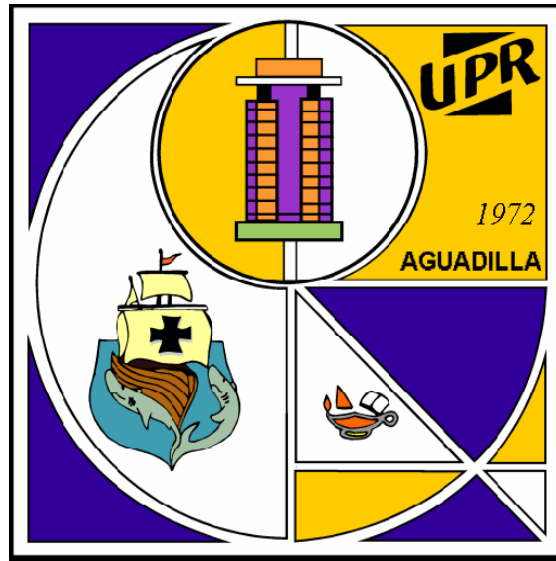


**UNIVERSITY OF PUERTO RICO  
AT AGUADILLA**



***AFFIRMATIVE ACTION PLAN***  
**FOR**  
**FEMALES**

***PLAN YEAR - 2006***

## ***PREFACE***

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The form of this Plan is as required by Revised Order No. 4 and is not an admission of a violation of any law.

This Plan is effective from July 1, 2006 to June 30, 2007.

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## **CONFIDENTIAL TRADE SECRET MATERIALS**

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This Affirmative Action Plan contains confidential trade secret and commercial information that is protected from disclosure by the Government under the Trade Secrets Act (18 U.S.C. 1905 (1976)). In addition, the University of Puerto Rico believes that exemptions 3 and 4 of the Freedom of Information Act (FOIA) (5 U.S.C. 552 et seq. 1976) protect this information from mandatory disclosure to FOIA requestors.

The protected information is contained in Sections 16 to 28.

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## ***ADMINISTRATIVE INFORMATION***

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### **COMPANY NAME AND ADDRESS.**

UNIVERSITY OF PUERTO RICO  
AGUADILLA CAMPUS  
PO BOX 250160  
AGUADILLA, PUERTO RICO 00604-0160

### **TOP COMPANY OFFICIALS**

PROF. DIANA M. RUIZ GÓMEZ  
**CHANCELLOR**

PROF. NELSON A. VERA HERNÁNDEZ  
**DEAN OF ADMINISTRATIVE AFFAIRS**

DR. JULIO MONTALVO  
**DEAN OF ACADEMIC AFFAIRS**

PROF. PABLO RAMÍREZ MÉNDEZ  
**DEAN OF STUDENT AFFAIRS**

CARMEN A. RODRÍGUEZ  
**HUMAN RESOURCES OFFICE DIRECTOR**

GERARDO JAVARIZ CORDERO  
**EEO OFFICER & AAP ADMINISTRATOR**

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**ENDORSEMENT**

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This Affirmative Action Plan has been reviewed and endorsed by:

PROF. DIANA M. RUIZ GÓMEZ  
**CHANCELLOR**

CARMEN A. RODRÍGUEZ  
**HUMAN RESOURCES OFFICE DIRECTOR**

GERARDO JAVARIZ CORDERO  
**EEO OFFICER & AAP ADMINISTRATOR**

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## ***INSTITUTIONAL DESCRIPTION***

### **University of Puerto Rico at Aguadilla**

The University of Puerto Rico at Aguadilla is an autonomous unit of the University of Puerto Rico's State System of Higher Education. The system is comprised of eleven autonomous units overseen by a President. He is responsible of carrying out the general policies adopted by the governing body, The Board of Trustees. In each autonomous unit a Chancellor, who reports directly to the President, administers the campus. Although established in 1972 as a two year regional college, the UPR-Aguadilla is currently a four year university institution. The Middle States Association of Colleges and Schools has accredited the institution since 1976, being the last site visit in the year 2000.

The University of Puerto Rico at Aguadilla has academic programs and **research laboratories**, which are framed within a great variety of knowledge areas and doctrines.

We want the Aguadilla Campus to remain as an integrating effective entity distinguished by the high quality of its services, the enthusiasm of its personnel, the utilization of its innovative and flexible processes, in an environment that promotes the professional growth and development for everyone.

The University of Puerto Rico at Aguadilla total work force is **422**. Females comprise **232 (55%)** of the total personnel.

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## **Location and facilities of the University of Puerto Rico at Aguadilla**

The Aguadilla Campus, inherited from a former Ramey Air Force Base, comprises about 35 acres of land. It is located in the northwestern region of Puerto Rico, from which receives most of its students.

The Aguadilla Campus has 14 college buildings, 11 parking areas, and various recreational facilities. Most facilities-classrooms, laboratories, the Student Center, the Auditorium and the Conference Hall, administrative offices, and so on may be characterized as appropriate. However, increased enrollment has created the need for more space for academic use and student services. All building facilities and access to parking areas are moderately equipped for handicap individuals.

**POLICY**

**The University of Puerto Rico at Aguadilla** is an equal opportunity employer that has as its policy the selection of the best-qualified personnel available for employment. The terms and conditions, on which we recruit, pay salaries, promote and provide other privileges to our personnel are based on the individual's qualifications. As such, we cannot practice, tolerate, or condone discrimination because of race, color, religion, sex, age, national origin, physical handicap, or status as a veteran; nor can we practice, tolerate, or condone sexual harassment.

Decisions on employment shall be based upon the individual's qualifications for the position being filled. Promotions shall also be based on the individual's qualifications, with the assurance that minority, females, veterans and handicapped employees move upward to the extent to which their individual abilities qualify them.

**The University of Puerto Rico at Aguadilla** is making every effort to maintain an employment program that will ensure equal opportunities for females at all levels of work. This will be accomplished by identifying and analyzing problem areas in recruiting, hiring, upgrading, training, and promoting females with the objective of implementing corrective action measures where problem areas exist.

Furthermore, **the University of Puerto Rico at Aguadilla** provides an equal employment opportunity to all people without regard to race, color, sex, religion, age, national origin, veteran status, or handicap and to ensure this practice of nondiscrimination is applied to every aspect of its business activities.

