

John Jay College of Criminal Justice
2020-2021
AFFIRMATIVE ACTION PLAN
Reporting Year: June 1, 2019–May 31, 2020

Affirmative Action Plans covering Minorities and Women (Executive Order 11246), Individuals with Disabilities (Section 503) and Protected Veterans (VEVRAA)

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This plan is available for review at:

<http://www.jjay.cuny.edu/harassment-discrimination-policies>

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PART ONE: INTRODUCTION AND BACKGROUND

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This report for John Jay College of Criminal Justice (John Jay) is one of the City University of New York's (CUNY) 28 required affirmative action reports. The US Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) oversees Affirmative Action Plan requirements for federal contractors. Some aspects of this plan also reflect state and local regulations, guidelines for public entities, and resolutions of the CUNY Board of Trustees. In particular, this plan reflects requirements for implementing:

- Presidential Executive Order 11246, for women and federally protected racial/ethnic groups;
- Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, for protected veterans; and
- Section 503 of the Rehabilitation Act of 1973, as amended, for individuals with disabilities.

We produce a separate Affirmative Action Plan for Italian Americans. CUNY's Chancellor designated Italian Americans as a protected group in 1976.

This Plan reflects the following timeframes:

Employee Census Date:	June 1, 2020
Reporting Year:	June 1, 2019–May 31, 2020
Program Year:	September 1, 2020–August 31, 2021.

Given this year's disruptions due to the 2020 COVID-19 outbreak, we experienced challenges in implementing last year's plan and in completing this year's plan, as discussed later in this report.

These hyperlinks direct readers to specific areas of this report:

[Impact of 2020 Events](#)

[Summary of Workforce by Job Group; Summary by Tenure Status](#)

[Summary of Underutilization and Goals](#)

[Action-Oriented Programs for Females and Minorities](#)

[Hiring Rates, Individuals with Disabilities and Veterans](#)

[Planned Outreach for Individuals with Disabilities and Veterans](#)

This Plan is available for public review as described on the title page.

Web links, confirmed as of December 2020, are subject to change.

MESSAGE FROM THE INTERIM CHIEF DIVERSITY OFFICER:

John Jay College brings people together from all over the world. We are proud of the College's richly diverse faculty, staff and student body as well as our status as a federally-designated Minority-Serving and Hispanic-Serving Institution. We are committed to hiring a diverse workforce and cultivating an inclusive community that is reflective of our society where all members can thrive. We believe that our diversity, inside and outside of the classroom, is the foundation to our overall success.

The Office of Compliance and Diversity (CDO) promotes equal opportunity and fairness in the College's employment practices. The Office also leads the College's work to foster a safe and inclusive community free from harassment or discrimination of any kind.

The CDO's efforts are continuously supported and advanced through all aspects of the College's work. In 2019, President Mason launched an external, campus-wide climate review process, led by experts from Working IDEAL. This process resulted in a report that identified John Jay's strengths and provided recommendations for how John Jay can create and maximize opportunities to further strengthen our climate.

You will find some CDO and College-wide initiatives and programs in support of these efforts highlighted later in this report. For additional information on John Jay's ongoing work to promote a respectful and inclusive working and learning environment please visit [John Jay's Climate Review Page](#).

OVERVIEW

About John Jay

Educating for Justice: There is no college anywhere in the U.S. or the world quite like John Jay. Founded in 1964, John Jay has evolved into the preeminent international leader in educating for justice in its many dimensions. John Jay is a senior college in the CUNY system and offers a rich liberal arts and professional curriculum that prepares students to serve the public interest as ethical leaders and engaged citizens. As a federally designated Hispanic-serving institution and a Minority-serving institution, it is a top-ten institution for promoting student social mobility.

Our Programs: John Jay's academic programs balance the sciences, humanities and the arts with professional studies. The College is unique in its mission, providing rigorous course work, research, internships, community service and other learning experiences to prepare students to make a difference for themselves and others and to transform ideas into social action and leadership.

Our Students: The College's community of over 15,000 students, in a diverse array of undergraduate, graduate and doctoral programs, is the most diverse among the City University of New York's senior colleges. The student body—46% Hispanic, 19% Black, 14% Asian, 60% female, 47% first-generation—produces leaders and scholars in policing and beyond, including forensic science, law, fire and emergency management, social work, teaching, private security, forensic psychology, and corrections. John Jay is also a leader in educating our nation's military veterans, with more than 400 currently enrolled.

Our Faculty: The John Jay faculty, about 1,100 strong, includes Pulitzer Prize-winners and widely honored scholars and experts in a variety of academic fields, with credentials from the world's top universities. They have been recognized by their professional peers and at all levels of government for their research, writing, teaching, and mentoring. Through their research – often in collaboration with students – they advance knowledge to help build and sustain just societies.

Our Impact: Set in the heart of New York City, John Jay occupies a state-of-the-art campus that provides a wealth of opportunities to cultivate student interests, leadership, civic engagement, and cultural diversity. Laboratories and research facilities for forensic science, forensic psychology, emergency management, and other disciplines provide hands-on learning opportunities to complement the overall educational experience.

Over the past 50 years, the College has added a wide range of innovative and interdisciplinary liberal arts majors and professions, but the core mission of “educating for justice” remains inviolate and unchanged. Our students learn to challenge the status quo, cultivate their passion for solving social problems, and become positive agents of change. Our alumni have long held leadership roles in public-sector agencies and private companies in the U.S. and worldwide. Now and always, we educate fierce advocates for justice.

Governance

John Jay is governed by the CUNY system's Board of Trustees and the Office of the Chancellor. Karol V. Mason became the 5th president of John Jay College on August 1, 2017. She is the first woman and the first person of color to serve as president of the College.

Over the course of her long career, President Mason has been a legal pioneer and an exceptional voice for equality, fairness, and criminal justice reform. She was a leader in the Obama Administration on juvenile justice issues, bail reform and re-entry for individuals leaving prison, and in her distinguished career at Alston & Bird LLP, she was the first African- American woman elected as chair of the management committee at any major national firm.

To read President Mason's Biography, please visit: <http://www.jjay.cuny.edu/president-biography>.

Senior Leadership

The President's Senior Leadership Team is comprised of employees who are essential to the multiple operations of the College. The SLT is committed to the mission of the College and are considered among John Jay's most valuable assets.

Appendix A displays the Senior Leadership Team organization chart as of November 2020.

MISSION & VALUES

The College's mission and values statements are detailed below and can be found here: <https://www.jjay.cuny.edu/mission-statement>

Mission Statement

John Jay College of Criminal Justice is a community of motivated and intellectually committed individuals who explore justice in its many dimensions. The College's liberal arts curriculum equips students to pursue advanced study and meaningful, rewarding careers in the public, private, and non-profit sectors. Our professional programs introduce students to foundational and newly emerging fields and prepare them for advancement within their chosen professions.

Our students are eager to engage in original research and experiential learning, excited to study in one of the world's most dynamic cities, and passionate about shaping the future. Through their studies our students prepare for ethical leadership, global citizenship, and engaged service. Our faculty members are exceptional teachers who encourage students to join them in pursuing transformative scholarship and creative activities. Through their research our faculty advances knowledge and informs professional practices that build and sustain just societies.

We foster an inclusive and diverse community drawn from our city, our country, and the world. We are dedicated to educating traditionally underrepresented groups and committed to increasing diversity in the workforce. The breadth of our community motivates us to question our assumptions, to consider multiple perspectives, to think critically, and to develop the humility that comes with global understanding. We educate fierce advocates for justice.

John Jay College Values Statement

As a Hispanic- and Minority-Serving Institution of higher education in New York City, grounded by our commitment to advancing justice in its many dimensions, we recognize these interrelated core values as fundamental to the John Jay College of Criminal Justice community: (in alphabetical order)

Diversity: Explore, support, and respect the many voices within our community, fostering an inclusive environment that represents the many racial, religious, ethnic, gender, sexual, socioeconomic, political, cultural, age, and ability identities that make our community thrive.

Equity: Confront and respectfully disrupt biases, stereotypes, and discrimination by creating and implementing opportunities for equal access and success for underserved communities.

Integrity: Promote honesty, transparency, and empathy in our actions and communications—at all levels within our community—by adhering to the highest moral and ethical standards in our personal and professional behavior.

Justice: Act fairly and ethically to build an environment that offers every individual equal opportunities to grow and flourish.

Learning and Scholarship: Engage in transformative teaching and learning, both inside and outside of the classroom, support and pursue scholarship and creative activities, practice intellectual curiosity, strive for academic and professional excellence, and foster lifelong learning and civic engagement.

Respect: Honor each other's identities, ideas, values, and humanity partnered with a commitment to courtesy, civility, and kindness.

RELEVANT POLICIES

As a part of the CUNY system, we adhere to CUNY policy as well as federal, state, and city laws and their implementing regulations on non-discrimination and affirmative action. These include: 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, the Age Discrimination Act of 1975, New York State Human Rights Law and New York City Human Rights Law.

Protected groups, delineated in Executive Order 11246 and updates are American Indian or Alaska Native, Asian, Black or African American, Hispanic or Latino, Native Hawaiian or Other Pacific Islander, Two or More Races, and Women. Additionally, the Chancellor of CUNY designated Italian Americans as a protected group in 1976 and CUNY prepares a separate Italian American Affirmative Action Plan.

CUNY's policies on non-discrimination, sexual misconduct, and affirmative action are available

on CUNY's website:

[Click for CUNY's Policies \(https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html\)](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures.html)

Select portions of CUNY's policies are also highlighted below.

College leadership reaffirms the College's commitment to CUNY's non-discrimination policies annually. The most recently released reaffirmation letter from President Mason was shared with the John Jay community on September 29, 2020 and is included in this Report as **Appendix B**.

