	CUNY Survey 2011 - selected files	0.6

	Ital. Am. PhD/MA BA degree holders age 28-65
	4.8
multiply by weight -	0.4
	1.9

	Ital Am.	Total
HEO	81	726
Professor	126	1,927
	207	2,653
multiply by weight -	0.6	4.7

OVERALL ITAL. AM. AVAILABILITY 6.6

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **The City College**

Semester/Year: **FALL, 2013**

<b>AFFIRMATIVE ACTION UNIT:</b> ADMINISTRATION 1	<b>Constituent Departments:</b>
<b>EEO CATEGORY:</b>  EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	<b>Job Titles:</b> <u>EXECUTIVE COMPENSATION PLAN</u>  President / Dean of Schools - Law/Medical /Journalism/ Honors College / Professional Studies Senior Vice President / Vice President / Assistant Vice President Dean Administrator Associate Dean / Associate Administrator Assistant Dean / Assistant Administrator
<b>JOB GROUP:</b>  ADMINISTRATION 1	

FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITALIAN AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	22.4	9.9	4.0	2.5	3.0	1.9
2. % of Minorities/Females promotable, transferable, or trainable	0.60	25.0	16.6	6.4	5.2	4.9	4.7
<b>GROUP TOTAL NO.:</b> <b>33</b>							
No. Male:      17      No. Female:      16							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITALIAN AMER.
<b>CURRENT UTILIZATION:</b>		# 16	# 11	# 5	# 6	# 0	# 2
		% 48.5	% 33.3	% 15.2	% 18.2	% 0.0	% 6.1
<b>OVERALL AVAILABILITY:</b>		% 47.4	% 26.5	% 10.4	% 7.7	% 7.9	% 6.6
<b>UNDERUTILIZATION:</b>		% NONE	% NONE	% NONE	% NONE	% 7.9	% 0.5
		# 0.0	# 0.0	# 0.0	# 0.0	# 2.6	# 0.2
		UU 0	UU 0	UU 0	UU 0	UU 3	UU 0

\*\* Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FACTOR / SOURCE SHEET

FALL, 2013

ADMINISTRATION II

- Higher Education Officer (HEO)
- Higher Education Associate (HEA)
- Research Associate (RA)\*

\*NOTE: Research Associate is to be placed in Administration II or III depending on salary level.

FACTORS	SOURCES	WEIGHT
Factor 1	4STATE - EDC - Bachelors 2009-10*	0.4
Factor 2	CUNY Survey - selected titles and criteria - Source April 15 2010 CUPS miniflat selected criteria.	0.6
		1.0

\*Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 7/20/2012.

Factor 1: 4State - BA 2009-10\*

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	57.4	26.7	9.8	8.1	8.1
multiply by weight	0.4	23.0	10.7	3.9	3.2

Factor 2: Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 16, 2012 CUPS miniflat file. HE asst. and aProf with Date of appt. to title prior to 4/16/2007.

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Total
HE asst.	362	319	179	104	32	533
Asst. Prof.	440	349	148	70	128	820
<b>TOTAL</b>	<b>802</b>	<b>668</b>	<b>327</b>	<b>174</b>	<b>160</b>	<b>1,353</b>
	59.3	49.4	24.2	12.9	11.8	
multiply by weight	0.6	35.6	29.6	14.5	7.7	7.1
<b>OVERALL</b>	<b>58.6</b>	<b>40.3</b>	<b>18.4</b>	<b>10.9</b>	<b>10.3</b>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FACTORS	SOURCES	WEIGHT
Factor 1	Tri-State - US Census 2000 PUMS 5% - Italian American BA holders age 21 through 65	0.4
Factor 2	CUNY Survey - selected titles and criteria - Source April 16, 2012 CUPS miniflat selected criteria	0.6
		1.0

Factor 1: Tri-State - US Census 2000 - Ital. Am. BA holders age 21 through 65

	Ital. Am. BA holders Age 21 to 65
	14.1
multiply by weight	0.4
	5.6

Factor 2: CUNY Survey - selected titles and criteria - Source April 16, 2012 Factor 2: Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles. Selected criteria from April 16, 2012 CUPS miniflat file. HE asst. and aProf with Date of appt. to title prior to 4/16/2007.

	Ital. Am.	Total
HE asst.	43	533
Asst. Prof.	49	820
<b>TOTAL</b>	<b>92</b>	<b>1,353</b>
	6.8	
multiply by weight	0.6	4.1
<b>OVERALL ITAL. AM. AVAILABILITY</b>	<b>9.7</b>	

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: The City College

Semester/Year: FALL, 2013

<b>AFFIRMATIVE ACTION UNIT:</b>	<b>Constituent Departments:</b>						
ADMINISTRATION 2							
<b>EEO CATEGORY:</b>	<b>Job Titles:</b>						
EXECUTIVE/ADMINISTRATIVE/MANAGERIAL	Higher Education Officer (HEO) Higher Education Associate (HEA) Research Associate (RA)*						
<b>JOB GROUP:</b>							
ADMINISTRATION 2							
<b>FACTORS:</b>	<b>Weighting</b>	<b>Females</b>	<b>**Total Minority</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>ITAL. AMER.</b>
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.40	23.0	10.7	3.9	3.2	3.2	5.6
2. % of Minorities/Females promotable, transferable, or trainable	0.60	35.6	29.6	14.5	7.7	7.1	4.1
<b>GROUP TOTAL NO.:</b> <u>127</u>							
No. Male: <u>66</u> No. Female: <u>61</u>							
		<b>Females</b>	<b>**Total Minority</b>	<b>Black or African American</b>	<b>Hispanic or Latino</b>	<b>Asian or Nat. Haw. or Other Pac. Isl.</b>	<b>ITALIAN AMER.</b>
<b>CURRENT UTILIZATION:</b>	#	<u>61</u>	# <u>71</u>	# <u>36</u>	# <u>11</u>	# <u>15</u>	# <u>9</u>
	%	<u>48.0</u>	% <u>55.9</u>	% <u>28.3</u>	% <u>8.7</u>	% <u>11.8</u>	% <u>7.1</u>
<b>OVERALL AVAILABILITY:</b>		% <u>58.6</u>	% <u>40.3</u>	% <u>18.4</u>	% <u>10.9</u>	% <u>10.3</u>	% <u>9.7</u>
<b>UNDERUTILIZATION:</b>	%	<u>10.6</u>	% <u>NONE</u>	% <u>NONE</u>	% <u>2.2</u>	% <u>NONE</u>	% <u>2.6</u>
	#	<u>13.5</u>	# <u>0.0</u>	# <u>0.0</u>	# <u>2.8</u>	# <u>0.0</u>	# <u>3.3</u>
	UU	<u>14</u>	UU <u>0</u>	UU <u>0</u>	UU <u>3</u>	UU <u>0</u>	UU <u>3</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FACTOR / SOURCE SHEET

FALL, 2013

ADMINISTRATION III:

- Higher Education assistant (HEa)
- assistant to Higher Education Officer (aHEO)
- assistant Registrar (aReg.)
- Research Assistant (Ra)
- Research Associate (RA)\* - see note

FACTORS	SOURCES	WEIGHT
Factor 1	4STATES EDC - Bachelors 2009-10*	0.7
Factor 2	CUNY Survey - selected titles and criteria Source: April 16, 2012.	0.3

\*Note: US Dept of Education's Postsecondary Studies Division indicates 2010 is the latest data available as of 7/20/2012.

Factor 1: 4STATES EDC Bachelors 2009-10\*

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
	57.4	26.7	9.8	8.1	8.1
multiply by weight -	0.7	40.2	18.7	6.9	5.7

Factor 2: CUNY - Promotable, Transferable, Trainable employees within contractors organization. - CUNY Survey - selected titles and criteria from April 16, 2012 frozen file.

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	TOTAL
College Asst. (holding BA degree or higher in file only)	411	381	181	106	93	690
Gitlesons (holding BA degree or higher in file only)	317	244	141	60	40	354
	728	625	322	166	133	1,044
	69.7	59.9	30.8	15.9	12.7	
multiply by weight -	0.3	20.9	18.0	9.2	4.8	3.8
<b>OVERALL AVAILABILITY</b>	<b>61.1</b>	<b>36.7</b>	<b>16.1</b>	<b>10.5</b>	<b>9.5</b>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FACTORS	SOURCES	WEIGHT
Factor 1	Tri-state US Census 2000 - PUMS 5% Ital. Am. BA holders 21 through 65	0.7
Factor 2	CUNY Survey - selected titles and criteria Source: April 16, 2012.	0.3

FACTOR 1 - Tri-State US Census 2000 Ital. Am. BA holders age 21 to 65

	Ital. Am. TS BA degree holders age 21-65
	14.1
multiply by weight -	0.7
	9.9

FACTOR 2 Promotable, Transferable, Trainable employees within contractors organization - CUNY Survey - selected titles and criteria from April 16, 2012 frozen file.