***REAFFIRMATION OF POLICY***

1. The **University of Puerto Rico at Aguadilla** Equal Employment Opportunity (EEO) Policy positively states the President's attitude on the subject matter and designates, specifically, that equal opportunity will be provided in areas of recruiting, hiring, upgrading, training, and promoting.
2. The Policy states that decisions on employment will be based on the principles of Equal Employment Opportunity.
3. Decisions concerning promotions will be based on valid requirements for promotional opportunities.
4. All personnel actions relating to compensation, benefits, transfers, layoffs, training programs, tuition assistance, social and recreation programs will be administered without regard to race, color, religion, national origin, sex, age, veteran status or physical handicap.
5. The **University of Puerto Rico at Aguadilla** subscribes wholeheartedly to the institutional Equal Employment Opportunity Policy and is making every effort to carry out the provisions as stated here.

**CHANCELLOR'S STATEMENT**

The **University of Puerto Rico at Aguadilla** has always followed a policy of nondiscrimination in every facet of its business operations. We are committed to the principles of nondiscrimination and equal employment opportunity. It is our obligation to provide equal employment opportunities to all people, without regard to race, color, sex, place of birth, age, physical or mental handicaps, social origin or condition, or political or religious beliefs, disabled veteran status, or Vietnam era veteran status and to ensure this practice of non discrimination is applied to every aspect of its activities.

The University of Puerto Rico is making every effort to maintain an employment program that will ensure equal opportunities for females at all levels of work. This will be accomplished by identifying and analyzing problem areas in recruiting, hiring, upgrading, training and promoting females with the objective of implementing corrective action measures where problem areas exist.

The official implementation of our Equal Employment Opportunity Policy is the Affirmative Action Plan. In this Plan, we mandate that all university officials involved in recruiting, selection, hiring, promoting, and in any of the personnel processes:

- (1) conscientiously carry out that responsibility without regard to race, color, sex, place of birth, age, physical or mental handicaps, social origin or condition or political or religious beliefs, disabled veteran status or Vietnam era veteran status;
- (2) base decisions on employment so as to further the Equal Employment Opportunity principles;
- (3) ensure that promotional decisions are made in accordance with Equal Employment Opportunity principle by imposing only valid requirements for promotional opportunities;

- (4) ensure that all personnel actions and benefits will be administered in the same spirit as the Equal Employment Opportunity Policy.

From time to time, the University of Puerto Rico studies existing physical barriers and safety hazards to disabled veterans and handicapped individuals in order to make reasonable accommodations to physical and mental limitations of employees and applicants, consistent with required job qualifications and the effective operation of the University of Puerto Rico.

All applicants or employees who are handicapped, disabled veterans, or Vietnam era veterans and who wish to benefit from the program are invited to identify themselves to University authorities. Such information is voluntarily provided, is kept confidential, and will not subject the person to any adverse treatment.

To ensure the effectiveness of the affirmative action program, I have appointed Gerardo Javariz Cordero as the Equal Employment Opportunity (EEO) Officer for Affirmative Action at the University of Puerto Rico at Aguadilla.

A copy of the Affirmative Action Plan may be reviewed during normal business hours by contacting either the Coordinator at Central Administration, at Human Resources Office or the EEO Officer in our Campus, at the Planning and Institutional Research Office.

Prof. Diana M. Ruiz Gómez  
Chancellor

### **DISSEMINATION OF POLICY**

The **University of Puerto Rico at Aguadilla** Equal Employment Opportunity Policy (EEO) is disseminated **internally** as follows:

1. The EEO Policy is included in the **University of Puerto Rico's General Regulations, revised February 16, 2002, Chapter V, Article 31**, and is reviewed with each employee at the time of hire. The President's statement on Equal Employment Opportunity is posted for review by employees and applicants for employment. A copy of the Policy and the Chancellor's statement are provided to new employees during their orientation.
2. Information concerning the hiring and promoting of females at the **University of Puerto Rico at Aguadilla** is discussed during staff meetings if required. Items of particular significance can be published in the University's newspaper "**Dialogo**". The Center for Women and Health in the Medical Sciences Campus publishes a bulletin three times a year.
3. The EEO Policy is reaffirmed at staff meetings if required. The **Aguadilla Campus** also, if required, disseminates the Policy at its meetings with supervisory employees to reemphasize its importance.
4. The **Human Resources Office** maintains contact with the office directors and supervisors to ensure that personnel actions taken within the **University** are in compliance with the EEO Policy.

The **University of Puerto Rico at Aguadilla** EEO Policy is disseminated **externally** as follows:

1. Circulars and Bulleting Boards.
  2. Employment applications notify all prospective employees of the EEO Policy.
  3. All recruitment advertising states that the University of Puerto Rico is an "Equal Opportunity Employer."
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## **RESPONSIBILITY FOR IMPLEMENTATION**

The Chancellor has assigned the responsibility for the development of the **University of Puerto Rico at Aguadilla** Equal Employment Opportunity Policy/Affirmative Action Program to the Compliance Officer. Who is responsible for developing local requirements and goals set forth under the University's Affirmative Action Program and to develop and implement an Affirmative Action Plan (AAP).

Responsibilities of the **University of Puerto Rico at Aguadilla** shall include the following:

1. Arriving at solutions to problems identified through the periodic review of reported data, employee complaints, and inability to attain established goals.
  2. Ensuring adherence to the EEO Policy through discussions with supervisors and employees.
  3. Auditing hiring and promoting patterns to remove impediments to the attainment of goals and objectives.
  4. Counseling female employees who may need assistance in career development.
  5. Reviewing AAP compliance in such areas as poster display, integration of facilities, and female participation in **University** sponsored educational, social, and recreational activities.
  6. Evaluating supervisory personnel performance on EEO efforts and results.
  7. Specifying when necessary, that each supervisor has the responsibility to ensure employees placed or promoted through affirmative action efforts are not harassed or discriminated against in any way.
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**DEVELOPMENT AND EXECUTION OF PROGRAMS**

1. Detailed analysis of job descriptions are made by the Office of Human Resources with the collaboration of the employee's supervisors, to ensure the descriptions are accurate and reflect actual duties involved.
2. The total selection process has been evaluated to ensure freedom from bias and to aid in the attainment of goals and objectives as follows:
  - a. All applicants considered qualified are referred to the hiring supervisor who interviews for the desired skills. The supervisor's selection is then reviewed by the Human Resources Office to ensure it is in compliance with the AAP.
  - b. Employee selection techniques are reviewed to ensure procedures which could be considered discriminatory are inadvertently adopted by persons performing employment interviews.
3. The **University of Puerto Rico's** tuition reimbursement program is available to all full-time (regular) employees.