Equal Opportunity and Non-Discrimination Policy

Section I of [CUNY's Equal Employment and Non-Discrimination Policy](#), included below, reads:

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Affirmative Action Policy

CUNY's original [Affirmative Action Policy](#) of May 28, 1985 found in [CUNY's Manual of General Policy](#), is included below:

ARTICLE V FACULTY, STAFF AND ADMINISTRATION

Policy 5.04 - Affirmative Action:

RESOLVED, that the Board of Trustees of The City University of New York

reaffirms its commitment to affirmative action and directs the Chancellery and the colleges to reemphasize the taking of the positive steps that will lead to recruiting, hiring, retaining, tenuring, and promoting increased numbers of qualified minorities and women. (Board of Trustees Minutes, 1985-05-28, Section 6-C)

Sexual Misconduct Policy

CUNY's Policy on Sexual Misconduct addresses sexual harassment, gender-based harassment and sexual violence. It outlines procedures applicable to students and employees for addressing complaints. Section I of the [Sexual Misconduct Policy](#) is included here:

CUNY students, employees and visitors deserve the opportunity to live, learn and work free from Sexual Misconduct. Accordingly, CUNY is committed to:

- 1. Defining conduct that constitutes Sexual Misconduct;*
- 2. Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct;*
- 3. Providing ongoing assistance and support to all parties after allegations of Sexual Misconduct have been made;*
- 4. Promptly and respectfully responding to and investigating allegations of Sexual Misconduct, pursuing disciplinary action when appropriate and taking action to investigate and address any allegations of retaliation;*
- 5. Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this Policy, as well as a "Students' Bill of Rights" and implementing training and educational programs on Sexual Misconduct to college constituencies;*
- 6. Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of allegations of Sexual Misconduct;*
- 7. Distinguishing between the specific conduct defined as Title IX Sexual Harassment by the USDOE and the broader definition of Sexual Misconduct prohibited by this Policy; and*
- 8. Ensuring compliance with the federal regulations under Title IX, and other federal, state and local laws.*

This is CUNY's sole policy to address Sexual Misconduct and it is applicable at all CUNY colleges and units.

Other Policies

Additional important policies are available using the links below:

The [CUNY Campus and Workplace Violence Policy](#) addresses workplace violence.

The [CUNY Domestic Violence and the Workplace Policy](#) addresses domestic violence in or affecting employees in the workplace.

The [CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses the CUNY process for responding to requests for reasonable accommodations or academic adjustments.

CUNY campuses also report crime statistics, including statistics relating to sexual violence under the federal Jeanne Clery Act. Information about John Jay's statistics is available from John Jay's Office of Public Safety at: <https://www.jjay.cuny.edu/jeanne-clery-disclosure-campus-security-policy>

RESPONSIBILITY FOR IMPLEMENTATION

While the entire community participates in promoting diversity and inclusion, we have assigned certain responsibilities for implementation.

The President

The President, Karol V. Mason, oversees affirmative action and diversity programs to assure compliance with federal, state, and city laws, rules and regulations and university policies, and:

- Designates personnel to manage affirmative action, diversity, and compliance efforts, including a Chief Diversity Officer (CDO), 504/Americans with Disabilities Act (ADA) Coordinator and Title IX Coordinator;
- Ensures responsible personnel have authority, staffing, and other resources to fulfill their assigned responsibilities;
- Communicates a commitment to equal employment opportunity and issues an annual reaffirmation in support of affirmative action, diversity and equal opportunity; and
- Approves and releases required reports, including this Affirmative Action Plan.

Chief Diversity Officer

The President designated Gabriela Leal, Esq., as Interim Chief Diversity Officer (CDO) and as the Interim Director of Compliance and Diversity who:

- Provides confidential consultation for, investigates and resolves discrimination, harassment and sexual misconduct complaints;
- Distributes relevant policies, notices and revisions, and assures integration into training programs, search committee orientations, websites, and other media;
- Evaluates the impact of affirmative action programs and initiatives;
- Prepares and communicates Affirmative Action Plan reports;
- Consults with hiring teams and managers on recruitment and selection, overseeing recruitment plans and effective recruitment/selection strategies to promote a diverse workforce; and
- Participates in CUNY initiatives promoting diversity and inclusion.

Other Faculty and Staff

Executives, department chairpersons, managers, and supervisors are critical partners in equal employment and affirmative action programs. They help ensure compliance with regulations and policies, foster an inclusive environment, and help develop and implement the Affirmative Action Plan.

In addition, John Jay's leadership at all levels plays an essential role in creating an inclusive campus climate, including through ongoing work to address many of the Climate Review recommendations. To learn more about our progress and the ongoing work to promote diversity, equity, and inclusion at John Jay, visit: <https://www.jjay.cuny.edu/climate-review>.

Planning for New Vice President for Diversity, Equity, Compliance and Inclusion

In January 2020, President Mason announced a search for the inaugural Vice President for Diversity, Equity, Compliance and Inclusion (DECI). The new Vice President for DECI would have be responsible for overseeing and managing compliance and accountability functions, alongside training, education, and prevention programming, as well as providing expert advice and thought leadership in these areas. This Vice President would have also brought experienced and collaborative leadership as well as a strategic vision to the College's cross-cutting work to build an inclusive and equitable community.

A search committee for this position was formed, and the College received hundreds of applications from across the country. However, due to the impact of the pandemic and our current budget constraints, the College made the difficult decision to place the hiring of this important role on hold.

University Management

CUNY's Office of Recruitment and Diversity (ORD) establishes job groups and other report

parameters and prepares summary statistics. ORD also reports summary statistics and sponsors several university-wide diversity programs. [Click here for link www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/](http://www2.cuny.edu/about/administration/offices/hr/recruitment-diversity/).

IMPACT OF 2020 EVENTS

On [March 15, 2020](#), Chancellor Felix Matos-Rodriguez announced CUNY campuses and non-essential personnel were transitioning to remote learning and working for the remainder of the academic year. As of December 2020, this arrangement is still in place. The transition and resulting shifts in priorities affect the University's operations in many ways, including personnel practices. [On April 21, 2020, CUNY implemented a freeze](#) on all vacancy/new hire and personnel action requests (involving pay increases) across the system. As a result, the College has cancelled or postponed hiring plans.

On November 4, 2020 the Chancellor [updated the CUNY community](#) on the 2021-2021 budget. In his message, he informed that CUNY has experienced reductions in revenue and reduced public funding but has been obliged to take on unplanned emergency expenditures due to the pandemic, resulting in a budget deficit.

Since the hiring freeze was announced, CUNY's total full-time staffing level has been reduced by 468 positions. In addition, we have limited or cancelled public events and other campus activities that we could not conduct remotely. At this time, it is difficult to set placement goals or plan action-oriented programs, as we have not finalized operational and personnel plans.

Further information is available on the CUNY website at CUNY Coronavirus info: <https://www.cuny.edu/coronavirus/>.

Certain practices have continued unchanged, such as the listing of job vacancy announcements with workforce agencies where applicable. The Chief Diversity Officer has continued to work remotely on:

- Complaint intake and investigation,
- Accommodations for individuals with disabilities,
- Select recruitment advertising and outreach,
- Oversight of separation practices as well as hiring and advancement for select exceptions to the University-wide hiring freeze, and
- Consulting with management.

PART TWO: DATA AND ANALYSIS

We analyze workforce data as mandated through multiple methods that promote a complete assessment:

- Employee data
- Workforce analysis data (employees within organizational units);
- Job groups and academic disciplines data;
- Labor market availability measures;
- Utilization analysis for job groups and disciplines;
- Review of personnel actions (e.g., Hiring, Separation, Promotion);
- Review of recruitment activities;
- Review of civil service hiring; and
- Review of compensation.

Details are available from the US Department of Labor's Office of Contract Compliance Programs (OFCCP) at:

https://www.dol.gov/sites/dolgov/files/OFCCP/SupplyService/files/508_sstag_12032020.pdf

(Educational Institutions Technical Assistance Guide).

DATA SOURCES

Employee Data

On June 30, 2020, we extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYfirst. We included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. We did not include individuals on terminal leaves such as retirement leave, student workers (including Graduate Assistants) or individuals employed separately by CUNY's Research Foundation.

We invite employees to self-identify gender, race/ethnicity, veteran status, and disability status. Employees may update selections at any time on an Employee Self-Service portal. We last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, and stressed that providing it is voluntary. We plan to conduct the next canvas in 2021.

Finally, we also invite all job applicants to self-identify on the job application portal.

Employee Self-Identification Categories

We use the following categories to evaluate representation by race/ethnicity for this plan:

- Total Minorities (all groups other than White, reported as a single category),
- Asian (consolidates Asian, Hawaiian, and Other Pacific Islander),
- Black/African American,
- Hispanic/Latino, and
- White (not a protected group).

American Indian/Alaska Native and Two or More Races are included under Total Minorities but not separately reported.

If a person identifies as both Hispanic/Latino and some another group, they are recorded as Hispanic/Latino, and not as Two or More Races.

Consistent with long-standing agreements, we ask employees to self-identify Italian American status, and create a separate Italian American Affirmative Action Plan.

To retain overall comparisons to individuals in federal categories and to prevent double counting, Italian Americans are not included in Total Minorities in either plan. If individuals indicate both Italian American and federally protected ethnicity categories (above), we default to the federally protected category to prevent double counting.

We use federally mandated gender categories of male and female for purposes of this plan. Our system captures non-binary general identification, but only individuals identifying as "female" are included in the federally protected gender category.

Of 1,054 total employees, 0 employees did not identify a gender and 2 employees did not identify a valid race/ethnicity category. Anyone who did not specify a gender and/or ethnicity is included in the Workforce Analysis but not assigned to a protected group, 233 employees did not identify a Veteran status and 979 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

Labor Market Source Data

We compare the employee population with the labor market from which CUNY would reasonably recruit, train, or promote, by job group. CUNY re-calculates availability every other year, most recently in 2019. Data sources include:

- For internal candidates, employee appointments CUNY-wide over 2016-2017 and 2017-2018 for weighting and feeder jobs, applied to the June 1, 2018 employee census.
- For external candidates, US Census American Community Survey (ACS), 5-year estimate, 2013-2017 (final), specifically, extracted from University of Minnesota's Public User Microdata Sample (iPUMS).
- For faculty discipline-based estimates: US Department of Education's National Center for Education Statistics Integrated Post-Secondary Education Data System (IPEDS) completion data, 2015-2016 (final); evaluated by Classification of Instructional Programs (CIP), most often at two-digit level (major category).

Workforce Analysis Data

The workforce analysis data charts organize protected groups (gender and ethnicity) by department, division and job title. It is presented by job title in a hierarchical order so that higher paid/higher ranked jobs are listed first. These data charts are used to evaluate diversity by organizational unit rather than job group.

Due to length, Workforce Analysis data charts are not included here, but can be found in the following exhibits: Workforce Summary, Workforce Tenure Summary, Underutilization Summary (Staff and CLT), and Underutilization Summary (Faculty).

Job Groups Data

This data is organized by groups of jobs with similar duties, qualifications, and other conditions of employment. CUNY establishes job groups and reviews them annually, as detailed in **Appendix C**. A major input is the federal Standard Occupational Classification (SOC) system. We further organize job groups into categories based on federal EEO-1 categories.

The next two pages provide a summary of staffing by job group, followed by a summary of

professorial faculty by rank and tenure status.