	Ital. Am.	Total
College Asst. (holding BA degree or higher in file only)	15	690
Gitlesons (holding BA degree or higher in file only)	14	354
	29	1,044
	2.8	
multiply by weight -	0.3	0.8

OVERALL ITAL. AM. AVAILABILITY 10.7

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: **The City College**

Semester/Year: **FALL, 2013**

**AFFIRMATIVE ACTION UNIT:**

ADMINISTRATION 3

**Constituent Departments:**

**EEO CATEGORY:**

PROFESSIONAL/NON-FACULTY

**Job Titles:**

Higher Education assistant (HEa)  
 assistant to Higher Education Officer (aHEO)  
 assistant Registrar (aReg.)  
 Research Assistant (Ra)  
 Research Associate (RA)\* - see note

**JOB GROUP:**

ADMINISTRATION 3

FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	0.70	40.2	18.7	6.9	5.7	5.7	9.9
2. % of Minorities/Females promotable, transferable, or trainable	0.30	20.9	18.0	9.2	4.8	3.8	0.8
<b>GROUP TOTAL NO.: 173</b>							
No. Male: 80      No. Female: 93							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITALIAN AMER.
<b>CURRENT UTILIZATION:</b>		# 93	# 117	# 52	# 43	# 19	# 3
		% 53.8	% 67.6	% 30.1	% 24.9	% 11.0	% 1.7
<b>OVERALL AVAILABILITY:</b>		% 61.1	% 36.7	% 16.1	% 10.5	% 9.5	% 10.7
<b>UNDERUTILIZATION:</b>		% 7.3	% NONE	% NONE	% NONE	% NONE	% 9.0
		# 12.6	# 0.0	# 0.0	# 0.0	# 0.0	# 15.6
		UU 13	UU 0	UU 0	UU 0	UU 0	UU 16

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FALL, 2013

NOTE: The Overall Availability is used by weighting these Areas/Fields by the number of employees that the college has.

(Worksheet TAB ADH 4 Factors allows for computation of employees by entering the college workforce numbers and computes the TOTAL Overall Availability for Administration IV)

ADMINISTRATION IV: College Lab Technicians (CLTs): Chief CLT, Senior CLT, and CLT

FACTORS	SOURCES	WEIGHT
Factor 1	New York City US Census 2000 (select occupations)	0.9
Factor 2	EDC 4States (CT, NJ, NY, & PA) 2009 - 10	0.1

Note: Due to formatting of cells, percentages are rounded up or down.

HEALTH TECHNOLOGISTS & TECHNICIANS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Miscellaneous Health Technologists and Technicians	1,031	1,253	585	257	380	1,935
	Other Healthcare Practitioners and Technical Occupations	397	623	314	158	98	875
		1,428	1,876	899	415	458	2,810
		50.8	66.6	32.0	14.8	16.3	
Factor 1 weighted @ .9		45.7	60.1	28.8	13.3	14.7	
Factor 2:	Health Professions and Related Clinical Sciences	15,076	5,208	2,417	1,091	1,628	17,732
		85.0	29.4	13.6	6.2	9.2	
Factor 2 weighted at .1		8.5	2.9	1.4	0.6	0.9	
<b>Factors 1 and 2 Health Tech. &amp; Tech.</b>		<b>54.2</b>	<b>63.0</b>	<b>30.2</b>	<b>13.9</b>	<b>15.6</b>	

ENGINEERING & RELATED TECHNOLOGISTS & TECHNICIANS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Engineering Technicians, Except Drafters	782	3,256	1,194	969	845	5,125
		15.3	63.5	23.3	18.9	16.5	
Factor 1 weighted @ .9		13.8	57.2	21.0	17.0	14.9	
Factor 2:	Engineering Technologies/Technicians	171	385	143	124	110	1,879
		9.1	20.5	7.6	6.6	5.9	
Factor 2 weighted at .1		0.9	2.0	0.8	0.7	0.6	
<b>Factors 1 and 2 Eng. &amp; Related Tech. &amp; Tech.</b>		<b>14.7</b>	<b>59.2</b>	<b>21.8</b>	<b>17.7</b>	<b>15.5</b>	

SCIENCE TECHNICIANS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Biological Technicians	79	185	40	35	70	505
	Chemical Technicians	192	380	140	162	53	505
	Miscellaneous Life, Physical and Social Science Technicians, Incl. Soc. Sci. Research Assat. & Nuclear Tech. Geological and Petroleum Technicians	1,994	1,804	619	590	478	3,340
		48	53	14	39	0	80
		2,313	2,422	813	826	601	4,430
		52.2	54.7	18.4	18.6	13.6	
Factor 1 weighted @ .9		47.0	49.2	16.6	16.7	12.2	
Factor 2:	Science Technologies/Technicians	22	12	1	8	3	39
		56.4	30.8	2.6	20.5	7.7	
Factor 2 weighted at .1		5.6	3.1	0.3	2.1	0.8	
<b>Factors 1 and 2 Science Tech.</b>		<b>52.6</b>	<b>52.3</b>	<b>16.9</b>	<b>18.8</b>	<b>13.0</b>	

COMPUTER TECHNICIANS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Computer Support Specialist	2,513	4,721	1,795	1,065	1,534	8,270
	Comp. Software Engineers	2,573	4,916	790	925	2,799	11,115
	Comp. Hardware Engineers	284	745	164	123	364	1,500
		5,350	10,382	2,749	2,113	4,697	20,885
		25.6	49.7	13.2	10.1	22.5	6,962
Factor 1 weighted @ .9		23.0	44.7	11.9	9.1	20.3	
Factor 2:	Computer and Information Sciences and Support Services	891	1,614	529	444	603	5,504
		16.2	29.3	9.6	8.1	11.0	
Factor 2 weighted at .1		1.6	2.9	1.0	0.8	1.1	
<b>Factors 1 and 2 Computer Tech.</b>		<b>24.6</b>	<b>47.6</b>	<b>12.9</b>	<b>9.9</b>	<b>21.4</b>	

BROADCASTING EQUIPMENT / COMMUNICATIONS TECHNICIANS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Broadcast/Sound Eng. Tech/Radio Op./Other Media/Comm. Equip.	625	1,864	814	656	250	4,525
		13.8	41.2	18.0	14.5	5.5	
Factor 1 weighted @ .9		12.4	37.1	16.2	13.1	5.0	
Factor 2:	Communication Technologies/Technicians and Support Services	186	102	38	43	21	444
		41.9	23.0	8.6	9.7	4.7	
Factor 2 weighted at .1		4.2	2.3	0.9	1.0	0.5	
<b>Factors 1 and 2 Broadcasting Equip./Comm. Tech.</b>		<b>16.6</b>	<b>39.4</b>	<b>17.1</b>	<b>14.1</b>	<b>5.5</b>	

BUSINESS & MANAGEMENT SERVICE OCCUPATIONS		FEMALE	TOTAL MINORITY	Black or African American	Hispanic/Latino	Asian or Nat. Desc. Other Pac. Is.	TOTAL
Factor 1:	Agriculture and Food Science Technicians	18	36	4	4	30	85
		21.2	44.7	4.7	4.7	35.3	
Factor 1 weighted @ .9		19.1	40.2	4.2	4.2	31.8	
Factor 2:	Personal and Culinary Services	60	24	16	5	2	124
		48.4	19.4	12.9	4.0	1.6	
Factor 2 weighted at .1		4.8	1.9	1.3	0.4	0.2	
<b>Factors 1 and 2 Bus. &amp; Management &amp; Service Occ.</b>		<b>23.9</b>	<b>42.1</b>	<b>5.5</b>	<b>4.6</b>	<b>32.0</b>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw., and Am. Ind./Al. Natives and Two or More Races.

NOTE: The Overall Availability is used by weighting these Areas/Fields by the number of employees that the college has.

FACTORS	SOURCES	WEIGHT
Factor 1	US Census 2000 - CT, NJ, NY, PA CLT job categories - Italian Americans (all 1st ancestry and half of second ancestry) BA degree ONLY.	1.0

Health Technologists and Technicians - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Msc. Health Technologist & Tech. (353)	559	4,476
	Other Health Practitioners & Tech. Occupations (354)	886	5,850
	average	1,545	10,334
		773	5,167
<b>Health Technologists and Technicians - OVERALL AVAILABILITY</b>		<b>15.0</b>	

Engineering & Related Technologist & Technicians - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Engineering Technologies, Except Drafters (155)	1,254	11,139
<b>Engineering &amp; Related Technologist &amp; Technicians - OVERALL AVAILABILITY</b>		<b>31.3</b>	

Science Technicians - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Biological Technicians (191)	176	1,457
	Chemical Technicians (192)	824	5,686
	Geological & Petroleum Tech. (193)	0	438
	Misc Life/Phys/Res/Ed/ Tech. and Soc/Sci/Resrch/Nucl Tech (196)	1,418	10,994
	average	2,416	18,583
		605	4,646
<b>Science Technicians - OVERALL AVAILABILITY</b>		<b>19.0</b>	

Computer Technicians - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Comp. Support Specialist (104)	3,440	23,826
	Comp. Software Engineers (102)	8,852	82,748
	Comp. Hardware Eng. (140)	704	6,574
	average	12,796	113,148
		4,265	37,716
<b>Computer Technicians - OVERALL AVAILABILITY</b>		<b>11.3</b>	

Broadcasting Equipment / Communications Technicians - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Mec. Media & Communications Worker (266)	419	6,048
	Broadcast/Sound Eng. Tech/Radio Op./Other Media/Comm. Equip. (290)	1,073	6,138
	average	1,492	12,186
		746	6,083
<b>Broadcasting Equipment / Communications Technicians - OVERALL AVAILABILITY</b>		<b>12.2</b>	

Business & Management Service Occupations - OVERALL AVAILABILITY		ITAL AMER	TOTAL
Factor 1:	Agricultural & Food Science Technicians (190)	102	801
<b>Business &amp; Management Service Occupations - OVERALL AVAILABILITY</b>		<b>11.3</b>	

FALL, 2013

ADMINISTRATION IV: College Laboratory Technician Series

ADMINISTRATION IV: (titles listed below)

ONLY list titles that apply to College and delete this line

- Chief College Laboratory Technician (Chief CLT)
- Senior College Laboratory Technician (Sr. CLT)
- College Laboratory Technician (CLT)

Overall Availability Data for the following main areas/fields are provided in the TAB: IA ADM 4 Factors AD F2013

- a. \*\* Health Technologist & Technicians
- b. \*\* Engineering & Related Technologists & Technicians
- c. \*\* Science Technicians
- d. \*\* Computer Technicians
- e. \*\* Broadcasting Equipment / Communications Technicians
- f. \*\* Business & Management / Service Occupations

\* The overall availability data must be weighted by the number of employees in the area/field.