### **INTERNAL AUDIT AND REPORTING SYSTEM**

1. The **University of Puerto Rico at Aguadilla Human Resources Director** monitors records of referrals, placements, promotions, and terminations at all levels to ensure that the Company's Policy of nondiscrimination is carried out.
2. A system of internal reporting is used to ensure the effectiveness of the AAP. The **University of Puerto Rico at Aguadilla Human Resources Director** is either actively involved in the internal reporting, or the results are communicated to him/her so that he/she is aware of progress or lack of progress under the AAP.
3. Annual reports on applicant flow, including offers and hires and training and outreach activities are compiled. These, and the resulting analyses, are reviewed by the office of the Director of the Human Resources and trends which may have some negative impact on the **University's** EEO are reviewed with the **Chancellor** who informs management for their immediate action.
4. The **University's** EEO Officer informs management of the progress and effectiveness of the AAP and submits recommendations for improvement, as necessary, in the problem areas.

## **SEX DISCRIMINATION GUIDELINES**

### **1. Recruitment and Advertisement**

Advertisements for job positions in newspapers and other media do not express a sex preference. All advertisements state that the University of Puerto Rico is an "Equal Opportunity Employer."

### **2. Job Policies and Practices**

- a. The **University of Puerto Rico's General Regulations, revised February 16, 2002, Chapter V, Article 31** reaffirms the **University's Policy** that states that there will be no discrimination against employees because of **sex**.
- b. Employees of both sexes have an equal opportunity for any available job he or she is qualified to perform.
- c. The **University of Puerto Rico at Aguadilla** does not discriminate against either sex with respect to employment opportunities, wages, hours, or other conditions of employment.
- d. Employer contributions to employee benefit programs, such as health insurance and other fringe benefits, are the same for both sexes; likewise, the resulting benefits are equal for both sexes.
- e. Women are not penalized in their condition of employment because they require time away from work for childbearing. **University** policies are applied equally to both sexes, including policies concerning such items as paid annual leave, leaves of absence, insurance, etc.
- f. The **University's** wage schedules are not related to or based on sex of the employees.
- g. Women are not excluded from employment through recruiting process.

### 3. Sexual Harassment

The **University of Puerto Rico's Circular Letter No. 95-03 dated August 16, 1994**, reaffirms the University's **policy** as described in the General Regulations, which prohibits any person to use their official authority in making sexual advances toward employees over whom the person is authorized to make or recommend personnel actions; to grant, recommend, or refuse to take a personnel action because of sexual favors; or to take or fail to take a personnel action as reprisal against any employee for rejecting or reporting a sexual advance. The **University's Policy** also prohibits an administrator or supervisor to allow any employee to be sexually harassed, either verbally or physically, by a co-worker.

The **University of Puerto Rico at Aguadilla** will take disciplinary action, up to and including termination, against any employee, whether faculty, non- faculty, administrative, or co-worker, who violated this Policy.

Sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- c. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

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## **STATEMENT OF UNIVERSITY POLICY ON SEXUAL HARASSMENT**

The **University of Puerto Rico at Aguadilla** Equal Employment Opportunity Policy prohibits harassment on the basis of color, race, religion, national origin, **sex**, age, physical handicap, veteran status or any other area required by law. Such harassment is defined to include racial or ethnic comments or stories, which may be offensive to some employees. The Equal Employment Opportunity Commission (EEOC), the federal agency charged with the enforcement of the Civil Rights Act of 1964, has issued a set of guidelines which specifically defines sexual harassment as follows:

*Unwelcome sexual advances, requests for sexual favors, and other verbal, or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly or term or condition of an individual's employment decisions affecting such individual, or (2) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

The **University of Puerto Rico at Aguadilla** has always recognized an obligation to provide a working environment free of harassment of any kind. As an administrative employee, the person is responsible for maintaining this atmosphere and for ensuring compliance with the **University's** Equal Employment Opportunity Policy.

Gerardo Javariz Cordero is the University's Equal Employment Opportunity Officer and Affirmative Action Plan Administrator responsible for monitoring compliance with our EEO/AAP policy. He will provide any interpretation of the policy, and any violations of the policy should be reported to him.

**CONSIDERATION INDIVIDULAS  
NOT CURRENTLY IN THE WORK FORCE**

The **University of Puerto Rico at Aguadilla** is taking the appropriate steps to recruit individuals not currently in the work force.

1. When applicable, we will solicit referrals from those organizations as cited in Order 4, 41CFR 60-2.24 (e) (1).
2. As required by law, and when is applicable, we will report job openings and reiterate our ongoing affirmative action commitment to local state employment services.
3. The University of Puerto Rico has Union representation, for both non-faculty employees and maintenance workers. Because of this, we have to comply with all the regulations, policies and collective bargains regarding recruiting, promotions, terminations, before we report our job openings externally.

**IDENTIFICATION OF AREAS OF CONCERN**

1. The **University of Puerto Rico at Aguadilla** has complied with all technical phases of compliance. Posters are prominently displayed and applications are retained for appropriate periods of time. Subcontractors will be informed of the University's EEO Policy.
  2. Application forms are in compliance with Federal and State regulations.
  3. The selection process for open positions does not exclude females.
  4. The **University of Puerto Rico at Aguadilla** does not discriminate for any reason protected by law.
  5. Position titles and relative rankings are provided in the Work Force Analysis (Section 15).
  6. At this time, no written tests are given for positions.
  7. There is union representation at the **University of Puerto Rico**.
  8. There are informal apprenticeship programs currently established.
  9. All training programs, formal or informal, are available to all employees regardless of sex, race, color, national origin, religion, age, veteran status, or physical handicaps.
  10. The Tuition Reimbursement Program is available to all full-time employees.
  11. Recreational, social, and educational activities sponsored by the **University Of Puerto Rico At Aguadilla** are available to all employees.
  12. De facto segregation does not exist at **University of Puerto Rico at Aguadilla**.
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13. Specifications for positions are developed depending on the requirements of the job.
14. Job descriptions are reviewed by the **University of Puerto Rico's Human Resources Office** to ensure accuracy.
15. Seniority is not the sole factor in job assignments and promotions.
16. Formal reporting methods have been established to report on the progress of the Affirmative Action Program and EEO objectives.
17. Public transportation is available in the area.
18. Purchase orders will include Equal Employment Opportunity clauses, as required, through statement or reference.
19. Where applicable, subcontractors will be notified of their responsibilities under the various regulations.
20. Composition of the work force, including females, is included in the Work Force Analysis (Section 15).
21. Employees are supportive of the **University's** Affirmative Action Plan. Each group is made aware of the **University's** EEO Policy on a formal basis at least once a year.
22. Job groups where under utilization of females exists, goals have been established. In addition, operating objectives have been established as follows:
  - a. The University's EEO Officer will advise the Chancellor of progress or lack of progress under this Plan.
  - b. **The Director of the Office of Human Resources** will identify opportunities for recruiting females when job openings occur in job groups where there is under-utilization, and set informal hiring goals.