Disciplines Data

We analyze data about faculty and college laboratory technicians based on academic discipline. With few exceptions, CUNY assigns faculty departments to disciplines as per the Classification of Instructional Programs (CIP). For college laboratory technicians, we evaluate disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group.

Appendix D lists these assignments. In the reporting year (June 1, 2019 –May 31, 2020), there were no material changes to the discipline assignments.

Labor Market Availability Data

Labor market availability is an estimate used to benchmark utilization of protected groups, by job group. It represents the proportion of each protected group available for employment in the labor market from which CUNY recruits (both internally and externally). CUNY typically reviews labor market availability every other year and did not revise estimates this year. Appendix C and D provide the basis for each calculation. We utilize the following factors:

Weighting of Internal/External Labor Market

The internal labor market is university-wide and currently reflects the full-time employee population. We produce a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. We also identify typical feeder jobs and other conditions, such as permanency status.

Geography

We base geographic factors on both CUNY policy and actual hiring experience.

- National labor market for Administration 1 (Executive), Faculty–Professorial, and Faculty–Instructor.
- Two-state region (New York and New Jersey) for Faculty-Lecturer. IPEDS completion data is only available by State and recruiting is regional rather than national.
- New York State-only labor market where New York State residency is required by statute:
 - College Security Assistant
 - Campus Peace Officer
 - Campus Public Safety Sergeant
 - Security Manager
- New York/New Jersey Metropolitan Statistical Area (MSA) for remaining job groups. A review of hires in 2018-2019 indicated 98.6% of new hires in these groups reside within this MSA. This area represents a large and highly diverse population.

Workforce Summary by Job Group and Category (June, 2020)

John Jay College

Total Employees: 1,054

Executive/Administrative/Managerial

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	1	100.0%	1	100.0%
Administration 1 (Executive)	25	14	56.0%	9	36.0%
Administration 2 (Manager)	168	122	72.6%	99	58.9%
Facility Manager	6	2	33.3%	3	50.0%
IT Computer Manager	3	1	33.3%	3	100.0%
Security Manager	1	0	0.0%	1	100.0%

Professional Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	332	160	48.2%	113	34.0%
Faculty-Librarian	11	9	81.8%	1	9.1%
Faculty-Lecturer	69	34	49.3%	33	47.8%

Professional Non-Faculty

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant	5	3	60.0%	5	100.0%
Administration 3 (Professional)	181	130	71.8%	130	71.8%
IT Computer Professional	33	11	33.3%	27	81.8%

Administrative Support Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant Assistant	3	3	100.0%	3	100.0%
Administrative Assistant	4	4	100.0%	4	100.0%
Office Assistant	33	29	87.9%	30	90.9%
Mail Services Worker	3	0	0.0%	3	100.0%

Craft Workers

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	9	0	0.0%	7	77.8%
Laborers and Helpers	13	0	0.0%	12	92.3%
Skilled Trades-Supervisor	1	0	0.0%	0	0.0%
Skilled Trades	18	0	0.0%	4	22.2%

Technicians

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	11	8	72.7%	6	54.5%
Broadcast/Media	6	0	0.0%	4	66.7%
IT Support Technician	3	2	66.7%	3	100.0%
Print Shop	6	2	33.3%	4	66.7%

Service Workers and Others

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	11	1	9.1%	8	72.7%
Campus Peace Officer	21	7	33.3%	19	90.5%
Campus Security Assistant	27	16	59.3%	26	96.3%
Custodial Supervisor	6	1	16.7%	6	100.0%
Custodial	44	21	47.7%	40	90.9%

Summary for Professorial Rank Faculty by Title and Tenure Status (June, 2020)

John Jay College

Total Professorial Faculty: 332

Status categories are: Tenure, Track Tenure, Substitute, and "Instructors or Others PSC" which applies to titles where tenure status is not given.

Title	Ttl Empls	Female #	Female %	Minority #	Minority %
Asst Professor	73	47	64.4%	31	42.5%
Substitute >=6 Mo Or Prior Ben	3	2	66.7%	3	100.0%
Tenured	19	11	57.9%	9	47.4%
Track Tenure	51	34	66.7%	19	37.3%
Assc Professor	158	74	46.8%	58	36.7%
Substitute >=6 Mo Or Prior Ben	1	0	0.0%	0	0.0%
Tenured	147	71	48.3%	55	37.4%
Track Tenure	10	3	30.0%	3	30.0%
Professor	90	34	37.8%	23	25.6%
Tenured	90	34	37.8%	23	25.6%
Research Professor	3	2	66.7%	0	0.0%
Instructors and others PSC	3	2	66.7%	0	0.0%
Dist Professor	8	3	37.5%	1	12.5%
Instructors and others PSC	8	3	37.5%	1	12.5%

Qualifications – Other than Collegiate Faculty

- Occupational Group: Standard Occupational Classifications assigned to every job title, matched to Census Occupational Codes.
- Degree Requirements: the minimum requirement for the lowest-ranked job in each job group. These range from none through Master's level.
- Experience: where there is a requirement for a specific number of years of experience, we used age as a proxy, utilizing US Census standards. For example, a Bachelor's degree assumes a standard age of 21. A Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

We assign faculty titles to Professorial, Instructor, or Lecturer job groups based on title; and calculate availability based on a combination of degree requirement and academic discipline.

- Degree Requirements:
 - Professorial: Doctoral Degree
 - Instructor: Master's Degree
 - Lecturer: Bachelor's or Master's Degree
- Discipline: assigned to each faculty department using the US Department of Education's Classification of Instructional Programs (CIP). On an exception basis, we calculate a blended labor market availability or assign individual faculty to disciplines.

As discipline-specific data is not available for Italian American ancestry, we do not analyze faculty by discipline. We utilize American Community Survey Data, which contains ancestry information. Respondents may provide up to two ancestries. They may identify as Italian American exclusively or in combination with another ancestry. Categories for Italian American ancestry are Italian (051) and Sicilian (068). The agreed-upon calculation is:

- 100% of the first response (e.g., "Italian", then "Irish" is counted at 100%)
- 50% of the second response (e.g., "Irish", then "Italian" is counted at 50%)
- Individuals answering as both Italian and Sicilian, or either Italian or Sicilian with no other choice, are counted at 100%.

UTILIZATION, UNDERUTILIZATION AND PLACEMENT GOALS

The Office of Compliance and Diversity, through the CDO, implements systematic recruitment protocols that are aligned with CUNY's search process requirements as an overall strategy to

address underutilization. The CDO's Office, in fulfilling its responsibility to monitor fairness in recruitment efforts and hiring, engages in an extensive interactive process. Namely, the CDO confers with HR and the hiring department regarding any targeted recruitment and outreach efforts in order to increase the likelihood that all job applicant pools will yield a diverse array of qualified candidates. The CDO reviews postings for non-discriminatory language and logs each recruitment effort for posted positions. The Chief Diversity Officer reviews applicant pools for sufficient representation, certifies pools prior to committee review, and reviews selections again as searches near completion.

We conduct most faculty and administrative hiring by appointing a diverse Search Committee. The CDO provides an orientation, or "charge", to committee members on effective selection practices, including practices aimed at reducing potential for bias. The search committees also receive guidance on CUNY recruitment procedures and on recent relevant legislation and interview guidelines. Finally, the search committee is apprised of the incumbency status, as compared to labor market availability, and underutilization data of any protected groups within the job group as well as the diversification commitment of the College.

In order to evaluate utilization, we compare female and total minority utilization with the estimated labor market by job group. We also evaluate utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino). "Total minority," for the purposes of this report, is a total of all the aforementioned race and ethnic categories, reported as a single category.

There must be at least five incumbents in order to evaluate a job group. Analyzing groups of less than 30 employees may generate less reliable results than those with larger populations. The position of President is not included in this analysis.

We report underutilization where the percent of individuals in a protected group who are employed by the College is less than 80% below the estimated labor market availability and the difference is equal to at least one full-time equivalent employee.

We consider job groups and disciplines for which there is underutilization as priorities for placement goals and enhanced outreach when there are hiring opportunities.

Appendix E details utilization/underutilization in each category (job group and/or academic discipline).

Small year-to-year variations in underutilization arise from a combination of changes in availability, hires, advancements, and separations. It is usually not possible to pinpoint a single, direct cause. In job groups with small numbers of employees, numbers may change substantially even with a change in only one employee.

The following pages summarize staffing and underutilization for each job group.

John Jay College

This is a summary of underutilization of protected groups by Job Group, organized by EEO Category. Only those Job Groups with five or more staff are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Note changes were made to job groups for security staff in 2019. 2018 figures reflect the prior organization (job groups named CPO-1 and CPO-2) and the 2019 figures reflect the new organization (Campus Security Assistant and Campus Peace Officer). The prior CPO-1 group contained Campus Security Assistant and Campus Peace Officer Level 1 only and CPO-2 contained Campus Peace Officer Level 2 only). The new groups are Campus Security Assistant and CPO (both CPO-1 and CPO-2 titles).

Category: Executive/Administrative/Managerial

UNDERUTILIZATION

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Administration 1 (Executive)						
2020	25					
2019	23					
2018	22					
Administration 2 (Manager)						
2020	168					
2019	164			5		
2018	156			4		
Facility Manager						
2020	6					1
2019	5					1
2018	5					1

Category: Professional Non-Faculty

UNDERUTILIZATION

	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Accountant						
2020	5	1				
Administration 3 (Professional)						
2020	181			12		
2019	183			10		
2018	178			7		
IT Computer Professional						
2020	33	3		3		
2019	30	3		2		
2018	30					

Category: Administrative Support Workers

Administrative Assistant

2018	6			0	1	
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Mail Services Worker

2018	5	2		0		
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Office Assistant

2020	33					
2019	36					
2018	33					

Category: Craft Workers

Basic Crafts-Buildings and Grounds

2020	9	1		1		
2019	9	1		1		
2018	8	2		0		

Laborers and Helpers

2020	13	3		1		
2019	13	3		1		
2018	14	2		0		

Skilled Trades

2020	18	0	4		2	2
2019	18	0	4		2	2
2018	18	0	1		1	

Category: Technicians

Administration 4 (College Lab
Tech) - Sci/Tech/Eng

2020	11				1	
2019	12				1	
2018	11				1	

Broadcast/Media

2020	6	2		0		
2019	6	2		0		
2018	6	1		0		

IT Support Technician

2018	5					
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Print Shop

Category: Technicians

Print Shop

		UNDERUTILIZATION				
Total Staff		Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2020	6			1	1	
2019	6			1	1	
2018	7			0		

Category: Service Workers and Others

Campus Peace Officer

ers		UNDERUTILIZATION				
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2020	21			2		
2019	20			1		

Campus Peace Officer (2018-CPO Level 1)

2018	45						
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Campus Public Safety Sergeant

2020	11	1		1	2	
2019	11	1		1	2	
2018	10			1	3	

Campus Security Assistant

2020	27					
2019	25					

Custodial

2020	44					
2019	46					
2018	46					

Custodial Supervisor

2020	6	1		0		
2019	5	1		0		
2018	5	0		0		

Exhibit: Summary of Historical Changes in Underutilization - Faculty
John Jay College

2020 - 2021

This is a summary of underutilization, of protected groups by faculty Job Group and Discipline. Only those combinations of Job Group and Discipline with five or more faculty are reported.