\*\* Allocation of employees in the area/field are based on the type of work that is done. Example: A CLT who sets up the lab for the Chemistry class would be allocated to the area of Science. A CLT setting up the VCRs or stage is allocated to the area of Broadcasting/Communications.

This section requires numbers to be entered onto the cells which indicate "ENTER". If there are NO employees, please enter the number zero (0). The workforce numbers entered here will automatically be loaded on the TAB: IA ADM 4 UAW F2013 worksheet.

Please input Workforce numbers (# of technicians in area/field) in cells H23 to H28.

In cells N29, Q29, T29, W29, Z29, AC29, and AF29 enter Workforce numbers by Gender and Ethnicity. Cells N29 and Q29 will be highlighted in RED if total does not equal cell H29

These dotted border cells require a number entry to compute % of technicians in area/field.

AREA/FIELD	# of technicians in area/field	TOTAL # of Technicians	% of technicians in area/field	Male	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Ital. Amer.
** Health	0	40	0%							
** Engineering	13	40	33%							
** Science	27	40	68%							
** Computers	0	40	0%							
** Broadcasting/Communications	0	40	0%							
** Bus. & Mngmnt / Serv. Occupations	0	40	0%							
<b>TOTAL Number of CLTs</b>	<b>40</b>			<b>39</b>	<b>14</b>	<b>29</b>	<b>10</b>	<b>3</b>	<b>16</b>	<b>2</b>

This gray shaded area is protected and does not require data. Cells below with dotted border, require a number entry in order for the "Current Utilization" on the IA ADM 4 Factors F2013 worksheet to be calculated.

OVERALL AVAILABILITY: (from TAB - ADM 4 Factors AD F2010.)

	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Ital. Amer.
Health	54.2	63.0	30.2	13.9	15.6	15.0
Engineering	14.7	59.2	21.8	17.7	15.5	11.3
Science	52.6	52.3	16.9	18.8	13.0	13.0
Computers	24.6	47.6	12.9	9.9	21.4	11.3
Broadcasting/Communications	16.6	39.4	17.1	14.1	5.5	12.2
Bus. & Mngmnt / Serv. Occupations	23.9	42.1	5.5	4.6	32.0	11.3

This section computes the weighted Overall Availability (OA) for each area with the percentage of employees and totals the OA for all areas/fields. The information in the cells of the dotted bordered box will automatically be used for calculating the underutilization on IA ADM 4 UAW F2013 worksheet.

Weighted Overall Availability of the areas by % of employees	% of technicians in area/field	Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Ital. Amer.
Health	Numbers in this area are computed with the weight and the Occupation. The TOTAL OA is populated on the UAW sheet and the UU is automatically computed.	0.0	0.0	0.0	0.0	0.0	0.0
Engineering		4.9	19.5	7.2	5.8	5.1	3.7
Science		35.8	35.6	11.5	12.8	8.8	8.8
Computers		0.0	0.0	0.0	0.0	0.0	0.0
Broadcasting/Communications		0.0	0.0	0.0	0.0	0.0	0.0
Bus. & Mngmnt / Serv. Occupations		0.0	0.0	0.0	0.0	0.0	0.0
<b>TOTAL OVERALL AVAILABILITY (OA)</b>		<b>40.7</b>	<b>55.1</b>	<b>18.7</b>	<b>18.6</b>	<b>13.9</b>	<b>12.5</b>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

# UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

NOTE: Please weight depending on the number of employees in fields.

College: **The City College**

Semester/Year: **FALL, 2013**

AFFIRMATIVE ACTION UNIT:

ADMINISTRATION IV

Constituent Departments:

ENGINEERING  
SCIENCE

EEO CATEGORY:

TECHNICAL / PARAPROFESSIONAL

Job Titles:

COLLEGE LAB TECHNICIANS (CLTs)  
Chief College Lab Tech.  
Senior College Lab Tech.  
College Lab Tech.

JOB GROUP:

ADMINISTRATION V

FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.						
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Combination of NYC @.9 & EDC/BA 4SI @.1	40.7	55.1	18.7	18.6	13.9	12.5						
2. % of Minorities/Females promotable, transferable, or trainable													
GROUP TOTAL NO.:	<b>55</b>												
No. Male:	#	No. Female:	14	Females	Minority	African	or Latino	Nat. Haw.	AMER.				
CURRENT UTILIZATION:		#	14	#	31	#	10	#	3	#	16	#	2
		%	25.5	%	56.4	%	18.2	%	5.5	%	29.1	%	3.6
OVERALL AVAILABILITY:		%	40.7	%	55.1	%	18.7	%	18.6	%	13.9	%	12.5
UNDERUTILIZATION:		%	15.2	%	NONE	%	0.5	%	13.1	%	NONE	%	8.9
		#	8.4	#	0.00	#	0.28	#	7.21	#	0.00	#	4.90
		UU	8	UU	0	UU	0	UU	7	UU	0	UU	5

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

FACTOR / SOURCE SHEET - PROFESSORIAL

FALL, 2013

Job Group: **Professorial**

Job Titles: Einstein Professor.; Distinguished Professor;  
Professor; Associate Professor; and Assistant  
Professor (erase titles that are not included)

FACTORS	SOURCES	WEIGHT
Factor 1	EDC - Ph.D. 2009 - 10* - 4States and US Non-4ST.	1.0

\*Note: US Dept of Education's Postsecondary Studies Division indicates  
2010 is the latest data available as of 7/20/2012.

Factor 1: 4States (CT,NJ, NY, PA) and USNon-4ST - EDC - Ph.D. 2009 - 10\*

**ALL FIELDS**

Female	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.
54.2	24.2	9.3	5.5	8.4

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl. and Am. Ind./Al.  
Natives and Two or More Races.

Italian American - SENIOR COLLEGES

Job Group: PROFESSORIAL Fall 2013

Weighting suggested by Expert Panel for Italian Americans.

	TriState	USNonTriState
<b>SENIOR COLLEGES</b>	0.6	0.4

		Ital. Am. PHD degree holder
US Census 2000 Tri- State	0.6	7.7
		4.6
US Census 2000 US Non-Tri-State	0.4	3.7
		1.48
<b>FACTOR 1</b>	sum TSEUSNT	<b>6.1</b>

FACTORS	SOURCES	WEIGHT
Factor 1	US Census 2000 - Ital. Am. Ph.D. holders (age 24-65) Tri-State @.6 and US Non-Tri-State @.4	1.0

Ital.  
Amer.  
6.1

# UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

<b>JOB CATEGORY:</b>	<b>Job Titles:</b>						<b>PROFESSORIAL SENIOR COLLEGE AVAILABILITY DATA</b>	
<b>FACULTY</b>	Einstein Professor.; Distinguished Professor; Professor; Associate Professor; and Assistant Professor (erase titles that are not included)							
<b>JOB GROUP:</b>	<b>PROFESSORIAL</b>							
<b>FACTORS:</b>	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Weighting	ITAL. AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	54.2	24.2	9.3	5.5	8.4	1.0	6.1
2. % of Minorities/Females promotable, transferable, or trainable								
<b>GROUP TOTAL NO.: 586</b>								
No. Male: <b>353</b> No. Female: <b>233</b>								
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.		ITAL. AMER.
<b>CURRENT UTILIZATION:</b>	#	233	# 205	# 77	# 48	# 54	#	24
	%	39.8	% 35.0	% 13.1	% 8.2	% 9.2	%	4.1
<b>OVERALL AVAILABILITY:</b>		%	%	%	%	%		%
		54.2	24.2	9.3	5.5	8.4		6.1
<b>UNDERUTILIZATION:</b>	%	14.4	% NONE	% NONE	% NONE	% NONE	%	2.0
	#	84.7	# 0.0	# 0.0	# 0.0	# 0.0	#	11.7
	UU	85	UU 0	UU 0	UU 0	UU 0	UU	12

NOTE: Annual Hiring/Promotion Rate & Ultimate Goals must equal to or be greater than overall availability.

NARRATIVE (any job group in which underutilization exists).