***DETERMINATION WITH RESPECT TO AN AFFECTED CLASS***

At the Aguadilla Campus of the University of Puerto Rico there is an under utilization of females in the following occupational groups:

The Faculty Group (H20) in total has an underutilization of **1** female.

The Professionals Group (H30) has an underutilization of **2** females.

The Skilled Crafts Group (H60) has an underutilization of **1** female.

The Service and Maintenance Group (H70) has an underutilization of **4** females.

We do not have underutilization of females in the following groups:

The Executive, Managerial Group (H10)

The Clerical, Secretarial Group (H40)

The Technical Group (H50)

- In those groups where female under utilization has been identified, a woman will be preferred to fill a vacancy when competing with a man in equal conditions, and after all applicable rules and guidelines including, but not limited to, those specified in the Human Resources Guidelines and Collective Bargaining agreements have been fulfilled.

## ***EEO CATEGORIES AND JOB GROUPS***

**EEO CATEGORIES AND JOB GROUPS**

<b>CATEGORIES</b>	<b>JOB GROUPS</b>
<b>H10</b>	<b>Executive, Administrative, Managerial</b>  01 Executive 02 Directive, Administrator 03 Academic Deans
<b>H20</b>	<b>Faculty</b>  06 Natural Science I 11 Social Science I 13 Arts, Humanities and General Studies I 14 Arts, Humanities and General Studies II 15 Education 16 Business Administration 25 Librarians 26 Extension Division and Continuous Education 27 Social Workers, Psychologists and Counseling 30 Other
<b>H30</b>	<b>Professionals</b>  38 Budget and Finance Specialist 39 Administrative Services 40 Student and Faculty Services 41 Others

**H40            Clerical, Secretarial**

48 Supervisors, Administrative Support  
49 Secretaries, Stenos, Typists  
50 Financial Record Process Clerks  
51 Material Rec/Sched/Dist Clerks  
52 Administrative Support

**H50            Technical**

61 Science, Health Technicians  
62 Data Processing Technicians  
63 Technicians Others

**H60            Skilled Crafts**

72 Construction Trades  
73 Mechanics, Repairers

**H70            Service, Maintenance**

82 Cleaning Service  
84 Laborer, Gardening Service  
86 Personal Services  
87 Others

***JOB TITLES ASSIGNED TO EEO CATEGORIES AND JOB GROUPS***

**WORK FORCE/JOB GROUP ANALYSIS**

## WORK FORCE ANALYSIS

EEO CATEGORY      H10 - 01      Executive

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H10 01 Ejecutivos	L99- Confianza			
Rector	\$86,520	1	0	1
Ayudante Ejec. del Rector	\$62,760	1	1	1
<b>TOTAL</b>		<b>2</b>	<b>1</b>	<b>1</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>50</b>	<b>50</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H10 - 02      Directive, Administrator

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H10 02 Directores y Adm.	L99- Confianza			
Registrador	\$43,260	1	1	0
Director Recursos Humanos	\$45,060	1	1	0
Director Asistencia Económica	\$48,420	1	1	0
Director Recursos Físicos	\$42,420	1	0	1
Director de Presupuesto	\$51,660	1	0	1
Director de Finanzas	\$35,940	1	0	1
Director Sistema Información	\$40,200	1	0	1
Secretaria Junta y Senado	\$38,400	1	1	0
Director Admisiones	\$42,540	1	1	0
Director Planificación	\$46,620	1	1	0
<b>TOTAL</b>		<b>10</b>	<b>7</b>	<b>4</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>70</b>	<b>30</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H10 - 03      Campus Deans

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H10 03 Decanos	L99- Confianza			
Decano Asuntos Académicos	\$77,772	1	1	0
Decano Asuntos Administrativos	\$59,184	1	0	1
Decano Asuntos Estudiantiles	\$64,800	1	0	1
<b>TOTAL</b>		<b>3</b>	<b>1</b>	<b>2</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>33</b>	<b>67</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 06      Natural Science Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 06 Facultad				
Ciencias Naturales				
Instructor	\$29700-\$41196	7	3	4
Catedrático Auxiliar	\$32424-\$44796	20	7	13
Catedrático Asociado	\$43080-\$50772	11	4	7
Catedrático	\$49776-\$58692	4	4	0
<b><i>Total</i></b>		<b><i>42</i></b>	<b><i>17</i></b>	<b><i>25</i></b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20-11      Social Science Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 11 Facultad				
Ciencias Sociales				
Instructor	\$29700-\$41196	3	3	0
Catedrático Auxiliar	\$32424-\$44796	1	0	1
Catedrático Asociado	\$43080-\$50772	1	0	1
Catedrático	\$49776-\$58692	4	1	3
<b><i>TOTAL</i></b>		<b>9</b>	<b>4</b>	<b>5</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>45</b>	<b>55</b>

## **WORK FORCE ANALYSIS**

EEO CATEGORY      H20 - 13      Arts, Humanities, and General Studies Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 13 Facultad				
Humanidades, Generales				
Instructor	\$29700-\$41196	14	8	6
Catedrático Auxiliar	\$32424-\$44796	8	6	2
Catedrático Asociado	\$43080-\$50772	9	7	2
Catedrático	\$49776-\$58692	8	3	5
<b>TOTAL</b>		<b>39</b>	<b>24</b>	<b>15</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>62</b>	<b>38</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 14      Physical Education Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 14 Facultad				
Educación Física				
Instructor	\$29700-\$41196	0	0	0
Catedrático Auxiliar	\$32424-\$44796	1	0	1
Catedrático Asociado	\$43080-\$50772	1	0	1
Catedrático	\$49776-\$58692	0	0	0
<b><i>TOTAL</i></b>		<b>2</b>	<b>0</b>	<b>2</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 15      Education Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 15 Facultad				
Pedagogía				
Instructor	\$29700-\$41196	3	2	1
Catedrático Auxiliar	\$32424-\$44796	4	3	1
Catedrático Asociado	\$43080-\$50772	1	1	0
Catedrático	\$49776-\$58692	1	1	0
<b><i>TOTAL</i></b>		<b>9</b>	<b>7</b>	<b>2</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>78</b>	<b>22</b>