This summary provides three measurements:

-2018: Underutilization reported in the 2018 - 2019 plan (i.e., based on employee census as of 6/1/2018, the the Labor Market Availability estimates in place at that time).

-2019: Underutilization reported in the 2019 - 2020 (i.e., based on employee census as of 6/1/2019, with the current Labor Market Availability estimates, in place at that time).

-2020: Underutilization reported in the 2020 - 2021 Plan (i.e., this plan).

Notes:

-Librarians are now reported in a separate Job Group. In 2018 they were reported with Professorial faculty.

-The former discipline of Public Administration and Social Service Professions was separated into two disciplines: Public Administration and Social Service Professions. 2018 numbers are reported under the combined discipline, and 2019 numbers are reported separately.

Faculty-Professorial

Faculty-Professorial		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Area, Ethnic, Cultural, Gender, and Group Studies							
	2020	14			1		
	2019	15			1		
	2018	15			1		
Business, Management, Marketing, Support Services							
	2020	7	1	1	0	1	
	2019	8	1	1	1	1	
	2018	8	2	1	1	1	
Communications, Journalism, etc. AND Visual and Performing A							
	2020	7		0	1	0	
	2019	8		1	1	0	
	2018	8		1	0	1	
Education - Developmental							
	2020	13			0		
	2019	12			0		
	2018	11			1		
English Language and Literature/Letters							
	2020	36	5				
	2019	37					
	2018	38					
Foreign Languages, Literatures, and Linguistics							
	2019	6			0	0	
	2018	6			0	0	

Faculty-Professorial

Faculty-Professorial		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
History							
	2020	18	2				0
	2019	17	2				0
	2018	17					
Homeland Security, Law Enforcement, Firefighting, etc.							
	2020	48	7			5	
	2019	49	8			5	
	2018	51	11			4	
Library (Librarians/Non-Teaching)							
	2018	12					1
Mathematics and Computer Science							
	2020	17					1
	2019	17					1
	2018	17					1
Multi/Interdisciplinary Studies							
	2020	9			0		
	2019	8		1	0		1
	2018	7		2	0	1	0
Philosophy and Religious Studies							
	2020	10					
	2019	11					
	2018	11					
Physical Sciences							
	2020	22					
	2019	22					
	2018	23					
Psychology							
	2020	41	9				3
	2019	44	9				3
	2018	44	8				1
Public Administration							
	2020	20	4	1		2	1
	2019	25		2		3	1
Public Administration and Social Service Professions							
	2018	24	4	4		4	1
Social Sciences							
	2020	57					
	2019	58					

Faculty-Professorial

UNDERUTILIZATION						
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2018	57					

Visual and Performing Arts

2020	9			1		
2019	9			1		
2018	9			1		

Faculty-Librarian

		UNDERUTILIZATION				
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
2020	11		0		0	0
2019	11					0

Library (Librarians/Non-Teaching)

Faculty-Lecturer

UNDERUTILIZATION					
Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino

English Language and Literature/Letters

2020	18				1	3
2019	15		1		0	2
2018	14					

Homeland Security, Law Enforcement, Firefighting, etc.

2020	8	3	3	0	1	1
2019	8	4	4	0	1	2
2018	6	3	2	0	1	1

Mathematics and Computer Science

2020	16					
2019	14			1		
2018	10	2		1		

Physical Sciences

2020	5				0	
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Public Administration

2020	8	3				0
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Public Administration and Social Service Professions

2018	5	2	1	0		1
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Utilization and Underutilization Analysis

John Jay College continues to be exemplary in the employment, promotion, and retention of a diverse and multi-cultural workforce. Women and minorities continue to represent a majority of the College's total employees. At the end of 2019-2020 Reporting Year (June 1, 2019–May 31, 2020), the College had a total of 1,054 full-time, permanent employees (including faculty and staff). Of that number, 55.1% are female and 57.3% are racial minorities. This is a slight increase in the percentage of employees who are racial minorities from the previous reporting year (June 1, 2018-May 31, 2019), which reported a 56.6% total minority.

Faculty

Faculty units are broken out into various job groups across the academic disciplines. The Faculty job groups are:

- Faculty-Lecturer
- Faculty-Librarian
- Faculty-Professorial

The academic disciplines are categorized as follows:

- Area, Ethnic, Cultural Gender and Group Studies
- Business, Management, Marketing and Support Services
- Communications, Journalism, etc. and Visual and Performing Arts
- Education-Developmental
- English Language and Literature/Letters
- History
- Homeland Security, Law Enforcement, Firefighting
- Library (Librarians/Non-Teaching)
- Mathematics and Computer Science
- Multi/Interdisciplinary Studies
- Philosophy and Religious Studies
- Physical Sciences
- Psychology
- Public Administration
- Social Sciences
- Visual and Performing Arts

At the end of the 2019-2020 reporting year, the College had a total of 412 faculty members. Of that number, there are 147 (36%) total minority faculty and 200 (49 %) female faculty. The College's good faith efforts to recruit a diverse applicant pool, in order to increase the overall diversity of our faculty, should remain a priority.

Female faculty underutilization:

- The following 9 of 16 disciplines (56%) reported no underutilization of female employees in all faculty job groups:
 - Area, Ethnic, Cultural, Gender and Group Studies
 - Communications, Journalism, etc. and Visual and Performing Arts
 - Education-Developmental

- Mathematics and Computer Science
- Multi/Interdisciplinary Studies
- Philosophy and Religious Studies
- Physical Sciences
- Social Sciences
- Visual and Performing Arts
- New areas of female faculty underutilization developed in several disciplines. Various factors contributed to the development of underutilization in these particular disciplines. Underutilization developed due to the creation of unfilled vacancies resulting from faculty members retiring or separating employment in the following disciplines:
 - English Language and Literature/Letters
 - Public Administration
- Significant progress continues to be made in underutilization of female faculty in the Professorial job group in the Homeland Security, Law Enforcement, Firefighting discipline, reducing the number from 11 in 2018 to 8 in 2019 and 7 in 2020.
- The Psychology discipline reports the highest number of female underutilization. This discipline should identify ways to expand its outreach to attract a more diverse applicant pool and would benefit from a review of their interview structures and processes.

Total minority underutilization:

- The following 11 of 16 disciplines (69%) reported no underutilization of total minority faculty in each faculty job groups:
 - Area, Ethnic, Cultural, Gender and Group Studies
 - Education-Developmental
 - English Language and Literature/Arts
 - History
 - Mathematics and Computer Science
 - Multi/Interdisciplinary Studies
 - Philosophy and Religious Studies
 - Physical Sciences
 - Psychology
 - Social Sciences
 - Visual and Performing Arts
- Total minority faculty underutilization was eliminated in the Communications, Journalism and Visual and Performing Arts and Multi/Interdisciplinary Studies disciplines.
- Homeland Security, Law Enforcement, Firefighting discipline reports the highest underutilization (3). This underutilization is in the Faculty-Lecturer job group.
- All other disciplines report no more than 1 total minority underutilization for each faculty job group.

Staff and College Lab Technicians

At the end of the 2019-2020 reporting year, the College had a total of 642 employees (excluding faculty). Of that number, 378 (59%) are female and 457 (71%) total minority. There are 18 job categories for staff and college lab technicians.

Female underutilization

- The following 10 of 18 job groups (56%) reported no underutilization of female employees:
 - Administration 1 (Executive)
 - Administration 2 (Manager)
 - Facility Manager
 - Administration 3 (Professional)
 - Office Assistant
 - Administration 4 (College Lab Tech)
 - Print Shop
 - Campus Peace Officer
 - Campus Security Assistant
 - Custodial
- The following job groups reported no change in female underutilization from the previous reporting year:
 - IT Computer Professional underutilization remained 3
 - Basic Crafts-Buildings and Ground underutilization remained 1
 - Laborers and Helpers underutilization remained 3
 - Broadcast Media underutilization remained 2
 - Campus Public Safety Sergeant underutilization remained 1

Total Minority Underutilization

- The skilled trades job group reported total minority underutilization of 4
- The remaining 17 of 18 job groups (94%, below, report zero total minority underutilization:
 - Administration 1 (Executive)
 - Administration 2 (Manager)
 - Facility Manager
 - Accountant
 - Administration 3 (Professional)
 - Administration 4 (College Lab Tech)
 - IT Computer Professional
 - Office Assistant
 - Basic Crafts- Buildings and Grounds
 - Laborers and Helpers
 - Broadcast/Media
 - Print Shop
 - Campus Public Safety Sergeant
 - Campus Peace Officer
 - Campus Security Assistant
 - Custodial Supervisor
 - Custodial

OTHER REVIEWS

Personnel Activity

We review personnel actions (hires, moves to a higher or lower job group, moves within a job group, and separations) for adverse impact (selections at substantially different rates for different groups). We review personnel activity for all job groups and report results for those groups with a material number of actions and/or applicants.

To analyze net personnel action changes by job group, we compare employee title changes between two reference dates (June 1, 2019 and June 1, 2020). This produces a reasonable estimate but may leave out some actions, such as an employee changing job groups more than once over the year.

Employees who leave one job group to take a position in another are reported as separated from one group and joining another. We consider transfers between CUNY units as a separation from one and a hire in the other.

Tenure is a permanent status granted to professorial faculty and College laboratory technicians. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE), after meeting service requirements.

A review of the tenure decisions effective September 1, 2019 reveals that six (6) associate professors applied and were granted tenure. Of the six tenure decisions:

- One (1) professor applied and was hired with tenure.
- 29% of tenure recipients were female.
- 43% of tenure recipients were members of a protected racial category.

Appendix F provides net changes by job group:

- Job Actions by Gender and Ethnicity
- Faculty Tenure Actions by Gender and Ethnicity

This includes details of faculty receiving tenure/CCE status effective during the past plan year, covering those awarded tenure, hired with tenure (includes faculty rehired after long-term leaves), and denied tenure.

Recruiting Activity Review

CUNY is committed to equitable practices to recruit a diverse and highly qualified workforce.