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## ACCOUNTANTS - ACCOUNTING ASSISTANT

Technical/Paraprofessional

**ACCOUNTANT**

**COLLEGE ACCOUNTING**

**ASSISTANT:**

Finance Accountant Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census - NY, NJ, CT, PA - CMSA, "Accountants and Auditors (code 80) and Purchasing Managers (15)	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>45.5</u>	<u>30.8</u>	<u>10.6</u>	<u>7.1</u>	<u>12.8</u>	<u>16.4</u>

\*NOTE: Total minority does not include Italian Americans

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: <u>The City College</u>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT:  ACCOUNTANTS - ACCOUNTING ASSISTANT	Constituent Departments:						
EEO CATEGORY:  Technical/Paraprofessional	Job Titles:  Finance Accountant Assistant						
JOB GROUP:  Finance Accountant Assistant							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Ital. Amer.
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	45.5	30.8	10.6	7.1	12.8
2. % of Minorities/Females promotable, transferable, or trainable.							
GROUP TOTAL NO.: <u>9</u> No. Male: <u>1</u> No. Female: <u>8</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	Ital. Amer.
CURRENT UTILIZATION:	# <u>8</u> % <u>88.9</u>	# <u>8</u> % <u>88.9</u>	# <u>7</u> % <u>77.8</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>11.1</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>45.5</u>	% <u>30.8</u>	% <u>10.6</u>	% <u>7.1</u>	% <u>12.8</u>	% <u>16.4</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>7.1</u> # <u>0.64</u> UU <u>1</u>	% <u>1.7</u> # <u>0.15</u> UU <u>0</u>	% <u>16.4</u> # <u>1.48</u> UU <u>2</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

MANAGERIAL: ADMINISTRATIVE  
SUPERINTENDENT OF BUILDINGS AND GROUNDS  
 Executive/Administrative/Managerial

ADMINISTRATIVE SUPERINTENDENT OF BUILDINGS AND GROUNDS

Administrative Supt. of Buildings and Grounds

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census NY, NJ, CT, PA - CMSA - First Line Supervisor/Managers of Housekeeping and Janitorial Workers (420)	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital.Amer.*</u>
<u>28.6</u>	<u>53.9</u>	<u>18.8</u>	<u>32.8</u>	<u>2.1</u>	<u>10.0</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	The City College
Semester/Year:	FALL, 2013

AFFIRMATIVE ACTION UNIT: Administrative Supt. of Buildings and Grounds		Constituent Departments:					
EEO CATEGORY: Executive/Administrative/Managerial		Job Titles: Administrative Superintendent of Buildings and Grounds					
JOB GROUP: Administrative Supt. of Buildings and Grounds							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL AMER.
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	28.6	53.9	18.8	32.8	2.1
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>2</u>		If Group Total is 4 or less, then Job Group is too small to analyze					
No. Males: <u>2</u> No. Females: <u>0</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL AMER.
CURRENT UTILIZATION:		# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>50.0</u>	# <u>1</u> % <u>50.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>28.6</u>	% <u>53.9</u>	% <u>18.8</u>	% <u>32.8</u>	% <u>2.1</u>	% <u>10.0</u>
UNDERUTILIZATION:		% <u>28.6</u> # <u>0.57</u> UU <u>1</u>	% <u>3.9</u> # <u>0.08</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>32.8</u> # <u>0.66</u> UU <u>1</u>	% <u>2.1</u> # <u>0.04</u> UU <u>0</u>	% <u>10.0</u> # <u>0.20</u> UU <u>0</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

CUNY ADMINISTRATIVE ASSISTANT  
Secretarial and Clerical

CUNY ADMINISTRATIVE ASSISTANT

CUNY Administrative Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Survey Fall 2010 - Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles. The CUNY Administrative Assistant title is strictly promotional from the Permanent CUNY Office Assistant (level 3 or above) and Mail Message Services Worker titles. The Spring 2010 Survey with selected titles closely approximates the pool of candidates eligible for the position.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>93.2</u>	<u>68.3</u>	<u>36.9</u>	<u>25.4</u>	<u>5.8</u>	<u>6.7</u>

\*NOTE: Total minority does not include Italian Americans.  
 \*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: <b>CUNY ADMINISTRATIVE ASSISTANT</b>	Constituent Departments:						
EEO CATEGORY:  Secretarial and Clerical	Job Titles: CUNY Administrative Assistant						
JOB GROUP:  CUNY ADMINISTRATIVE ASSISTANT							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.						
2. % of Minorities/Females promotable, transferable, or trainable.	1.00	93.2	68.3	36.9	25.4	5.8	6.7
GROUP TOTAL NO.: <u>22</u> No. Male: <u>1</u> No. Female: <u>21</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:	# <u>21</u> % <u>95.5</u>	# <u>20</u> % <u>90.9</u>	# <u>14</u> % <u>63.6</u>	# <u>6</u> % <u>27.3</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>93.2</u>	% <u>68.3</u>	% <u>36.9</u>	% <u>25.4</u>	% <u>5.8</u>	% <u>6.7</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>5.8</u> # <u>1.28</u> UU <u>1</u>	% <u>6.7</u> # <u>1.47</u> UU <u>2</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

MANAGERIAL: COMPUTER MANAGER

Executive/Administrative/Managerial

MANAGERIAL:

COMPUTER MANAGER:

Computer Systems Manager

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA CMSA , "Computer and Information Systems Managers" (11)	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>28.3</u>	<u>21.2</u>	<u>6.7</u>	<u>5.0</u>	<u>9.3</u>	<u>19.4</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET I

Two Factor Availability

College: **The City College**

Semester/Year: **FALL, 2013**

AFFIRMATIVE ACTION UNIT:  COMPUTER MANAGER:	Constituent Departments:						
EEO CATEGORY:  Executive/Administrative/Managerial	Job Titles: Computer Systems Manager						
JOB GROUP:  COMPUTER MANAGER:							
FACTORS:  1. % availability of Minorities/Females with requisite skills in immediate labor areas.  2. % of Minorities/Females promotable, transferable, or trainable	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	28.3	21.2	6.7	5.0	9.3	19.4
GROUP TOTAL NO.: <u>4</u> No. Male: <u>4</u> No. Female: <u>0</u>	If Group Total is 4 or less, then Job Group is too small to analyze						
	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.	
CURRENT UTILIZATION:	# <u>0</u> % <u>0.0</u>	# <u>4</u> % <u>100.0</u>	# <u>1</u> % <u>25.0</u>	# <u>0</u> % <u>0.0</u>	# <u>3</u> % <u>75.0</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>28.3</u>	% <u>21.2</u>	% <u>6.7</u>	% <u>5.0</u>	% <u>9.3</u>	% <u>19.4</u>	
UNDERUTILIZATION:	% <u>28.3</u> # <u>1.13</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>5.0</u> # <u>0.20</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>19.4</u> # <u>0.78</u> UU <u>1</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

CUNY OFFICE/SECRETARIAL ASSISTANT

Secretarial and Clerical

CUNY OFFICE/SECRETARIAL ASSISTANT: CUNY Office/Secretarial Assistant (all levels)

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, Secretaries, and Administrative Assistants (570); Word Processors and Typists (582); and Office Administrative Support Workers, all other (593).	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>92.8</u>	<u>31.8</u>	<u>14.7</u>	<u>13.0</u>	<u>3.6</u>	<u>20.2</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

# UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT:  CUNY OFFICE/SECRETARIAL ASSISTANT:	Constituent Departments:						
EEO CATEGORY:  Secretarial and Clerical	Job Titles: CUNY Office/Secretarial Assistant (all levels)						
JOB GROUP:  CUNY OFFICE/SECRETARIAL ASSISTANT							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	92.8	31.8	14.7	13.0	3.6
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>95</u>							
No. Male: <u>9</u> No. Female: <u>86</u>							
	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.	
CURRENT UTILIZATION:	# <u>86</u> % <u>90.5</u>	# <u>87</u> % <u>91.6</u>	# <u>60</u> % <u>63.2</u>	# <u>23</u> % <u>24.2</u>	# <u>4</u> % <u>4.2</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>92.8</u>	% <u>31.8</u>	% <u>14.7</u>	% <u>13.0</u>	% <u>3.6</u>	% <u>20.2</u>	
UNDERUTILIZATION:	% <u>2.3</u> # <u>2.16</u> UU <u>2</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>20.2</u> # <u>19.19</u> UU <u>19</u>				

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**CAMPUS PUBLIC SAFETY SERGEANT**  
 formerly - Campus Peace/Security Officer Level 3  
 Service/Maintenance

CAMPUS PUBLIC SAFETY SERGEANT      Campus Public Safety Sergeant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1:    N/A	0.0
Factor 2:    CUNY Permanent Campus Peace Officer Level 1 and 2	1.0

Factor 2: CUNY Permanent Campus Peace Officer Level 1 and 2 with a selected Date of Appointment to Title closely approximates those candidates eligible to apply for the exam. The Campus Public Safety Sergeant list was established on November 12, 2008 from the test given on August 23, 2008, therefore, those from the Spring 2008 CUPS miniflat file was used to select those eligible to take the exam. Source: miniflat file April 15, 2008.

<u>Female</u>	<u>**Total</u> <u>Minorit</u>	<u>Black or</u> <u>African</u> <u>American</u>	<u>Hispanic</u> <u>or Latino</u>	<u>Asian or</u> <u>Nat. Haw.</u> <u>or Other</u> <u>Pac. Isl.</u>	<u>Ital.</u> <u>Amer.*</u>
<u>23.6</u>	<u>Y</u> <u>88.7</u>	<u>56.1</u>	<u>24.3</u>	<u>7.8</u>	<u>1.5</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College:	The City College
Semester/Year:	<b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: CAMPUS PUBLIC SAFETY SERGEANT		Constituent Departments:					
EEO CATEGORY: Service/Maintenance		Job Titles: Campus Public Safety Sergeant					
JOB GROUP: CAMPUS PUBLIC SAFETY SERGEANT							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
2. % of Minorities/Females promotable, transferable, or trainable	1.00	23.6	88.7	56.1	24.3	7.8	1.5
GROUP TOTAL NO.: <u>11</u>							
No. Male: <u>10</u> No. Female: <u>1</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>1</u> % <u>9.1</u>	# <u>11</u> % <u>100.0</u>	# <u>10</u> % <u>90.9</u>	# <u>1</u> % <u>9.1</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>23.6</u>	% <u>88.7</u>	% <u>56.1</u>	% <u>24.3</u>	% <u>7.8</u>	% <u>1.5</u>
UNDERUTILIZATION:		% <u>14.5</u> # <u>1.60</u> w <u>2</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>15.2</u> # <u>1.67</u> w <u>2</u>	% <u>7.8</u> # <u>0.86</u> w <u>1</u>	% <u>1.5</u> # <u>0.17</u> w <u>0</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

CAMPUS PEACE/SECURITY OFFICER LEVEL 2  
Service/Maintenance

CAMPUS PEACE/SECURITY OFFICER LEVEL 2:                      Campus Peace/Security Officer Level 2

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N/A	0.0
Factor 2: CUNY Survey Campus Peace/Security Officer Level 1	1.0

Factor 2: CUNY Campus Peace/Security Officer Level 1 - Permanents (with 2yr. Service) with date of appointment to title prior to June 30 2007. Source: miniflat file December 8, 2008.