## **WORK FORCE ANALYSIS**

EEO CATEGORY      H20 - 16      Business Administration Faculty

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 16 Facultad				
Adm. Empresas				
Instructor	\$29700-\$41196	7	5	2
Catedrático Auxiliar	\$32424-\$44796	9	6	3
Catedrático Asociado	\$43080-\$50772	4	4	0
Catedrático	\$49776-\$58692	6	4	2
<b><i>TOTAL</i></b>		<b>26</b>	<b>19</b>	<b>7</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>73</b>	<b>27</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 25      Librarians

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 25 Facultad				
Bibliotecarios				
Instructor	\$29700-\$41196	3	1	2
Catedrático Auxiliar	\$32424-\$44796	2	2	0
Catedrático Asociado	\$43080-\$50772	2	1	1
Catedrático	\$49776-\$58692	1	1	0
<b>TOTAL</b>		<b>8</b>	<b>5</b>	<b>3</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>63</b>	<b>37</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 26      Continuous Education

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 26 Facultad				
Educación Continua				
Instructor	\$29700-\$41196	39	20	19
<b><i>TOTAL</i></b>		<b>39</b>	<b>20</b>	<b>19</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>51</b>	<b>49</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20 - 27      Social Workers, Psychologist

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 27 Facultad				
Psicólogos, Trab.				
Instructor	\$29700-\$41196	1	1	0
Catedrático	\$32424-\$44796	3	2	1
Catedrático	\$43080-\$50772	1	1	0
Catedrático	\$49776-\$58692	0	0	0
<b><i>TOTAL</i></b>		<b>5</b>	<b>4</b>	<b>1</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>80.0</b>	<b>20.0</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H20- 30      Other Faculty Program

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H20 30 Facultad, Otros				
Instructor	\$29700-\$41196	3	1	2
Catedrático Auxiliar	\$32424-\$44796	5	1	4
Catedrático Asociado	\$43080-\$50772	2	1	1
Catedrático	\$49776-\$58692	2	1	1
<b><i>TOTAL</i></b>		<b>12</b>	<b>4</b>	<b>8</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>33</b>	<b>67</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H30 - 38      Budget and Financial Specialist

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H30 38 Especialistas Presupuesto, Nóminas	\$1270-\$1260	1	1	0
	\$1415-\$1820	2	2	0
	\$1455-\$1860	1	1	0
	\$1,495-\$1900	2	1	1
	\$1535-\$1995	1	1	0
	\$1670-\$2130	1	0	1
<b>TOTAL</b>		<b>8</b>	<b>6</b>	<b>2</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>75</b>	<b>25</b>

## **WORK FORCE ANALYSIS**

EEO CATEGORY      H30 - 39      Administrative Services

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H30 39 Servicios	\$1200-\$1550	5	3	2
Administrativos	\$1305-\$1655	3	1	2
	\$1340-\$1690	3	1	2
	\$1415-\$1820	2	0	2
	\$1625-\$2085	1	1	0
	\$1860-\$2375	1	0	1
<b>TOTAL</b>		<b>15</b>	<b>6</b>	<b>9</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>40</b>	<b>60</b>

## **WORK FORCE ANALYSIS**

EEO CATEGORY      H30 - 40      Student and Faculty Services

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H30 40 Servicios	\$1200-\$1550	13	4	9
Est. / Facultad	\$1235-\$1585	1	0	1
	\$1270-\$1620	3	1	2
	\$1340-\$1690	3	3	0
	\$1375-\$1788	1	1	0
	\$1415-\$1820	1	1	0
	\$1,495-\$1900	1	1	0
<b>TOTAL</b>		<b>23</b>	<b>11</b>	<b>12</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>48</b>	<b>52</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H30 - 41      Professionals, Others

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H30 41, Otros	\$1860-\$2375	1	1	0
<b>TOTAL</b>		<b>1</b>	<b>1</b>	<b>0</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>100</b>	<b>0</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H40 - 48      Supervisors / Adm. Support

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H40 48, Supervisión Apoyo Administrativo	\$1135-\$1430	2	1	1
	\$1200-\$1550	1	0	1
	\$1270-\$1620	1	0	1
	\$1340-\$1690	1	1	0
<b>TOTAL</b>		<b>5</b>	<b>2</b>	<b>3</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>40</b>	<b>60</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H40 – 49 Secretaries/Stenos/Typist

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H40 49 Secretarias,	\$1075-\$1370	7	7	0
Mecanógrafas	\$1105-\$1400	13	13	0
	\$1135-\$1430	3	3	0
	\$1165-\$1515	9	9	0
	\$1200-\$1550	8	8	0
	\$1235-\$1585	8	8	0
	\$1415-\$1820	1	1	0
<b><i>TOTAL</i></b>		<b>49</b>	<b>49</b>	<b>0</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>100</b>	<b>0</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H40 - 50      Financial Record Process

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H40 50 Procesamiento	\$1200-\$1550	2	2	0
Datos Financieros	\$1270-\$1620	3	3	0
	\$1375-\$1788	1	1	0
<b>TOTAL</b>		<b>6</b>	<b>6</b>	<b>0</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>100</b>	<b>0</b>

## WORK FORCE ANALYSIS

EEO CATEGORY      H40 - 51      Material Rec/Sched/Clerks

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H40 51 Procesamiento	\$1105-\$1400	5	1	4
Materiales, Propiedad	\$1165-\$1515	1	0	1
	\$1200-\$1550	1	1	0
	\$1235-\$1585	1	1	0
<b>TOTAL</b>		<b>8</b>	<b>3</b>	<b>5</b>
<b>TOTAL EN POR CIENTO</b>		<b>100</b>	<b>37</b>	<b>63</b>