In addition to the systematic recruitment protocols discussed previously, the CDO reviews Physical and Mental Qualifications included in any job posting as well as posting language in

general. The CDO also reviews Recruiting Plans for intended outreach as described above.

Federal guidelines state adverse selection may occur when any one group (protected or not) has a selection rate less than 80% of the selection rate of the most-selected group.

Appendix G summarizes recruiting and selection by job group for searches concluded with a job offer between June 1, 2019 and May 31, 2020.

We report all searches resulting in an offer. For some searches, notably faculty, there is a time gap between offer and start dates. To avoid a lag in reporting, we include searches based on date of accepted job offer, even if the employee has not started work before June 1.

As per federal *Internet Applicant* guidelines, we consider an “applicant” to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. We analyze applicant pools and selection rates for interviews, offers, and hires.

In the normal course of business, the Chief Diversity Officer reviews applicant self-identification data and determines whether there is a need for real-time adjustments to recruiting and outreach plans in order to assure diverse, qualified applicant pools. The Chief Diversity Officer may require additional outreach prior to proceeding with selection and/or interviews should there be a concern that the applicant pools are not sufficiently diverse.

Many factors impact the College’s overall recruiting activity data. Some factors include the change to the availability rate, the increase in hires and the addition of substitute hires/appointments. Substitute appointments are interim measures to meet staffing demands before recruitment is conducted. The CDO does not monitor substitute appointments/hires and such appointments are not considered in the College’s recruitment data.

There were 83 recruitment searches in 2019-2020 (61 in the prior reporting year 2018-2019). This is an increase of 36%. The total recruitment searches include searches for multiple positions advertised in a single posting, and searches that failed or were cancelled.

The 83 searches yielded 6,996 applicants (searches in the prior reporting year yielded 4231 applicants). Notably, while the number of searches only increased by 36%, the number of applicants in this reporting period increased by 65% and resulted in 74 new hires. We estimate that our ongoing strategic and aggressive outreach will continue to increase the size and diversity of our applicant pools during the next reporting period.

The actions completed during in the recruitment process for the reporting period are summarized below.

Overall Summary

Applicants:

Applicant is defined as: A qualified individual submitting an application for a specific position. The 6,996 total applicants were comprised of:

- 64.8% total minority
- 50.4% female
- 1.3% veteran
- 4.8% applicants identified as having a disability

Interviewees:

The 273 interviewees were comprised of:

- 67.8% total minority
- 53.1% female

Job offers:

79 job offers were made to:

- 67.1% total minority
- 54.4% female

Hires:

74 new employee hires were comprised of:

- 64.9% total minority
- 54.1% female

Overall Summary by Job Group:

Executive/Administrative/Managerial

Applicants = 739 (51.8% female and 60.6% total minority)

Interviewed = 36 (52.8% female and 61.1% total minority)

Offered = 13 (38.5% female and 53.8% total minority)

Hired = 13 (38.5% female and 53.8% total minority)

Professional Faculty

Applicants = 1,652 (38.5% female and 48.5% total minority)

Interviewed = 35 (51.4% female and 60% total minority)

Offered = 23 (56.5% female and 56.5% total minority)

Hired = 22 (59.1% female and 54.5% total Minority)

Professional Non-Faculty

Applicants = 4,258 (47.9% female and 61.5% total minority)

Interviewed = 194 (55.2% female and 69.6% total minority)

Offered = 40 (60% female and 75% total minority)

Hired = 36 (58.3% female and 72.2% total minority)

Administration 3 (Professional)

Applicants = 3,662 (61.2% female and 69.8% total minority)

Interviewed = 150 (67.3% female and 68% total minority)

Offered = 35 (65.7% female and 74.3% total minority)

Hired = 32 (62.5% % female and 71.9% total minority)

IT Computer Professional

Applicants = 596 (18.5% female and 78.2% total minority)

Interviewed = 44 (13.6% female and 75% total minority)

Offered = 5 (20% female and 80% total Minority)

Hired = 4 (25% female and 75% total minority)

Administrative Support Workers

Applicants = 63 (19% female and 81% total minority)

Interviewed = 3 (66.7% total Minority)

Offered = 1 (100% total minority)

Hired = 1 (100% total minority)

Technicians

Applicants = 213 (45.5% female and 70.4% total minority)

Interviewed = 1 (100% female and 100% total minority)

Offered = 1 (100% female and 100% total minority)

Hired = 1 (100% female and 100% total minority)

Service Workers and Others

Applicants = 71 (16.9% female and 81.7% total minority)

Interviewed = 4 (100% total minority)

Offered = 1 (100% total minority)

Hired = 1 (100% total minority)

In this reporting year, we made 5 exception hires through a Search Waiver process. These hires represent situations where extraordinary circumstances made it highly unlikely that we could fill the position competitively. The CDO and university management approve waiver applications.

Civil Service Hiring Review

We participated in 3 university-wide hiring pools for Classified Civil Service vacancies. Applicants who are pre-qualified based on an examination score indicate their interest in working at one or more units, and each establishment interviews and hires according to Civil Service regulations. We report those applicants expressing an interest in our unit at the hiring pools. CUNY's Office of Human Resources Management administers and validates Civil Service examinations and maintains records of applicants and exam results.

Exam	Hires	Race/Ethnicity	Gender
Exam #6058: CUNY Office Assistant	2 Hires	1 B/AFAM, 1 HS	2 Females
Exam #2056: Campus Peace Officer	7 Hires	5 B/AFAM, 1 HS, 1 White	3 Females, 4 Males
Exam #2052:	7 Hires	1 B/AFAM, 6 API	2 Females, 5

Campus Security Assistant			Males
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Compensation Review

Employee pay plans are governed by bargaining unit contracts, civil service regulations, prevailing wage determinations, and/or university policies. Plans include the Executive Compensation Plan (ECP), Faculty and Non-Teaching Instructional Staff Pay Plan, Classified Civil Service Plans for Managerial and Non-Managerial Personnel, and Prevailing Wage Schedules for Skilled Trades. CUNY's Trustees review and approve all pay plans. Average salaries by job group and title are reviewed periodically to identify whether there are any areas with a discrepancy of 5% or more for a material number of employees.

The Chief Diversity Officer reviews overall practices such as:

- Setting of starting salaries,
- Performance-based pay,
- Pay increases upon promotion,
- Tracking of compensation decisions, and
- Document retention.

PART THREE: ACTION-ORIENTED PROGRAMS

This section provides a summary of prior-year efforts and summarizes plans for next year's efforts to create a climate of inclusion and in support of affirmative action.

Part Three contains:

- Prior-year programs;
- 2020-2021 planned programs;
- Ongoing activities;
- Internal audit and reporting.

PRIOR-YEAR PROGRAMS

Below is a summary of campus programs undertaken to create a climate of inclusion and in support of affirmative action. As noted earlier, events related to COVID-19 have limited some planned implementation.

Summary of Campus Programs, 2019-2020

Program	Impact/Job Group
John Jay College of Criminal Justice Clinical Psychology PhD Program established a new admission requirement.	<p>Effective December 1, 2019, the program requires that all applicants to the program submit a diversity statement as part of the application process.</p> <p>This requirement conveys the program's commitment to diversity to all applicants and facilitates the program's evaluation of applicants' commitment to diversity by allowing applicants to highlight their broad array of backgrounds and experiences.</p>
Title IX Trainings	<p>In addition to required online trainings through the E-SPARC (employees) and SPARC (students) programs, the Title IX Coordinator provided in-person training to various offices, departments, and student groups. These trainings provided an in-depth overview of CUNY's Policy on Sexual Misconduct with a focus on key concepts such as affirmative consent, reporting obligations of "responsible employees," confidentiality, and expectations of the College to support a safe working and learning environment.</p>
The launch of Linking Experience, Academics, and Practice (LEAP)	<p>LEAP is a new multi-year academic cohort program that provides John Jay's diverse student body with customized major and career</p>

Program	Impact/Job Group
	<p>exploration, intensive academic advisement, and access to experiential learning opportunities. In 2019, all incoming freshman had access to a multi-year cohort program. The primary goals of the LEAP program are student persistence, academic momentum, and access to experiential learning opportunities (ELOs), including internships, fellowships, on-campus leadership, research, service, and study abroad.</p> <p>LEAP helps students John Jay's diverse student body stay on track to graduation through academic advisement and help identify particular ELOs aligned with their career interests. LEAP sends all students a monthly newsletter that includes ELO listings, promote ELOs through our social media page, and maintain a curated list of ELOs on their website. In addition, LEAP guides students through the ELO application process.</p> <p>LEAP 2019-2020 Metrics and Outcomes</p> <p>1. Target Metric: 72% of LEAP students will be retained for their second year.</p> <ul style="list-style-type: none"> • Outcome: 80% (774 of 961) of LEAP students were retained for their second year. Goal exceeded by 8%. <p>2. Target Metric: 61% of students will be on track for four-year graduation (an improvement of 1% prior to LEAP implementation)</p> <ul style="list-style-type: none"> • Outcome: 70% (543 of 774) of LEAP students retained for their 2nd year are on track for four-year graduation. Goal exceeded by 9%. <p>3. Target Metric: 30% (330) of LEAP freshmen will apply for sophomore</p>

Program	Impact/Job Group
	<p>experiential learning opportunities (i.e., research, internships, fellowships).</p> <ul style="list-style-type: none"> • Outcome: 12 students have applied for ELOs. Tracking students' application to ELOs has proven to be quite challenging. LEAP will establish a better approach to capturing this information.
Teaching and Learning Center (TLC)	<p>TLC supports and guides faculty in teaching more inclusively and equitably.</p> <p>In Fall 2019, more than 50 faculty members rewrote their syllabi to be more culturally sustainable and to include more authors from diverse backgrounds.</p>
Systematic Implementation of Search Committee Protocol	<p>The CDO's Office thoroughly incorporates the CUNY Office of Recruitment and Diversity Search Committee Guidelines in all recruitment search procedures by monitoring job descriptions, offering search committee trainings and by posting supporting resources on the College's website.</p> <p>Search Committees are regularly provided with information and best practices with the objective to garner a diverse pool of applicants and apply fair review practices.</p> <p>This practice increased awareness of the current issue and industry best practices that can diversify employee recruitment, including increasing accountability around diverse talent and contributions to the College.</p>
<p>Campus Climate Review</p> <p>In 2019, President Mason launched an external, campus-wide climate review process, led by experts from Working IDEAL. The Climate Review process</p>	<p>Working IDEAL provided the College with a detailed report that identified John Jay's strengths, and provided recommendations for how John Jay can create and maximize opportunities to further strengthen our climate. This</p>