<u>Female</u>	<u>**Total Minorit y</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>24.2</u>	<u>87.9</u>	<u>43.0</u>	<u>21.3</u>	<u>7.7</u>	<u>1.1</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

# UTILIZATION ANALYSIS WORKSHEET

## Two Factor Availability

College: <u>The City Collge</u>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT:  CAMPUS PEACE/SECURITY OFFICER LEVEL 2	Constituent Departments:						
EEO CATEGORY:  Service/Maintenance	Job Titles: Campus Peace/Security Officer Level 2						
JOB GROUP:  CAMPUS PEACE/SECURITY OFFICER LEVEL 2							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
2. % of Minorities/Females promotable, transferable, or trainable	1.00	24.2	87.9	43.0	21.3	7.7	1.1
GROUP TOTAL NO.: <u>7</u>							
No. Male: <u>4</u> No. Female: <u>3</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:	# <u>3</u> % <u>42.9</u>	# <u>7</u> % <u>100.0</u>	# <u>5</u> % <u>71.4</u>	# <u>2</u> % <u>28.6</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>24.2</u>	% <u>87.9</u>	% <u>43.0</u>	% <u>21.3</u>	% <u>7.7</u>	% <u>1.1</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>7.7</u> # <u>0.54</u> uu <u>1</u>	% <u>1.1</u> # <u>0.08</u> uu <u>0</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**CAMPUS PEACE/SECURITY OFFICER LEVEL 1**  
Service/Maintenance

CAMPUS PEACE/  
SECURITY OFFICER LEVEL 1:

Campus Peace/Security Officer Level 1  
Campus Security Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census EEO Occupation Groups -PUMS NYC - Residence Geography, New York City -Protective Services Workers.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>23.7</u>	<u>66.1</u>	<u>40.2</u>	<u>22.0</u>	<u>3.5</u>	<u>7.9</u>

\*NOTE: Total minority does not include Italian Americans.  
 \*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET I

### Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: <b>CAMPUS PEACE/SECURITY OFFICER LEVEL 1</b>	Constituent Departments:						
EEO CATEGORY:  Service/Maintenance	Job Titles: Campus Peace/Security Officer Level 1 Campus Security Assistant						
JOB GROUP: <b>CAMPUS PEACE/SECURITY OFFICER LEVEL 1</b>							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	23.7	66.1	40.2	22.0	3.5	7.9
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>43</u> No. Male: <u>30</u> No. Female: <u>13</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>13</u> % <u>30.2</u>	# <u>41</u> % <u>95.3</u>	# <u>30</u> % <u>69.8</u>	# <u>9</u> % <u>20.9</u>	# <u>2</u> % <u>4.7</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>23.7</u>	% <u>66.1</u>	% <u>40.2</u>	% <u>22.0</u>	% <u>3.5</u>	% <u>7.9</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>1.1</u> # <u>0.46</u> uu <u>1</u>	% <u>NONE</u> # <u>0.00</u> uu <u>0</u>	% <u>7.9</u> # <u>3.40</u> uu <u>3</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

CUSTODIAL ASSISTANT  
Service/Maintenance

CUSTODIAL ASSISTANT: Custodial Assistant

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "Janitors and Building Cleaners" (422)	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>23.1</u>	<u>63.2</u>	<u>20.5</u>	<u>39.8</u>	<u>2.5</u>	<u>9.0</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

# UTILIZATION ANALYSIS WORKSHEET

## Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: <b>CUSTODIAL ASSISTANT</b>	Constituent Departments:						
EEO CATEGORY: <b>Service/Maintenance</b>	Job Titles: <b>Custodial Assistant</b>						
JOB GROUP: <b>CUSTODIAL ASSISTANT</b>							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	23.1	63.2	20.5	39.8	2.5	9.0
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>85</u> No. Male: <u>62</u> No. Female: <u>23</u>							
	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.	
CURRENT UTILIZATION:	# <u>23</u> % <u>27.1</u>	# <u>85</u> % <u>100.0</u>	# <u>58</u> % <u>68.2</u>	# <u>27</u> % <u>31.8</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	
OVERALL AVAILABILITY:	% <u>23.1</u>	% <u>63.2</u>	% <u>20.5</u>	% <u>39.8</u>	% <u>2.5</u>	% <u>9.0</u>	
UNDERUTILIZATION:	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>8.0</u> # <u>6.83</u> w <u>7</u>	% <u>2.5</u> # <u>2.13</u> w <u>2</u>	% <u>9.0</u> # <u>7.65</u> w <u>8</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## CUSTODIAL SUPERVISORY

Service/Maintenance

SENIOR CUSTODIAL  
SUPERVISOR: \_\_\_\_\_ Custodial Supervisor

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "First Line Supervisors/Managers of Housekeeping/Janitorial Workers (420)	1.0

\* 2000 US Census NYC-persons with occupations-First-Line Supervisors/ Manager of Housekeeping/Janitorial Workers (420)

	<u>**Total</u>	<u>Black or</u>		<u>Asian or</u>	
<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>Hispanic</u>	<u>Nat. Haw.</u>	<u>Ital.</u>
		<u>American</u>	<u>or Latino</u>	<u>or Other</u>	<u>Amer.*</u>
<u>28.6</u>	<u>53.9</u>	<u>18.8</u>	<u>32.8</u>	<u>2.1</u>	<u>3.9</u>

\*NOTE: Total minority does not include Italian Americans.  
 \*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET I

### Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: <b>CUSTODIAL SUPERVISORY</b>	Constituent Departments:						
EEO CATEGORY:  Service/Maintenance	Job Titles: Custodial Supervisor						
JOB GROUP:  CUSTODIAL SUPERVISORY							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	28.6	53.9	18.8	32.8	2.1	3.9
2. % of Minorities/Females promotable, transferable, or trainable.							
GROUP TOTAL NO.: <u>9</u>							
No. Male: <u>8</u> No. Female: <u>1</u>							
	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.	
CURRENT UTILIZATION:	# <u>1</u> % <u>11.1</u>	# <u>8</u> % <u>88.9</u>	# <u>5</u> % <u>55.6</u>	# <u>2</u> % <u>22.2</u>	# <u>0</u> % <u>0.0</u>	# <u>1</u> % <u>11.1</u>	
OVERALL AVAILABILITY:	% <u>28.6</u>	% <u>53.9</u>	% <u>18.8</u>	% <u>32.8</u>	% <u>2.1</u>	% <u>3.9</u>	
UNDERUTILIZATION:	% <u>17.4</u> # <u>1.57</u> UU <u>2</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>10.6</u> # <u>0.95</u> UU <u>1</u>	% <u>2.1</u> # <u>0.19</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**MEDIA SERVICES / PRINT SHOP TITLES**

Technical/Paraprofessional

**MEDIA SERVICES/  
PRINT SHOP TITLES**

Print Shop Associate  
Graphic Designer

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 Census, NY, NJ, CT, PA - CMSA, "Miscellaneous Media & Communication Workers (286), Job Printers (824), and Printing Machine Operators (826).	1.0

\* 2000 US Census PUMS CMSA

	<u>Total</u>	<u>Black or</u>	<u>Hispanic</u>	<u>Asian or</u>	<u>Ital.</u>	
<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>or Latino</u>	<u>Nat. Haw.</u>	<u>Amer.*</u>	
		<u>American</u>		<u>or Other</u>		
				<u>Pac. Isl.</u>		
	<u>24.3</u>	<u>46.4</u>	<u>12.5</u>	<u>26.5</u>	<u>7.3</u>	<u>8.2</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College:	The City College
Semester/Year:	<b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: MEDIA SERVICES / PRINT SHOP TITLES	Constituent Departments:						
EEO CATEGORY:  Technical/Paraprofessional	Job Titles:  Print Shop Associate Graphic Designer						
JOB GROUP:  MEDIA SERVICES / PRINT SHOP TITLES							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	24.3	46.4	12.5	26.5	7.3	8.2
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>5</u> No. Male: <u>3</u> No. Female: <u>2</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>2</u> % <u>40.0</u>	# <u>5</u> % <u>100.0</u>	# <u>1</u> % <u>20.0</u>	# <u>2</u> % <u>40.0</u>	# <u>2</u> % <u>40.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>24.3</u>	% <u>46.4</u>	% <u>12.5</u>	% <u>26.5</u>	% <u>7.3</u>	% <u>8.2</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>8.2</u> # <u>0.41</u> UU <u>0</u>				

*\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.*

MAIL / MESSAGE SERVICES WORKER

Secretarial/Clerical

MAIL / MESSAGE  
SERVICES WORKER

Mail/Message Services Worker

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 Census, NY NJ CT PA, CMSA, - Mail Clerks/Mail Machine Operators, Except Postal Service (585).	1.0

\* 2000 US Census PUMS CMSA

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>35.4</u>	<u>59.7</u>	<u>20.6</u>	<u>33.2</u>	<u>5.4</u>	<u>14.2</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