EEO CATEGORY      H40 - 52      Administrative Support

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H40 52 Apoyo	\$1015-\$1310	4	3	1
Administrativo	\$1045-\$1340	9	9	0
	\$1105-\$1400	1	0	1
	\$1165-\$1515	2	2	0
	\$1200-\$1550	4	2	2
	\$1235-\$1585	3	3	0
	\$1270-\$1620	2	1	1
	\$1305-\$1655	1	0	1
<b><i>TOTAL</i></b>		<b>26</b>	<b>20</b>	<b>6</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>77</b>	<b>23</b>

EEO CATEGORY      H50 - 61      Science Health Technicians

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H50 61 Técnicos	\$1165-\$1515	5	4	1
Laboratorios	\$1235-\$1585	7	3	4
<b><i>TOTAL</i></b>		<b>12</b>	<b>7</b>	<b>5</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>58</b>	<b>42</b>

EEO CATEGORY      H50 - 62      Data Processing Technicians

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H50 62 Operadores	\$1235-\$1585	2	1	1
Computadora	\$1270-\$1620	1	1	0
	\$1,495-\$1900	2	1	1
<b><i>TOTAL</i></b>		<b>5</b>	<b>3</b>	<b>2</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>60</b>	<b>40</b>

EEO CATEGORY      H50 - 63      Technicians, Others

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H50 63 Técnicos	\$1135-\$1430	1	0	1
Otros	\$1270-\$1620	1	0	1
<b><i>TOTAL</i></b>		<b>2</b>	<b>0</b>	<b>2</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

EEO CATEGORY      H60 - 72      Construction Trades

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H60 72 Plomeros,	\$1045-\$1340	5	0	5
Electricistas, Etc.	\$1075-\$1370	1	0	1
	\$1105-\$1400	4	0	4
	\$1135-\$1430	3	0	3
	\$1235-\$1585	1	0	1
<b><i>TOTAL</i></b>		<b>14</b>	<b>0</b>	<b>14</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

EEO CATEGORY      H60 - 73      Mechanics/Repairs

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H60 73 Mecánicos	\$1165-\$1515	1	0	1
Reparadores				
<b><i>TOTAL</i></b>		<b>1</b>	<b>0</b>	<b>1</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

EEO CATEGORY      H70- 82      Cleaning Services

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H70 82 Servicios	\$990-\$1230	12	5	7
Mantenimiento	\$1015-\$1310	8	0	8
	\$1045-\$1340	1	0	1
<b><i>TOTAL</i></b>		<b>21</b>	<b>5</b>	<b>16</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>24</b>	<b>76</b>

EEO CATEGORY      H70- 84      Laborer/Gardening Service

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H70 84 Servicios	\$1015-\$1310	8	0	8
Jardinería	\$990-\$1,230	2	0	2
<b><i>TOTAL</i></b>		<b>10</b>	<b>0</b>	<b>10</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

EEO CATEGORY      H70- 86      Personnel Services

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H70 86 chóferes	\$1045-\$1340	1	0	1
Guardia Univ.	\$1105-\$1400	1	0	1
	\$1200-\$1550	3	0	3
	\$1305-\$1655	2	0	2
	\$1415-\$1820	1	0	1
<b><i>TOTAL</i></b>		<b>8</b>	<b>0</b>	<b>8</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>0</b>	<b>100</b>

EEO CATEGORY      H70- 87      Maintenance/Others

<i>TITULO DE LA CLASE</i>	<i>ESCALA SALARIAL</i>	<i>TOTAL EMPLEADOS</i>	<i>TOTAL MUJERES</i>	<i>TOTAL HOMBRES</i>
H70 87 Mantenimiento	\$1105-\$1400	2	1	1
Otros	\$1135-\$1430	1	1	0
<b><i>TOTAL</i></b>		<b>3</b>	<b>2</b>	<b>1</b>
<b><i>TOTAL EN POR CIENTO</i></b>		<b>100</b>	<b>67</b>	<b>33</b>

***SECTION 16***



***AVAILABILITY COMPUTATION***

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H10  
 JOB GROUP: 01,02,03

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	42.0	0.5	21.0	31,585	75,246	42.0
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	52.8	0.5	26.4	310	587	52.8
Total		1	47.4			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H20

JOB GROUP: 06

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	53.8	0.4	21.5	4386	8147	53.8
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	32.4	0.6	19.5	12	37	32.4
Total		1	41.1			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H20

JOB GROUP: 11,13,14,15

	QUANTIT Y VALUE	DECIMAL * WEIGHT	WEIGTED VALUE	DERIVATION OF QUANTITY VALUE		
				(FEMALE)	(TOTAL)	(FEMALE /TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	55.1	0.6	33.0	16,376	29,741	55.1
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	66.0	0.4	26.4	31	47	66.0
Total		1	59.4			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H20

JOB GROUP: 16,25,26,27,30

	QUANTITY VALUE	DECIMAL * WEIGHT	WEIGTED VALUE	DERIVATION OF QUANTITY VALUE		
				(FEMALE)	(TOTAL)	(FEMALE/TOT AL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	61.6	0.3	18.5	28,549	46,355	61.6
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	58.3	0.7	40.8	28	48	58.3
Total		1	59.3			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H30

JOB GROUP: 37,38,39,40

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	50.7	0.5	25.4	93,396	184,197	50.7
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	57.1	0.5	28.6	8	14	57.1
Total		1	54.0			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H40

JOB GROUP: 48,49,50,51,52

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	76.0	0.5	38.0	163,174	214,842	76.0
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	90.9	0.5	45.5	50	55	90.9
Total		1	83.5			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H50

JOB GROUP: 61,62,63

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	51.2	0.5	25.6	23,371	45,659	51.2
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	30.8	0.5	15.4	4	13	30.8
Total		1	41.0			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H60  
 JOB GROUP: 72,73,74

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	4.5	0.8	3.6	3,749	82,698	4.5
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	0.0	0.2	0.0	0	22	0.0
Total		1	3.6			

**AVAILABILITY FACTOR COMPUTATION FORM**

EEO CATEGORY: H70

JOB GROUP: 82,84,86,87

	QUANTITY	DECIMAL	WEIGTED	DERIVATION OF QUANTITY VALUE		
	VALUE	* WEIGHT	VALUE	(FEMALE)	(TOTAL)	(FEMALE/TOTAL)
4. Percentage of availability of minorities or females with the requisite skills in the specified labor area.	30.6	0.6	18.4	35,398	115,700	30.6
6. Percentage of minorities or females promotable and transferable within the contractor's organization in the specified labor area.	22.2	0.4	8.9	4	18	22.2
Total		1	27.3			

***LABOR MARKET INFORMATION SOURCES***

***JOB FEEDERS***

**UTILIZATION ANALYSIS**

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## UTILIZATION ANALYSIS

**EEO CATEGORY** H10  
**JOB GROUP** 01,02,03

- A. INCUMBENTS: There are 15 members in this group; 8 (53.0%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 310 of 587 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS NOT** under-utilized in terms of female who currently represent 53% of the incumbents; availability of females for this group is 47.4%.
- D. We clustered these groups because each one has less than 45 members.