Program	Impact/Job Group
gathered input from the entire John Jay community through open sessions, interviews, focus groups, as well as online feedback tools and survey data.	<p>report provided the John Jay community and leadership with a deeper understanding of our current culture and climate as it relates to diversity and inclusion and the prevention of harassment and sexual violence.</p> <p>As a result, the College integrated the recommendations as part of its core work in promoting a respectful and inclusive working and learning environment. During the reporting year, significant progress has been made on many recommendations. Updates can be found here: https://www.jjay.cuny.edu/climate-review.</p>
Timetable for Climate Review Implementation and Accountable Reporting	John Jay established a clear timetable and accountable timeline for implementing the recommendations of the Climate Review. This timetable is shared with the community along with regular updates on the progress to demonstrate John Jay's ongoing commitment to promote a respectful and inclusive working and learning environment.
Racial Equity Training for Senior Leadership	A multi-pronged training series on racial equity began for the College's senior leadership in Fall 2019. Leadership staff engaged in challenging conversations that demonstrated how bias, stereotypes, discrimination, and systemic inequity play a role in our community. This ongoing exploration of race and racial equity has engaged leadership to consider ways in which changes in the College's current systems will make the campus environment more inclusive.
Diversity and Inclusion Training for Faculty	Select faculty departments participated in a pilot series of trainings tailored to

Program	Impact/Job Group
	the climate needs of those departments. The trainings identified participants to their implicit biases and provided tools to adjust automatic patterns of thinking, as a way to eliminate hurtful and harmful behaviors.
John Jay College Statement of Core Values	John Jay College created a statement of core values as fundamental to the John Jay College of Criminal Justice including: diversity, equity, integrity, justice, learning and scholarship and respect. This statement supported John Jay's visible commitment to its ongoing work to improve the College's working and learning environment. [add link]
Office of Compliance and Diversity website update	<p>The Office of Compliance and Diversity revised the office website, highlighting critical up-to-date information around CUNY policies, resources and options for filing complaints. Additionally, the number of similar pages was reduced.</p> <p>These updates created a more student-friendly presentation style to navigate the site and provided more transparency around reporting options and resources for faculty, students and staff.</p> <p>https://www.jjay.cuny.edu/preventing-harassment-and-discrimination-fostering-diversity-and-inclusion</p>
Increased staffing in the Office of Compliance and Diversity	<p>In Spring 2019, the Office of Compliance and Diversity hired a Senior Investigator.</p> <p>This resulted in increased intake, investigation and training capacity for the Office of Compliance and Diversity.</p>
Full staffing for the Women's Center for Gender Justice	In 2019, the Women's Center for Gender Justice hired a new Faculty Director.

Program	Impact/Job Group
	<p>As a result, the Center is able to function at full capacity to fulfill its role of providing counseling, support and prevention resources for students.</p>
<p>Student Conduct Institute Basic Compliance Training</p>	<p>In Fall 2019, CUNY began a partnership with the SUNY Student Conduct Institute to strengthen CUNY compliance and continued staff training in accordance with state and federal laws.</p> <p>John Jay College was the first CUNY campus to host this training that is compliant under EIE section 6445(c)(ii) which requires adjudicators and investigators to receive specialized training in areas such as how to properly conduct an investigation of sexual violence, effects of trauma, due process, impartiality and rights of the parties. Over 100 participants, including members from Title IX, Public Safety, and Student Affairs offices from various CUNY campuses attended.</p>
<p>Shared Values Incorporated into Staff/Faculty Onboarding</p>	<p>Through a collaboration between HR and the Office of Compliance, John Jay's shared values were incorporated directly into staff and faculty onboarding.</p> <p>These efforts helped build community among new members of faculty and staff. In addition, these efforts provided greater clarity and communication of reporting options and procedures, to better equip staff to handle their responsibilities, including a greater understanding of when and how they should report incidents of discrimination, sexual misconduct and/or harassment.</p>
<p>Trauma Informed Training</p>	<p>All staff members responsible for</p>

Program	Impact/Job Group
	receiving reports in the Office of Compliance & Diversity, Public Safety, Human Resources, and Enrollment Management and Student Affairs (EMSA) received training in trauma-informed perspectives through a partnership with the NYC Mayor's Office to End Domestic and Gender-Based Violence. This training increased skills and awareness around best practices in victim interviewing techniques.
Informal Resolutions	CDO enacted new protocols and clarified options for informal resolutions. Individuals who believe they have been discriminated or retaliated against may choose to resolve their complaints informally rather than filing a formal complaint. Informal resolution is a process whereby parties can agree to participate in a search for fair and workable solutions. These informal measures are strengthened by formal policies to hold individuals accountable for harmful behavior. [Add link]
Procurement of case management system for the Office of Compliance and Diversity	This secure database that will monitor complaints and dispositions to improve monitoring, accountability, and analyze areas that can be climate risks.

2020-2021 ONGOING/PLANNED PROGRAMS

Program	Expected Impact/Job Group
2020 - 2025 Strategic Plan	The College collaboratively developed a College-wide Strategic Plan that includes a focus on supporting and sustaining the diversity and inclusivity of John Jay's working and learning environment. Goal

Program	Expected Impact/Job Group
	<p>3(d) of the Strategic Plan is “to embody and promote our values of equity, diversity, and inclusion.” The objectives for this goal include: closing graduation equity gaps for all student populations; achieving equitable student success across all learning modalities; continue to hire, retain, and advance a diverse faculty through collaborative support and mentoring services for all faculty at all stages of their careers; and developing a shared framework across the faculty that informs a culturally affirming, inclusive pedagogy and curriculum design. The Strategic Plan also identifies goals support the recruitment, retention and promotion of diverse faculty members while also supporting faculty training and mentoring to improve promotion and retention of diverse candidates.</p> <p>As an additional support for this goal, the Provost has allocated 10 lines to 8 departments through a Five-year Faculty Hiring Plan (2019-2024). This faculty hiring plan is expected to improve racial and ethnic inclusion among our faculty ranks. Due the current budgetary constraints, it is difficult to determine how this plan will be carried out in this planning year.</p> <p>http://www.jjay.cuny.edu/sites/default/files/academic_affairs/Faculty%20hires%2011-18-2019.pdf</p>
Teaching and Learning Center Faculty Development Day (FDD) Fall 2020	<p>Build awareness and interest in policies that will shift composition of faculty body for grater institutional diversity. This year’s FDD focused on diversity recruitment, implicit biases through the following sessions:</p> <ul style="list-style-type: none"> - Effective Responses for Traumatized Minds: Resilient Strategies for Attentive Learning (workshop)

Program	Expected Impact/Job Group
	<ul style="list-style-type: none"> - Improving Faculty Wellbeing: Acting upon the COACHE survey results - Racial Microaggressions in John Jay Classrooms: Undergraduate Research and Social Impact (panel) -Climate Justice & Environmental Justice Across the Curriculum through Project-Based Learning (panel) -Slack: Fostering a Student-Centric Academic Community (panel) -Creating a Coach-Like Environment: A Toolkit to Support Faculty, Staff, and Student Engagement and Wellbeing (workshop) -“What Should a Professor Do When a Student Discloses a Sexual Assault?” (training) -Developing Fierce Advocates: Cultivating Student Conversations about Justice in Gen Ed th(panel) -Working Towards Inclusivity: Let’s Start with the Syllabus! (panel) <p>https://fdd2017.common.gc.cuny.edu/fall-2020-fdd-information/</p>
New and Transfer Student Onboarding	New and transfer student onboarding included information related to CDO and the Sexual Misconduct Policy to build Title IX awareness.
Teaching and Learning Center (TLC)	In 2020-2021, TLC has established a threefold approach to support a climate of inclusion in teaching and learning as well as to initiate and partner with culturally responsive curriculum efforts. These efforts include 1) curating resources in inclusive and culturally responsive pedagogies and curricula, 2) designing programming to raise faculty awareness of inclusive and culturally responsive principles and methods for teaching and learning, and 3) collaborating with faculty and staff developing new curricula and practices that incorporate inclusive and culturally responsive pedagogies.

Program	Expected Impact/Job Group
	<p>In curating resources, the TLC college website and Teaching Resources website contain dedicated pages to antiracist curricula, inclusive teaching, and culturally responsive pedagogies, while the Learning in Difficult Times website provides referrals and resources for inclusive, culturally responsive self-education and self-care. To raise awareness of these approaches, the TLC offers monthly Open Conversations on racial justice as well as climate change and sustainability in addition to pedagogical workshops. Finally, in partnering with faculty and staff on curriculum development, the TLC sponsors Program Improvement Grants, convenes the Racial Healing and HSI faculty working groups, and collaborates on the Open Educational Resources grant with General Education.</p>
Title IX Trainings	<p>In addition to online E-SPARC (employees) and SPARC (students) programs, the Title IX Coordinator committed to in-person and online training of various offices/departments and student groups to provide an in-depth overview of CUNY's new policy on Sexual Misconduct and expectations of the College.</p> <p>These trainings will increase awareness of CUNY policies, including the new Policy on Sexual Misconduct, Responsible Employees, confidentiality, affirmative consent, informal resolutions, and where to file a complaint. Continued work in building awareness is expected to foster a safe working learning environment for all members of the John Jay community.</p>
Confidential and Responsible Employee	In 2020, the CDO provided Confidential

Program	Expected Impact/Job Group
Training	and Responsible Employee focused trainings to over 302 employees. Topics included Title IX/Sexual Misconduct, CUNY's Policy on Sexual Misconduct and Preventing Harassment/Discrimination and Fostering Professionalism in the Workplace (covering CUNY's Equal Opportunity and Non-Discrimination Policy).
Renewed Diversity and Inclusion Committee	<p>The President is creating e a renewed mission and priority areas of focus for a revamped the Diversity & Inclusion Committee.</p> <p>The President invited College governing bodies to share nominations for individuals who might serve on a new Committee. Thoughtful consideration will be given to the Committee's composition to ensure that faculty, staff and students were represented as well as ensuring diversity, including representation of diverse genders, races, ethnicities, ages, and backgrounds.</p> <p>The Committee composition will represent broad perspectives from across the community. It's mission will be to function as a strategic partner to the President and College community to advance the College's goal of embodying and promoting equity, diversity, and inclusion among students, faculty, and employees in all operations and activities by facilitating and advancing collaboration among John Jay stakeholders; providing input and recommendations to the President and College leadership; and serving as visible ambassadors and champions of these issues and values with stakeholders across the College.</p>
Trauma Informed Training	All staff members responsible for