## UTILIZATION ANALYSIS WORKSHEET

### Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: MAIL / MESSAGE SERVICES WORKER		Constituent Departments:					
EEO CATEGORY: Secretarial/Clerical		Job Titles: Mail/Message Services Worker					
JOB GROUP: MAIL / MESSAGE SERVICES WORKER							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	35.4	59.7	20.6	33.2	5.4	14.2
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>5</u>							
No. Male: <u>4</u> No. Female: <u>1</u>							
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>1</u> % <u>20.0</u>	# <u>2</u> % <u>40.0</u>	# <u>2</u> % <u>40.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>
OVERALL AVAILABILITY:		% <u>35.4</u>	% <u>59.7</u>	% <u>20.6</u>	% <u>33.2</u>	% <u>5.4</u>	% <u>14.2</u>
UNDERUTILIZATION:		% <u>15.4</u> # <u>0.77</u> u <u>1</u>	% <u>19.7</u> # <u>0.99</u> u <u>1</u>	% <u>NONE</u> # <u>0.00</u> u <u>0</u>	% <u>33.2</u> # <u>1.66</u> u <u>2</u>	% <u>5.4</u> # <u>0.27</u> u <u>0</u>	% <u>14.2</u> # <u>0.71</u> u <u>1</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**MANAGERIAL: SECURITY DIRECTOR**

Executive/Administrative/Managerial

MANAGERIAL:  
SECURITY DIRECTOR:

Campus Security Assistant Director

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: 2000 U.S. Census - EEO Occupational Groups-Residence Geography, New York City - Protective Services Workers.	1.0

\* 2000 US Census PUMS NYC Persons with Occupation NYC

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>Ital. Amer.*</u>
<u>23.7</u>	<u>66.1</u>	<u>40.2</u>	<u>22.0</u>	<u>3.5</u>	<u>9.4</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**UTILIZATION ANALYSIS WORKSHEET**  
Two Factor Availability

College: <b>The City College</b>
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: <b>SECURITY DIRECTOR:</b>		Constituent Departments:					
EEO CATEGORY:  Executive/Administrative/Managerial		Job Titles:  Campus Security Assistant Directo					
JOB GROUP:  SECURITY DIRECTOR:							
FACTORS: 1. % availability of Minorities/Females with requisite skills in immediate labor areas.	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
	1.00	23.7	66.1	40.2	22.0	3.5	9.4
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>4</u> No. Male: <u>4</u> No. Female: <u>0</u>		If Group Total is 4 or less, then Job Group is too small to analyze.					
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>0</u> % <u>0.0</u>	# <u>4</u> % <u>100.0</u>	# <u>2</u> % <u>50.0</u>	# <u>0</u> % <u>0.0</u>	# <u>0</u> % <u>0.0</u>	# <u>2</u> % <u>50.0</u>
OVERALL AVAILABILITY:		% <u>23.7</u>	% <u>66.1</u>	% <u>40.2</u>	% <u>22.0</u>	% <u>3.5</u>	% <u>9.4</u>
UNDERUTILIZATION:		% <u>23.7</u> # <u>0.95</u> UU <u>1</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>	% <u>22.0</u> # <u>0.88</u> UU <u>1</u>	% <u>3.5</u> # <u>0.14</u> UU <u>0</u>	% <u>NONE</u> # <u>0.00</u> UU <u>0</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./AL Natives and Two or More Races.

**SKILLED TRADES/CRAFTS**  
 Skilled Crafts - Service/Maintenance

**SKILLED TRADES/CRAFTS:**

Motor Vehicle Mechanic  
 Laborer  
 Electrician  
 Maintenance Worker  
 Oiler  
 Painter  
 Thermostat Repairer  
 Stationary Engineer  
 Steamfitter

SOURCE

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA (selected occupations).

WEIGHTING

1.0

\* 2000 US Census PUMS CMSA

Factor 1: 2000 U.S. Census, NY, NJ, CT, PA - CMSA, "Stationary Engineer& Boiler Operator" (861), "Carpenters" (623), "Electricians" (635), "Painters, Construction Maintenance" (642), "Plumber" (644), "Machinist" (803), "Construction Manager" (22), Automotive Service Technicians & Mechanics" (720), "Elevator Installer & Repairer" (670), "Roofer" (651), "Cement Mason, Concrete Finishers & Terrazzo Worker" (625), "Locksmith" (754), "Plasters and Stucco Mason" (646), "Laborer" (626), "Maintenance and Repairer Workers, General" (734), and "Maintenance Workers, Machinery" (735).

	<u>**Total</u>	<u>Black or</u>	<u>Hispanic</u>	<u>Asian or</u>	<u>Ital.</u>
<u>Female</u>	<u>Minority</u>	<u>African</u>	<u>or Latino</u>	<u>Nat. Haw. or</u>	<u>Amer.*</u>
		<u>American</u>		<u>Other Pac.</u>	
				<u>Isl.</u>	
	<u>2.7</u>	<u>11.3</u>	<u>20.9</u>	<u>3.6</u>	<u>17.7</u>

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: ENTER
Semester/Year: <b>FALL, 2013</b>

AFFIRMATIVE ACTION UNIT: SKILLED TRADES/CRAFTS		Constituent Departments:					
EEO CATEGORY: Skilled Crafts - Service/Maintenance		Job Titles: Motor Vehicle Mechanic Laborer Electrician Maintenance Worker Oiler Painter Thermostat Repairer Stationary Engineer Steamfitter					
JOB GROUP: SKILLED TRADES/CRAFTS							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.	1.00	2.7	36.2	11.3	20.9	3.6	17.7
2. % of Minorities/Females promotable, transferable, or trainable							
GROUP TOTAL NO.: <u>63</u>	If Group Total is 4 or less, then Job Group is too small to analyze						
No. Male: <u>59</u> No. Female: <u>4</u>		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:		# <u>4</u> % <u>6.3</u>	# <u>27</u> % <u>42.9</u>	# <u>11</u> % <u>17.5</u>	# <u>10</u> % <u>15.9</u>	# <u>2</u> % <u>3.2</u>	# <u>4</u> % <u>6.3</u>
OVERALL AVAILABILITY:		% <u>2.7</u>	% <u>36.2</u>	% <u>11.3</u>	% <u>20.9</u>	% <u>3.6</u>	% <u>17.7</u>
UNDERUTILIZATION:		% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>NONE</u> # <u>0.00</u> w <u>0</u>	% <u>5.0</u> # <u>3.14</u> w <u>3</u>	% <u>0.5</u> # <u>0.28</u> w <u>0</u>	% <u>11.4</u> # <u>7.15</u> w <u>7</u>

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

SKILLED TRADES/CRAFTS SUPERVISORY TITLES

Skilled Crafts - Service/Maintenance

SKILLED TRADES/ CRAFTS SUPERVISORY

Carpenter Supervisor  
 Supervisor (Maintenance and Laborer)  
 Mechanics Supervisor  
 Painter Supervisor  
 Plumber Supervisor

<u>SOURCE</u>	<u>WEIGHTING</u>
Factor 1: N / A	0.0
Factor 2: CUNY Survey 2009, Skilled Trades - selected titles (with permanency) and appt to title. Source: miniflat file April 15, 2009.	1.0

<u>Female</u>	<u>**Total Minority</u>	<u>Black or African American</u>	<u>Hispanic or Latino</u>	<u>Asian or Nat. Haw. or Other Pac. Isl.</u>	<u>*Ital. Amer.</u>
1.3	16.9	2.0	7.1	3.9	13.6

\*NOTE: Total minority does not include Italian Americans.

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

UTILIZATION ANALYSIS WORKSHEET

Two Factor Availability

College: The City College

Semester/Year: FALL, 2013

AFFIRMATIVE ACTION UNIT: SKILLED TRADES/ CRAFTS		Constituent Departments:					
EEO CATEGORY: Skilled Crafts - Service/Maintenance		Job Titles: Carpenter Supervisor Supervisor (Maintenance and Laborer) Mechanics Supervisor Painter Supervisor Plumber Supervisor					
JOB GROUP: SKILLED TRADES/CRAFTS SUPERVISORY TITLES							
FACTORS:	Weighting	Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
1. % availability of Minorities/Females with requisite skills in immediate labor areas.							
2. % of Minorities/Females promotable, transferable, or trainable	1.00	1.3	16.9	2.0	7.1	3.9	13.6
GROUP TOTAL NO.: 7 No. Male: 7 No. Female: 0	If Group Total is 4 or less, then job group is too small to analyze						
		Females	**Total Minority	Black or African American	Hispanic or Latino	Asian or Nat. Haw. or Other Pac. Isl.	ITAL. AMER.
CURRENT UTILIZATION:	#	0	# 2	# 1	# 1	# 0	# 0
	%	0.0	% 28.6	% 14.3	% 14.3	% 0.0	% 0.0
OVERALL AVAILABILITY:		% 1.3	% 16.9	% 2.0	% 7.1	% 3.9	% 13.6
UNDERUTILIZATION:	%	1.3	% NONE	% NONE	% NONE	% 3.9	% 13.6
	#	0.09	# 0.00	# 0.00	# 0.00	# 0.27	# 0.95
	u	0	u 0	u 0	u 0	u 0	u 1

\*\*Total Minority includes Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pac. Isl., and Am. Ind./Al. Natives and Two or More Races.