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## UTILIZATION ANALYSIS

EEO CATEGORY H20  
JOB GROUP 06

- A. INCUMBENTS: There are 42 Faculty members in this group; 17 (40%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 12 of the 37 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS NOT** under-utilized in term of females, who currently represent 40% of the incumbents; availability of females for this group is 41.0%.

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## UTILIZATION ANALYSIS

**EEO CATEGORY** H20  
**JOB GROUP** 11,13,14,15

- A. INCUMBENTS: There are 59 Faculty members in this group; 35 (59%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 31 of the 47 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS NOT** under-utilized in terms of female who currently represent 59% of the incumbents; availability of females for this group is 59.4%.
- D. We clustered these groups because each one has less than 45 members.

## UTILIZATION ANALYSIS

EEO CATEGORY H20  
JOB GROUP 16, 25,26,27,30

- A. INCUMBENTS: There are 90 Faculty members in this group; 52 (58%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 28 of the 48 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS** under-utilized in terms of **one** female who currently represent 58% of the incumbents; availability of females for this group is 59.3%.
- D. This affects under utilization of female by **1** female and we are planning to reduce it. If we have some movements (transfers, early retirements) and after we comply with all the regulations, and collective bargains we are going to recruit women in these groups.

## UTILIZATION ANALYSIS

EEO CATEGORY H30  
JOB GROUP 37,38,39,40

- A. INCUMBENTS: There are 46 members in this group; 23 (50%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 11 of the 14 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS** under-utilized in terms of **two** females who currently represent 50% of the incumbents; availability of females for this group is 53.9%.
- D. This affects under utilization of female by **2** females and we are planning to reduce it. If we have some movements (transfers, early retirements) and after we comply with all the regulations and collective bargains we are going to recruit women in these groups.

## UTILIZATION ANALYSIS

**EEO CATEGORY** H40  
**JOB GROUP** 48, 49,50,51,52

- A. INCUMBENTS: There are 94 members in this group; 80 (85%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 50 of the 55 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS NOT** under-utilized in terms of females who currently represent 85% of the incumbents; availability of females for this group is 83.4%.
- D. We clustered these groups because each one has less than 45 members

## UTILIZATION ANALYSIS

EEO CATEGORY H50  
JOB GROUP 61,62,63

- A. INCUMBENTS: There are 19 members in this group; 10 (53%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 4 of the 13 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS NOT** under-utilized in terms of females who currently represent 53% of the incumbents; availability of females for this group is 41.0%.
- D. We clustered these groups because each one has less than 45 members

## UTILIZATION ANALYSIS

EEO CATEGORY H60  
JOB GROUP 72, 73, 74

- A. INCUMBENTS: There are 15 members in this group; 0 (0%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 0 of the 22 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS** under-utilized in terms of **one** female who currently represent 0% of the incumbents; availability of females for this group is 3.6%.
- D. This affects under utilization of female by **1** female and we are willing to reduce it. If we have some movements (transfers, early retirements) and after we comply with all the regulations and collective bargains, we would consider recruiting women in these groups.

## UTILIZATION ANALYSIS

EEO CATEGORY H70  
JOB GROUP 82,84,86,87

- A. INCUMBENTS: There are 42 members in this group; 7 (17%) are females.
- B. IDENTIFICATION OF PROMOTABLES: 6 of the 18 incumbents of feeder jobs are females that are promotable to this job group.
- C. This job group **IS** under-utilized in terms of **four** females who currently represent 17% of the incumbents; availability of females for this group is 27.2%.
- D. This affects under utilization of female by **4** females and we are in favor of reducing it. If we have some movements (transfers, early retirements) and after we comply with all the regulations and collective bargains, we would consider recruiting women in these groups.

**SECTION 20**

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**SUMMARY OF UTILIZATION**

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## FEMALE EMPLOYMENT

EEO CATEGORY H10

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	AVAILABILITY	UNDERUTILIZED
01,02,03	15	8	53.0%	47.4%	NO
			%	%	
			%	%	
			%	%	
			%	%	

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## FEMALE EMPLOYMENT

EEO CATEGORY H20

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	AVAILABILITY	UNDERUTILIZED
06	42	17	40%	41.0%	NO
			%	%	
			%	%	
			%	%	
			%	%	

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## FEMALE EMPLOYMENT

EEO CATEGORY H20

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	AVAILABILITY	UNDERUTILIZED
11,13,14,15	59	35	59%	59.4%	NO
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H20

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALE	AVAILABILITY	UNDERUTILIZED
16,25,26,27,30	90	52	58%	59.3%	YES
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H30

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALE	AVAILABILITY	UNDERUTILIZED
37,38,39,40,41	46	23	50%	53.9%	YES
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H40

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALE	AVAILABILITY	UNDERUTILIZED
48,49,50,51,52,53	94	80	85%	83.4%	NO
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H50

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALES	AVAILABILITY	UNDERUTILIZED
61,62,63	19	10	53%	41.0%	NO
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H60

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALE	AVAILABILITY	UNDERUTILIZED
72,73,74	15	0	0%	3.6%	YES
			%	%	
			%	%	
			%	%	

## FEMALE EMPLOYMENT

EEO CATEGORY H70

JOB GROUP	TOTAL EMPLOYEES	# FEMALES	% FEMALE	AVAILABILITY	UNDERUTILIZED
82,84,86,87	42	7	17%	27.2%	YES
			%	%	
			%	%	
			%	%	

**SECTION 21**

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**GOALS**

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## FEMALE EMPLOYMENT

EEO CATEGORY H20

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	GOAL	YEAR GOAL TO BE ACHIEVED
06	42	17	40%	17	-
11,13,14,15	59	35	59%	35	-
16,25,26,27,30	90	52	58%	53	-