Program	Expected Impact/Job Group
	<p>receiving reports in the Office of Compliance & Diversity, Public Safety, Human Resources, and Enrollment Management and Student Affairs (EMSA) will receive a free training in trauma-informed perspectives through a partnership with the NYC Mayor's Office to End Domestic and Gender-Based Violence. This training will increase skills and awareness around best practices in victim interviewing techniques.</p>
<p>Implementation of case management system for the Office of Compliance and Diversity</p>	<p>This secure database that monitors complaints and dispositions to improve monitoring, accountability, and analyze areas that can be climate risks is scheduled to go live in early 2021. This database will be an additional resource where members of the community can file complaints of discrimination, harassment and/or sexual misconduct.</p>
<p>EEOC Respectful Workplace Training</p>	<p>This training developed by the EEOC will be delivered to employees at different supervisory and reporting levels to address professionalism and respect in the workplace. This training will focus on acceptable conduct and behaviors that provide a welcoming and inclusive work environment.</p>
<p>Office of the Provost: Culturally Responsive Curriculum</p>	<p>From summer 2020-summer 2021 Associate Provosts Dara Byrne and Allison Pease will facilitate a series of discussions and defining sessions with faculty and students to co-create a shared framework for a Culturally Responsive, Inclusive, and Anti-Racist Curriculum that serves all students aspiring to careers in criminal and social justice fields at our proud Hispanic and Minority-Serving College. The goal is to create a framework to undergird our curriculum philosophy and any new or revised courses in the future. In spring 2021 a draft framework that has been developed through this process will be</p>

Program	Expected Impact/Job Group
	shared with the Faculty Senate, UCASC, Major and Minor Coordinators and eventually the College Council for discussion, revision, and adoption by the College.
John Jay Training Inventory & Plan	CDO and HR created an inventory of existing in-house training topics and modules as well as desired D&I training topics/modules. A plan for regularly delivering these trainings to students and/or certain employees at specified intervals throughout their careers will be established to increase knowledge and capacity on a range of D&I topics.
Annual Report – The Office of Compliance and Diversity	The first report from CDO, expected to be released in early 2021, will provide a better understanding of CUNY policies and workplace regulations, as well as the CDO’s work on complaints, investigations and the outcomes of such investigations. The goal of the annual report is to bring awareness of CDO so that more people are aware of policies and resources and are able to bring forward concerns.
College Equity Scorecard	The CDO in collaboration with the Office of Institutional Effectiveness and the Diversity and Inclusion Committee will develop and analyze data indicators for a new “College Equity Scorecard”, which would measure College’s success in fostering equal educational opportunity and outcomes across key domains.
Confidential and Responsible Employee Training	In 2020, the CDO offered multiple trainings and Q & A sessions related to CUNY’s new Sexual Misconduct Policy (which went into effect in August 2020), including several sessions in September 2020 for Responsible and Confidential Employees. The CDO is committed to increase trainings for faculty, staff and students related to multiple topics for the upcoming year.

Program	Expected Impact/Job Group

ONGOING ACTIVITIES

The College's programs benefit from additional University-wide recruitment, diversity, and compliance programs. The University:

- Lists job vacancies with state workforce agencies and veterans' centers;
- Maintains consolidated advertising programs, including job boards serving veterans, individuals with disabilities, women, and protected minorities;
- Maintains social media accounts for recruitment and employment branding;
- Advertises and administers civil service examinations;
- Distributes training materials on effective recruiting and selection;
- CUNY maintains a webpage specifically dedicated to [Reasonable Accommodations and Academic Adjustments](#);
- CUNY posts information compliant with Title IX and New York State Education Law 129 b: [Combating Sexual Assault and Other Unwelcome Sexual Behavior](#); and
- Provides training and updates to Chief Diversity Officers.

CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention (E-Sparc). CUNY regularly reviews training records and to follow-up with individuals who have not participated.

Recruitment policies support diverse applicant pools through:

- Required posting of open positions and of Civil Service Notices of Exam; typical faculty vacancies are posted for 30-60 days and administrative vacancies are posted for 14-30 days;
- Collecting applications in a single system where pre-established screening practices may be applied;
- Inviting candidates to self-identify race/ethnicity, gender, veteran status, and disability

status when applying; data is kept confidentially and used to analyze applicant pools; and

- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

Additional efforts by CDO and the College to support diverse applicant pools:

- CDO posts and distributes notices of non-discrimination policies, changes in regulations, and similar compliance information.
- CDO makes the Affirmative Action Plan available for public inspection.
- CDO integrates compliance information into training programs for faculty, students, and staff.
- CDO provides oversight and review of search plans, certification of applicant pools, and review of search outcomes.
- The College makes continuous good faith efforts to recruit women and minorities by advertising all positions on the College website and CUNY-wide, for example:
 - Faculty and staff positions are posted with the New York State Department of Labor, ChonicleCareers.com, HigherEdjobs.com, Diversejobs.net, naaap.org (Association for Asian American Studies) and aaastudies.org (National Association of Asian American Professionals) to address underutilization in certain job groups.
 - Periodically, in support of efforts to recruit more diverse faculty and professional staff, positions are advertised for a fee via the Online Diversity Job Fair hosted by AcademicCareers.com.
- CDO has created an updated, comprehensive web page with relevant policies:
<https://www.jjay.cuny.edu/harassment-discrimination-policies>
- CDO continues to populate the web platform with the latest information on policies and resources around affirmative action, diversity, inclusion, disability and Title IX enforcement.
- The College will continue support and advance diversity and foster a broader sense of community and inclusiveness through cross-campus centers and interactive programming (e.g., the Center for Lesbian and Gay Studies; the Asian American/Asian Research Institute; the John D. Calandra Italian American Institute; the Center for Puerto Rican Studies; the Dominican Studies Institute, CUNY'S Women's Centers; and the Office of Veterans Affairs) as well as events that enhance the quality of work-life balance (e.g., Wellness Center Services, the Employee Assistance Program-CUNY Work Life).

INTERNAL AUDIT AND REPORTING

The Chief Diversity Officer posts and distributes notices of policies, new/revised regulations, and similar compliance information, and makes the Affirmative Action Plan available for public inspection. She also integrates compliance information into training programs for faculty, students, and staff.

The Chief Diversity Officer's responsibilities for audits and reviews include

- Monitoring personnel actions, including new hires, transfers, promotions, and terminations;
- Monitoring employee self-identification programs;
- Reviewing recruiting outreach and advertising;
- Monitoring complaints/incident reports which may indicate underlying trends;
- Reviewing personnel practices and the Affirmative Action Plan with management; and
- Advising management of program effectiveness and providing recommendations for improvement.

The Chief Diversity Officer works with the Human Resources function to assure employment records, including records in CUNYfirst (HR Information System), are complete, accurate, and up-to-date.

PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS

Federal regulations mandate Affirmative Action plans address hiring and advancement of individuals with disabilities and veterans.

Part Four, as mandated by regulation, contains:

- Equal Opportunity and Non-Discrimination Policy
- Review of Personnel Processes
- Review of Physical and Mental Qualifications
- Reasonable Accommodations
- Harassment Prevention Procedures
- External Policy Dissemination
- Outreach and Positive Recruiting
- Internal Policy Dissemination
- Implementation Responsibility
- Training
- Audit and Reporting System
- Benchmark Comparisons

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

CUNY is committed to a policy of equal employment and equal access in its educational programs and other activities. This policy is set forth in CUNY's Policy on Equal Opportunity and Non-Discrimination. Section I of the Policy reads:

The City University of New York ("University" or "CUNY"), located in a historically diverse municipality, is committed to a policy of equal employment and equal access in its educational programs and activities. Diversity, inclusion, and an environment free from discrimination are central to the mission of The University.

It is the policy of The University—applicable to all colleges and units— to recruit, employ, retain, promote, and provide benefits to employees (including paid and unpaid interns) and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, status as a victim of domestic violence/stalking/sex offenses, unemployment status, or any other legally prohibited basis in accordance with federal, state and city laws.

It is also The University's policy to provide reasonable accommodations to applicants, employees and other persons on the basis of disability, religious practices, pregnancy or childbirth-related medical conditions, or status as victims of domestic violence/stalking/sex offenses.

This Policy also prohibits retaliation for reporting or opposing discrimination, or cooperating with an investigation of a discrimination complaint.

Diversity, inclusion, and an environment free from discrimination are central to CUNY's mission. Further details are available at [CUNY policy site: https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/).

REVIEW OF PERSONNEL PROCESSES

We seek to ensure personnel processes support equal employment opportunity for employees and applicants who are individuals with disabilities and/or protected veterans. We periodically review practices for potential barriers to employment, training, and promotion.

Personnel practices do not stereotype individuals with disabilities or protected veterans or otherwise limit access to employment. We include individuals with disabilities and veterans in media such as college publications and websites.

We invite employees to self-identify through an online self-service system. We invite applicants to self-identify through CUNY's online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

We last conducted a self-identification campaign in 2018 and plan to have the next comprehensive campaign in 2021.

REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS

We ensure physical and mental qualifications are job-related and consistent with business necessity and safety. We periodically review physical and mental qualifications as they relate to employment, training, and promotion.

We review position requirements before listing a job vacancy. We review any new job qualifications or conditions to ensure they would not screen out qualified individuals with disabilities or protected veterans.

CUNY's Civil Service unit reviews job requirements prior to issuing new or revised Civil Service job descriptions. The university also provides a checklist for planning a recruiting effort with a sign-off on job requirements.

REASONABLE ACCOMMODATIONS

We provide reasonable accommodations to individuals with disabilities and disabled veterans in employment matters. As per CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments, Human Resources Directors are responsible for responding to accommodation requests by applicants, employees, contractors, visitors, and others.

The contact for accommodation requests is:

Keisha Pottinger Moore
Associate Director of Human Resources
kpottingermore@jjay.cuny.edu
(212) 484-1152

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available at <https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/>.

Information for applicants for employment is provided on the employment page of the CUNY website and (where provided on campus website). The statement reads:

Any applicant who requires an accommodation for a disability in order to apply for a position or proceed with the job search process should contact the Human Resources

office at the College posting the position (see [CUNY employment site: https://www.cuny.edu/employment/campus-hr/](https://www.cuny.edu/employment/campus-hr/)) or contact the Office of Recruitment and Diversity at jobs@cuny.edu or at 395 Hudson St., New York, NY 10014.

We provide reasonable accommodations to individuals based on: a disability; pregnancy, childbirth, or medical condition related to pregnancy or childbirth; religious practice; and status as a victim of domestic violence, sex offense or stalking.