**C. PERSONNEL ACTIVITY TABLE/APPLICANT DATA-  
RECRUITMENT DOCUMENTATION**

*(INCLUDE PAT & APPLICANT/DOCUMENTATION)*

	TOTAL****		BLACK OR AFRICAN AM.		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER IND/ ALASK. NAT.		TOTAL MINORITY***		WHITE (incl. Nat. Am.)		ITALIAN AMERICAN		UNKNOWN*		TOTAL NON-MINORITY**																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																						
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\*\*Unknowns are subtracted from all totals.  
 \*\*\*Total Non-Minority is the sum of Black or African American, Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander and American Indian/Alaska Native.

\*\*\*\*Total is the sum of Total Minority and Total Non-Minority.

EXEC/ADMIN/MANAGERIAL	TOTAL****		BLACK OR AFRICAN AM		HISPANIC OR LATINO		ASIAN OR NAT. HAW. OR OTHER PAC. ISL.		AMER. IND./ALASK. NAT.		TOTAL MINORITY**		WHITE (incl. Ind. Am.)		ITALIAN AMERICAN		UNKNOWN*		TOTAL NON-MINORITY**				
	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE			
Applicants	601	649	1250	166	239	120	125	42	47	7	5	335	416	751	265	233	1	0	12	22	266	233	499
Interviews	34	38	72	6	13	6	3	2	1	0	0	14	17	31	19	21	1	0	0	1	20	21	41
Offers	7	5	12	0	2	0	0	2	1	0	0	3	3	5	4	2	1	0	0	0	5	2	7
Total Workforce EEOC-Category Desc.	66	72	138	16	25	6	11	8	7	0	0	30	43	73	36	29	0	0	0	0	36	29	65
PROFESSIONAL/NON-FACULTY	820	644	1464	113	95	78	80	148	95	4	6	343	276	619	477	368	0	0	24	20	477	368	845
Applicants	44	46	90	1	4	4	9	11	5	0	0	16	18	34	27	28	1	0	17	16	28	28	56
Interviews	15	10	25	1	0	1	4	3	0	0	0	5	4	9	10	6	0	0	3	1	10	6	16
Offers	340	222	562	24	29	24	24	54	24	2	0	104	77	181	236	145	0	0	0	0	236	145	381
Total Workforce EEOC-Category Desc.	448	962	1410	164	423	100	229	65	104	4	2	333	758	1091	114	203	1	1	20	45	115	204	319
PROFESSIONAL/FACULTY	11	31	42	3	12	2	8	1	2	0	1	6	23	29	5	8	0	0	0	1	5	8	13
Applicants	4	11	15	0	7	1	0	0	2	0	0	1	9	10	2	1	1	1	0	0	3	2	5
Interviews	76	91	167	17	35	17	26	11	8	1	0	46	69	115	30	22	0	0	0	0	30	22	52
Total Workforce EEOC-Category Desc.	302	145	447	151	89	76	36	30	10	0	2	257	137	394	45	8	0	0	13	9	45	8	53
SECRETARIAL/CLERICAL	5	0	5	3	0	1	0	0	0	0	0	4	0	4	1	0	0	0	0	0	1	0	1
Applicants	2	0	2	0	0	1	0	0	0	0	0	1	0	1	0	0	0	0	0	0	1	0	1
Interviews	14	108	122	7	69	4	27	0	3	1	0	12	99	111	2	9	0	0	0	0	2	9	11
Total Workforce EEOC-Category Desc.	382	161	543	118	54	92	42	79	42	1	0	290	138	428	92	23	0	0	13	7	92	23	115
TECHNICAL/PARAMEDICAL	10	6	16	3	1	1	2	4	3	0	0	8	6	14	2	0	0	0	1	0	2	0	2
Applicants	1	3	4	0	0	0	0	1	3	0	0	1	3	4	0	0	0	0	0	0	0	0	0
Interviews	67	29	96	17	10	11	2	23	5	0	0	51	17	68	16	12	0	0	0	0	16	12	28
Total Workforce EEOC-Category Desc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SKILLED TRAINERS	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Applicants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Interviews	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Offers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Workforce EEOC-Category Desc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
SERVICE/MAINTENANCE	138	81	219	54	38	38	12	10	9	0	0	102	59	161	35	16	1	6	0	0	36	22	58
Applicants	5	7	12	3	2	0	1	1	0	0	0	4	3	7	0	4	1	0	0	0	1	4	5
Interviews	2	0	2	1	0	1	0	0	0	0	0	2	0	2	0	0	0	0	0	0	0	0	0
Offers	66	37	103	47	32	15	5	2	0	0	0	64	37	101	2	0	0	0	0	0	2	0	2
Total Workforce EEOC-Category Desc.	2691	2642	5333	766	938	504	524	374	307	16	15	1660	1784	3444	1028	851	3	7	82	103	1031	858	1889
Applicants	109	128	237	19	32	14	23	19	11	0	1	52	67	119	54	61	3	0	18	18	57	61	118
Interviews	31	29	60	2	9	4	4	6	6	0	0	12	19	31	17	9	2	1	3	1	19	10	29
Offers	629	559	1188	128	200	77	95	98	47	4	0	307	342	649	322	217	0	0	0	0	322	217	539
Total Workforce EEOC-Category Desc.																							

\*\*\*\*\*Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander and American Indian/Alaska Native  
 \*\*\*\*TOTAL is the sum of Total Minority and Total Non-Minority  
 \*\*\*Total Minority is the sum of Black or African Am., Hispanic or Latino, Asian or Nat. Haw. or Other Pacific Islander and American Indian/Alaska Native  
 \*\*Total Non-Minority is the sum of White and Italian American  
 \*UNKNOWN

## **D. TENURE ELIGIBILITY SURVEY**

*(INCLUDE COLLEGE TOTALS & DEPARTMENTAL REPORTS)*

COLLEGE: CITY COLLEGE

DEPARTMENT: Chemistry

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.																	
Assistant Prof.	1	1	1														
Lecturer (CCE)																	
CLT's																	
TOTAL	1	1	1														

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	0																

COLLEGE: CITY COLLEGE

DEPARTMENT: Civil Engineering

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.	1	1	1														
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	1	1	1														

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.	(1)	(1)	(1)														
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	(1)	(1)	(1)														

COLLEGE: CITY COLLEGE

DEPARTMENT: English

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	4	1	3	1	3											
CLTs																
TOTAL	4	1	3	1	3											

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	4	1	3	1	3											
CLTs																
TOTAL	4	1	3	1	3											

COLLEGE: CITY COLLEGE

DEPARTMENT: Education/Leadership & Special Education

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	2	1														1
CLTs																
TOTAL	2	1														1

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	2	1														1
CLTs																
TOTAL	2	1														1

COLLEGE: CITY COLLEGE

DEPARTMENT: Education/Teaching, Learning & Culture

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.	1	1	1													
Lecturer (CCE)	1	1	1													
CLT's																
TOTAL	2	2	2													

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.	(1)	(1)	(1)													
Lecturer (CCE)		1	1													
CLT's																
TOTAL	(1)	(1) 1	(1) 1													

COLLEGE: CITY COLLEGE

DEPARTMENT: Foreign Language & Literature

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.	1	1							1							
Lecturer (CCE)	1		1		1											
CLT's																
TOTAL	2	1	1		1				1							

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/Pac. Isl.		Amer. Ind./Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																
Associate Prof.																
Assistant Prof.	(1)	(1)							(1)							
Lecturer (CCE)	1		1		1											
CLT's																
TOTAL	(1) 1	(1) 1			1				(1)							

COLLEGE: CITY COLLEGE

DEPARTMENT: Music

Eligible for Tenure, Effective: September 1, 2012

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL																
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	1	1		1												
CLT's																
TOTAL	1	1		1												

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL																
Professor																
Associate Prof.																
Assistant Prof.																
Lecturer (CCE)	1	1		1												
CLT's																
TOTAL	1	1		1												

COLLEGE: CITY COLLEGE

DEPARTMENT: Physics

Eligible for Tenure, Effective: September 1, 2012

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL																
Professor																
Associate Prof.																
Assistant Prof.	1	1		1												
Lecturer (CCE)																
CLT's																
TOTAL	1	1		1												

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
TOTAL																
Professor																
Associate Prof.																
Assistant Prof.	1	1		1												
Lecturer (CCE)																
CLT's																
TOTAL	1	1		1												

COLLEGE: CITY COLLEGE

DEPARTMENT: Psychology

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.																	
Assistant Prof.	1		1				1										
Lecturer (CCE)																	
CLT's																	
TOTAL	1		1				1										

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor																	
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	0																

COLLEGE: CITY COLLEGE

DEPARTMENT: Political Science

Eligible for Tenure, Effective: September 1, 2012

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor	1		1		1												
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	1		1		1												

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
Professor	(1)		(1)		(1)												
Associate Prof.																	
Assistant Prof.																	
Lecturer (CCE)																	
CLT's																	
TOTAL	(1)		(1)		(1)												

COLLEGE: CITY COLLEGE

DEPARTMENT: Theatre & Speech

Eligible for Tenure, Effective: September 1, 2012

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.	(1)	(1)		(1)													
Lecturer (CCE)	2	1	1	1	1												
CLT's																	
TOTAL	2 (1)	(1) 1	1	(1) 1	1												

Number Recommended for Tenure, Effective: September 1, 2012

NOTE: Please record Early Tenure in Parenthesis: example ( )

	TOTAL	Sub-Total Sex		White		Black		Puerto Rican		Hispanic		Asian/ Pac. Isl.		Amer. Ind./ Alsk. Nat.		Italian American	
		M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Professor																	
Associate Prof.																	
Assistant Prof.	(1)	(1)		(1)													
Lecturer (CCE)	2	1	1	1	1												
CLT's																	
TOTAL	(1) 2	(1) 1	1	(1) 1	1												