**FEMALE EMPLOYMENT**

**EEO CATEGORY      H30**

<b>JOB GROUP</b>	<b>TOTAL EMPLOYEES</b>	<b># FEMALE</b>	<b>% FEMALE</b>	<b>GOAL</b>	<b>YEAR GOAL TO BE ACHIEVED</b>
<b>38,39,40,41</b>	<b>46</b>	<b>23</b>	<b>50%</b>	<b>25</b>	<b>-</b>
			%	-	
			%		
			%		
			%		

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**FEMALE EMPLOYMENT**

**EEO CATEGORY     H50**

<b>JOB GROUP</b>	<b>TOTAL EMPLOYEES</b>	<b># FEMALE</b>	<b>% FEMALE</b>	<b>GOAL</b>	<b>YEAR GOAL TO BE ACHIEVED</b>
<b>61,62,63</b>	<b>19</b>	<b>10</b>	<b>53%</b>	<b>8</b>	<b>-</b>
			<b>%</b>		
			<b>%</b>		
			<b>%</b>		

**EEO CATEGORY H60**

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	GOAL	YEAR GOAL TO BE ACHIEVED
72,73	15	0	0%	1	-
			%		
			%		
			%		

**EEO CATEGORY H70**

JOB GROUP	TOTAL EMPLOYEES	# FEMALE	% FEMALE	GOAL	YEAR GOAL TO BE ACHIEVED
82,84,86,87	42	7	17%	11	-
			%		
			%		
			%		

**SECTION 22**

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***ANALYSIS OF SELECTION PROCESS***

***APPLICANT FLOW DATA***

**ANALYSIS OF SELECTION PROCESS  
2006 APPLICANT FLOW DATA**

**EEO CATEGORY**

EEO Category and Job Group	MALE							FEMALE							TOTAL	GRAND TOTAL
	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL		
H10			0				0			0				0	0	
H20			19				19			37				37	56	
H30			15				15			21				21	36	
H40			5				5			27				27	32	
H50			8				8			4				4	12	
H60			0				0			0				0	0	
H70			0				0			0				0	0	

***NEW HIRE DATA***

**ANALYSIS OF SELECTION PROCESS  
2006 NEW HIRE DATA**

**EEO CATEGORY**

		<b>MALE</b>							<b>FEMALE</b>								
EEO CATEGORY	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	GRAND TOTAL		
H10			1				0			1				0	1		
H20			55				55			58				58	113		
H30			16				16			12				12	28		
H40			9				9			30				30	39		
H50			4				4			2				2	6		
H60			1				1			0				0	1		
H70			3				3			2				2	5		

***PROMOTION/TRANSFER DATA***

**ANALYSIS OF SELECTION PROCESS  
2006 PROMOTION/TRANSFER DATA**

**EEO CATEGORY**

EEO CATEGORY	MALE							FEMALE							GRAND TOTAL
	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	
H10							0							0	0
H20							0							0	0
H30							0							0	0
H40							0					5		5	5
H50							0					1		1	1
H60							0					0		0	0
H70							0					0		0	0

***TERMINATION DATA***

**ANALYSIS OF SELECTION PROCESS  
2006 TERMINATION DATA**

**EEO CATEGORY**

EEO CATEGORY	MALE							FEMALE							
	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	GRAND TOTAL
H10							1							1	2
H20							6							7	13
H30							5							5	10
H40							0							3	3
H50							4							2	6
H60							2							0	2
H70							3							0	3

***TRAINING ACTIVITIES DATA***

**ANALYSIS OF SELECTION PROCESS  
2006 TRAINING ACTIVITIES DATA**

**EEO CATEGORY**

JOB GROUP	MALE							FEMALE							
	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	WHITE	BLACK	HISP	ASIAN PACIFIC	AMER INDIAN	UNK	TOTAL	GRAND TOTAL
H10															
H20															
H30															
H40															
H50															
H60															
H70															

The Training Activities Data collection is currently under way, as soon as the information is complete, I will submit an addendum to complete the Affirmative Action Plan for 2006.

## **INVITATION TO IDENTIFY AFFIRMATIVE ACTION SURVEY**

The University of Puerto Rico is a Government contractor subject to Executive Order 11246.

It is our policy to take affirmative action to employ, and to advance in employment, qualified individuals regardless of race, color, religion, sex, or national origin. Government agencies require periodic reports on applicants and employees. The data required for this report is for analysis and affirmative action only. This information is voluntary and refusal to provide it will not subject you to discharge or disciplinary treatment. We do suggest you provide the following information and submit it on the Invitation to Identify Affirmative Action Survey form.

Government agencies require periodic reports on the sex, ethnic, handicap, and veteran status of employees. This data is for analysis and affirmative action only. Submission of information is voluntary.

During employment, employees are treated without regard to race, color, religion, sex, national origin, age, marital or veteran status, medical condition, or handicap.

As an employer/Government contractor, the University of Puerto Rico at Aguadilla complies with Government regulations and affirmative action responsibilities.

Solely to help us comply with Government record keeping, reporting, and other legal requirements, please fill out this Affirmative Action Survey. We appreciate your cooperation.

Information obtained concerning individuals shall be kept confidential. This data is for periodic Government reporting and will be kept in a Confidential File separate from employment records.

### **SPECIAL EMPLOYMENT NOTICE TO DISABLED VETERANS, VIETNAM ERA VETERANS, AND INDIVIDUALS WITH PHYSICAL OR MENTAL HANDICAPS.**

Government contractors are subject to 38 USC 2012 of the Vietnam Era Veterans Readjustment Act of 1974, which requires that they take affirmative action to employ and advance in employment qualified disabled veterans and veterans of the Vietnam era, and Section 503 of the Rehabilitation Act of 1973, as amended, which requires Government contractors to take affirmative action to employ and advance in employment qualified handicapped individuals.

If you are a disabled veteran or a Vietnam veteran, or if you have a physical or mental handicap, you are invited to volunteer this information which will be treated as **Confidential**. Failure to provide this information will not jeopardize or adversely affect your employment with the University of Puerto Rico in Aguadilla.

Gerardo Javariz Cordero  
Equal Employment Opportunity Officer  
and Affirmative Action Plan Administrator



***SUPPORTING DOCUMENTS***