## **E. FALL 2013 UNDERUTILIZATION SUMMARY**

Fall 2013  
 Underutilization  
 Summary: Results of  
 Utilization Analysis by  
 Affirmative Action Unit  
 Comparison of  
 Incumbents to  
 Availability Data  
 (Professorial\* Only)

COLLEGE: City College of New York

Total # Professoriate\_ 586

PART A:

Departments/ Affirmative Action Unit (AAU) with Underutilization (UU)	Total Incumbents in AAU	EMALES						Total Minorities						Blacks		Hispanics / Latinos(as)				Asian/Pacific Islanders			
		% Overall		NR		% Overall		NR		% Overall		NR		% Overall		NR		% Overall		NR			
		#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	#UU	Availability	(No Representation)	
1 Anthropology	3	0	66.7		0	44		0	17.5	(No)	0	8.6	(No)	0	13.7	(No)							
2 Architecture	26	2	46		2	21.9		0	8.1		0	5.1		1	8.7								
3 Art	15	0	51.6		1	19.8		0	3.3		0	5.1		2	10	(No)							
4 Biology	22	2	54.2		0	24.4		0	4.3		0	6.1		0	13.3								
5 Biomedical Engineering	12	0	25.2		0	27.6		1	4.7		0	6		0	16.4								
6 Chemical Engineering	13	1	25.2		2	27.6		1	4.7	(No)	1	6	(No)	0	16.4								
7 Chemistry	25	4	34		0	16.9		0	-3.3		0	4.1		0	8.4								
8 Civil Engineering	20	1	26.2		0	27.6		0	4.7		1	6		0	16.4								
9 Computer Science	18	1	23.4		0	26.1		1	5.4		0	2.1		0	17.8								
10 Earth and Atmospheric Sciences	9	2	50.9		0	19.2		0	3.7		0	5.3		0	8.9								
11 Economics and Business	15	0	28.9		0	18.5		0	3.2		1	3.7	(No)	0	11								
12 Electrical Engineering	25	5	25.2		0	27.6		0	4.7		2	6	(No)	0	16.4								
13 English	24	0	58.2		0	13.9		0	4.9		0	3.6		1	4.5	(No)							
14 Foreign Languages	14	0	60.3		0	22.7		0	2.5		0	1.5		0	5.9								
15 History	19	0	44.2		0	18.5		0	6.6		0	6.1		0	4								
16 Leadership and Special Education	8	1	67.8		0	28.5		0	18.1		0	5.4	(No)	0	4.3								
17 Library	16	2	70.2		0	20.7		0	9.1		0	7.7		0	3.9								
18 Mathematics	21	2	28.9		2	18.5		1	3.2	(No)	1	3.7	(No)	0	11								
19 Media and Communication Arts	12	3	61.6		1	16.9		1	5.6	(No)	0	3.7	(No)	0	7.3								
20 Mechanical Engineering	18	3	25.2		0	27.6		0	4.7		0	6		0	16.4								
21 Music	14	5	51.6		0	19.8		0	3.3		0	5.1		1	10.1	(No)							
22 Philosophy	9	2	32.5		1	16.3		1	5.9	(No)	0	4.1		1	5.6	(No)							
23 Physics	26	3	34		0	16.9		1	3.3	(No)	1	4.1		0	8.4								
24 Political Science	13	1	50		2	21.9		0	6.4		0	6.5	(No)	1	7.7	(No)							
25 Psychology	33	8	72.3		0	20.9		0	7.1		0	6.4		0	6.4								
26 School of Biomedical Education	31	2	54.2		0	24.3		0	4.3		0	6.1		0	13.3								
27 Secondary Education	10	0	67.8		2	28.5		2	18.1		0	5.4		0	4.3	(No)							
28 SEEK	4	0	67.8		0	28.5		0	18.1		0	5.4		0	4.3	(No)							
29 Sociology	14	1	50		0	21.9		0	6.4		0	6.5		0	7.7								
30 Theatre and Speech	6	1	51.6		0	19.8		0	3.3		0	5.1	(No)	1	10.1	(No)							
31 Teaching, Learning and Culture	16	0	67.8		2	28.5		1	18.1		1	5.4	(No)	0	4.3								
<b>TOTAL</b>					52		14		10		8		8										

\*Professorial = Einstein Professor, Distinguished Professor, Professor, Associate Professor, and Assistant Professor (including all EOC titles as appropriate).

PART B:		PART C:		
# of UU AAUs	Total # of AAUs	ITALIAN AMERICANS		
ENTER#	ENTER#	TOTAL	#UU	% Overall Availability (No Representation)
		Professorial	586	12 6.1
82	31			

## **F. ORGANIZATIONAL CHART**

**THE CITY COLLEGE OF NEW YORK**

Organizational Structure (June 30, 2013)

**President - 1 WF**

Total 5

1 WM, 2HM, 1BF

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**Chief of Staff/Senior Advisor- 1WF Total 1**

**Executive Legal Counsel- 1 WF, 1WM**

LEVEL 1

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**VP for Finance & Administration 1 WM**

Total 66

Controller 1WF

Accounts Payable 2BF

Budget 2WM

Financial Accounting 1BM, 2WF, 1BF, 1HF, 2AF

Administration 2BM, 1HM

Information Technology 4WM, 8BM, 7HM, 9AM, 4FW, 1FB, 2FA

Mail and Duplicating & Records 1WM, 3BM

Procurement 1BM, 1WF, 2BF

Property Management 1BM

**VP for Development**

**Institutional Advancement WM**

Total 8

5WF, 2BF, 1HF

**Asst. Vice President**

**for Human Resources WM**

Total 23

Labor Relations 1BM, 1HF

Human Resources 2WM, 1BM, 2HM, 3BF, 3HF

Benefits 1BF, 1HF

Payroll 1WM, 1WF, 2BF, 1HF

On-campus Student Employment 1BF

**Dean of Diversity, Compliance & Faculty Relations BF**

Total 2- 1HM, 1WF

Ethnicity: A-Asian B-Black H-Hispanic AI-American Indian W-White HI-Hawaiian Gender: M-Male F-Female



Secondary Ed 13- 3WM, 1HM, 9WF

1BF, 1HF, 1AF

School of Education cont'd  
Leadership and Special Ed 11-  
3 WM, 2BM, 2 WF, 3 BF, 1AF  
College Now 3- 1WM, 1BF, 1BM

School of Engineering cont'd  
Mechanical Eng.36- 16WM, 1BM, 4HM, 9AM,  
1AIM, 2WF, 2BF, 1AF

LEVEL 2 Cont'd

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Division of Science

Acting Dean AF Total 187

Administration 20- 5WM, 2HM, 2AM, 1AF, 4WF, 4BF, 2HF  
Biology 42- 14 WM, 3BM, 6HM, 2AM, 9 WF, 3BF, 1HF, 4AF  
Math 28- 19 WM, 4AM, 4WF, 1BF  
Chemistry 45- 18WM, 3BM, 11AM, 2AIM, 5WF, 3BF, 1HF, 2AF  
Physics 39- 21WM, 1BM, 2HM, 11AM, 3WF, 1BF  
Earth & Atmospheric Sci 11- 4 M, 2AM, 3WF, 1BF, 1HF

Division of Humanities

Dean WM Total 177

Administration 14- 3 WM, 1HM, 6WF, 2BF, 1HF, 1AF  
Art 25- 6WM, 2BM, 1HM, 2AM, 13WF, 1BF  
English 30-10WM, 1BM, 12WF, 3BF, 3HF, 1AF  
Foreign Language & Literature 22-4WM, 2HM, 6WF, 6HF, 2AF  
History 24-8WM, 2BM, 2HM, 2AM, 7WF, 3BF  
Media & Communication Arts 19-8WM, 1BM, 1AM, 5WF, 4BF  
Music 19- 13WM, 1BM, 1HM, 2WF, 1BF, 1HF  
Philosophy 10- 7WM, 1BM, 1BF, 1HF  
Theatre & Speech 14- 4 WM, 2BM, 2HM, 4WF, 2BF

Div. of Interdisciplinary  
Studies HM Total 24-

5WM, 1BM, 1HM, 1AM,  
8WF, 2BF, 3HF.

Continuing & Professional  
Studies- 1BF, 1HF, 1BM

LEVEL 2 Cont'd

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Vice President for Research WM Total 36

Executive Dir. Academic Affairs  
WF Total 21

Academic Standards 1WM

Center for Excellence in Teaching & Learning-1WF,  
1BF, 2HF Honors Center- 2WF, 1BF  
Learning Assessment- 1BF

Colin Powell School (Acting)WM Total 111

Administration 9- 2WM, 2WF, 4BF, 1HF  
Anthropology 5- 3WF, 2BF  
Economics 12- 8WM, 3AM, 2WF, 3AF  
Political Science 14- 4WM, 1HM, 4WF, 2BF  
Psychology 47- 18WM, 1AM, 15WF, 8BF, 3HF, 2AF  
Sociology 17= 5WM, 2BM, 1HM, 3WF, 1BF, 2HF, 3AF

Research Administration-Grant Writer 1BF

SEEK- 1BM, 1HM, 2WF, 4BF, 1HF

Academic Affairs cont'd

Asst. to Senior Advisor for General Education 1WF

Senior Faculty Advisor- 1WM

Writing Center-1BF

WAC Coordinator & Title IV Grant Manager- 1WM

INSIDE COVER - A written copy of this Affirmative Action Plan is available for inspection by any employee or applicant for employment, during normal business hours, in the (*List the location of the CDO's office*). Interested persons should contact (*List the name of the contact person, title, phone, and e-mail*) for assistance.