In this reporting year, June 1, 2019 – May 31, 2020:

- While recognizing requests may be resolved informally, we documented 17 employee accommodation requests, successfully concluded 17 times and appealed 0 times. At this time there are no outstanding appeals.
- We received 1 job applicant accommodation request, which was provided.
- We upgraded campus facilities to include: an increased weight capacity for the mezzanine ADA lifts; an ADA lift into the pool; and an ADA compliant locker room including a shower stall in each of the locker rooms.

HARASSMENT PREVENTION PROCEDURES

CUNY has developed anti-harassment policies and procedures concerning individuals with disabilities and protected veterans. John Jay's 504/ADA Coordinator, who also serves as the Chief Diversity Officer, reviews personnel practices to ensure access and non-discrimination for individuals with disabilities and veterans.

EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY's Non-Discrimination and Equal Opportunity Policy.

CUNY also posts its Non-Discrimination and Equal Opportunity Policy on its employment website ([Click for CUNY's Employment Page \(https://www.cuny.edu/employment\)](https://www.cuny.edu/employment)).

CUNY's Office of Labor Relations provides an annual notice of our policies to labor unions. Our establishment (or the university, as appropriate) sends written notice of the Affirmative Action Policy to subcontractors, vendors, and suppliers, requesting compliance.

OUTREACH AND POSITIVE RECRUITING

Summary of Prior-Year Outreach

In the reporting year, we made the following outreach efforts to veterans and individuals with Disabilities:

Program	Impact
Military heritage events Fall 2019 and Spring 2020	<p>Veteran students and the John Jay community were invited to attend the following events:</p> <ul style="list-style-type: none">- Hispanic Military Heritage (October)- Veterans Day (November)- African-American Military Heritage (February)- Women's Military Heritage (March)- Asian-Pacific Military Heritage (May) <p>These events raised awareness of the contributions of John Jay students in the military.</p> <p>For more information about the Office of Military and Veteran Services (OMVS), and a complete list of programs available through OMVS please visit: https://www.jjay.cuny.edu/about-military-veteran-services</p>
The Office of Accessibility Services (OAS)	<p>Recruitment efforts were conducted for the international honors society, DAPI (Delta Alpha Phi). Delta Alpha Phi is an academic honor society founded to recognize high-achieving students with disabilities who are attending colleges (including community colleges) and universities as undergraduate or graduate students. This dynamic organization celebrates and supports academic achievement, leadership and advocacy for post-secondary students with disabilities.</p>

Program	Impact
	<p>Through their recruitment efforts, OAS inducted 29 students including 4 officers (President, Vice President, Secretary and Treasurer).</p> <p>Recruitment efforts were also conducted for All Inclusive, a student organization that supports students with disabilities. 15 new members were recruited, including 4 officers (President, Vice President, Secretary and Treasurer).</p>
The Office of Military and Veteran Services (OMVS)	<p>Fall 2019 and Spring 2020 orientation sessions included presentations and information on John Jay Accessibility Services. Students were directly referred to the Office of Accessibility Services to ensure all John Jay veteran students are aware of resources and services available to them. Students were also provided assistance to enroll and take advantage of these services when needed and desired.</p>

Ongoing/Planned Outreach for 2020-2021

Program / Effort	Goals/Expected Impact
The Office of Accessibility Services (OAS)	<p>OAS commits to double the number of inductees and possibly recruit new officers as well as increase the number of members in the club for both DAPi (Delta Alpha Phi) in Spring 2021.</p> <p>Delta Alpha Pi is an academic honor society founded to recognize high-achieving students with disabilities who are attending colleges (including community colleges) and universities as undergraduate or</p>

Program / Effort	Goals/Expected Impact
	graduate students. This dynamic organization celebrates and supports academic achievement, leadership and advocacy for post-secondary students with disabilities.
Office of Accessibility Services' Mentoring 4 Impact Program	The Program will return online in Spring 2021 to fulfill equal employment access for college students with disabilities.
The Office of Military and Veteran Services (OMVS)	<p>Getting Started Programs: Online programs designed for incoming students during summer 2020, and the corresponding online orientation materials included information on the resources available through the Office of Accessibility Services. In addition, the Office of Military and Veteran Services will continue to provide programming and support for the VA's Service Connected Disability Program. The goal is to heighten awareness for military and veteran students of the VA's Service-Connected Disability Program and receive full support in applying for and using those benefits.</p> <p>In collaboration with the Career Office in John Jay College, the Office of Military and Veteran Services provides resume, writing and interview skills for student veterans. These efforts are also combined with PROVE intern/staff who assist student-veterans with resume and interview readiness.</p> <p>Social Media Presence: OMVS has a strong presence on Facebook, Twitter and Instagram to reach a wide audience and build awareness on veteran-related issues and events.</p>

The Office of Military and Veteran Services also provides student veterans ongoing personal support through its on-site services, the student-led John Jay Veterans Association, dedicated Veterans Center paces, our veterans honor society chapter and assistance from staff and faculty throughout the College. We actively support veterans throughout their college experiences with assistance in admission, enrollment and advisement, peer support programming, support for academic and personal success, as well as job preparation, internship, and post-graduation employment programming. Although the program is geared for students, faculty and staff are also welcomed to participate in any of the programs provided.

Ongoing efforts also include:

- Disseminating information concerning employment opportunities to outlets reaching Disabled Veterans, other Protected Veterans, and Individuals with Disabilities;
- Advertising job openings with a variety of external resources, including required reporting to the New York State Labor Department and related agencies;
- Filing the annual federal VETS-4212 report;
- Assisting Veterans with a passing score on a competitive Civil Service examination to apply for additional points based on Veteran or Disabled Veteran Status (as per NY State statute); and
- Assisting qualified Individuals with Disabilities with to classified competitive Civil Service titles without an examination (as per NY State statute).

INTERNAL POLICY DISSEMINATION

To foster positive support for affirmative action programs for protected veterans and individuals with disabilities, we have:

- Included policies in manuals and other publications;
- Explained policies and individual responsibilities to senior management and supervisors;
- Conducted training for employees involved in recruitment, selection, and promotion decision-making;
- Discussed policies in employee orientation and management training programs;
- Included information on the accomplishments of disabled veterans, other veterans, and individuals with disabilities in unit communications;
- Posted CUNY Procedures for Implementing Reasonable Accommodation and Academic

Adjustments on bulletin boards, along with the CUNY Policy on Non-Discrimination (which also covers protection from harassment on the basis of disability); and

- Featured persons who are individuals with disabilities in handbooks or similar publications.

IMPLEMENTATION RESPONSIBILITY

As part of its efforts to ensure equal employment opportunity to disabled veterans, other veterans, and individuals with disabilities, we have designated specific responsibilities.

The President

The President, Karol V. Mason, oversees Affirmative Action and compliance programs. She appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for affirmative action and compliance. The 504/ADA Coordinator who also serves as Chief Diversity Officer reports issues uncovered in internal reviews to the President who oversees appropriate responses.

504/ADA Coordinator

The 504/ADA Coordinator, Gabriela Leal:

- Monitors 504/ADA compliance;
- Reviews and resolves issues such as disputed accommodation decisions;
- Maintains records of accommodation requests and outcomes;
- Ensures records are stored securely and confidentiality is maintained; and
- Provides training as needed on issues related to individuals with disabilities.

Office of Accessibility Services (OAS)

OAS assures compliance with regulations by working with management to fund, identify and implement accommodations and other accessibility improvements.

During this reporting period, the OAS purchased devices that will assist students with disabilities and strengthen their academic experience including:

- 10 Live Scribe Smart Pens. These devices allow students to search their handwritten

notes and convert what they write into digital text with accuracy.

- Olympus WS-852 voice recorder. This device allows students to capture conversations naturally. This innovative recorder features new technologies optimal for educational use.
- UbiDuo 2. The UbiDuo 2 is a device with real-time text to speech capabilities. The UbiDuo 2 allows anyone who may be deaf, hard of hearing, late deafened and hearing people to break communication barriers, as well as promote communication equality.
- Under improvements, space usage in L66 was reconfigured to meet the needs of disabled students. The reconfiguration will provide conducive studying and testing space as well as accommodate the increase in students registered with the Office of Accessibility Services. Plans for reconfiguration will resume once we return to campus.
- In addition, OAS acquired height adjustable desks to provide students with a comfortable learning environment and to create an adaptive workspace for anyone in a wheelchair.
- Additional assistive technology will be purchased in 2021, through a grant that was secured in 2020.

University Management

CUNY's Office of Recruitment and Diversity reports summary statistics, posted online: <https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

TRAINING

We assure individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations regarding veterans and individuals with disabilities. These efforts are conducted in the following ways:

- The College provides numerous opportunities for employees to attend pertinent on-campus and off-campus professional development opportunities to enhance their knowledge of CUNY and relevant regulation.
- Non-Discrimination, EEO, and disability related policies and resources are available on the College website: <https://www.jjay.cuny.edu/hr-policies-and-procedures> and <https://www.jjay.cuny.edu/harassment-discrimination-policies>.
- The College's Interim Director of Compliance and Diversity in her capacity as CDO, Title

IX Coordinator, and 504/ADA Coordinator continues to provide trainings on the College's EEO and Affirmative Action Policies to multiple internal audiences.

- The existing employee online trainings for sexual harassment prevention and awareness compliment the in-person and online training efforts of the CDO/Title IX Coordinator. This online training program is provided through the vendor, E-SPARC.
- As part of CUNY's ongoing training and prevention efforts, CUNY has required that all Responsible and Confidential Employees receive training on the new Policy on Sexual Misconduct by September 18, 2020. The CDO conducted multiple trainings and Q & A sessions related to CUNY's new Sexual Misconduct Policy, including several sessions for Responsible and Confidential Employees.
- The CDO provides charge trainings to ensure that all search committee members are aware of underutilization information and diversification commitment of the College.

AUDIT AND REPORTING SYSTEM

The Chief Diversity Officer audits the effectiveness of outreach and Affirmative Action programs in general and monitors recruitment practices and discrimination claims related to status as a veteran or individual with a disability.

The Chief Diversity Officer, in her role as 504/ADA Coordinator, also oversees audit and reporting in support of individuals with disabilities. She identifies and addresses barriers to access and evaluates remedial actions. Any such findings are shared with the President and/or her designee.

BENCHMARK COMPARISONS

Staffing

Appendix H summarizes Individuals with Disabilities by job group. The US Department of Labor suggests a benchmark of 7.0% for each job group. There is no requirement to calculate underutilization or set placement goals.

There is no guideline for Veteran utilization.

Hiring Rates

The Exhibit on the following page illustrates hiring rates for Veterans and Individuals with Disabilities as compared with previous plan years, presented as prescribed by the US Department of Labor.

In March 2020, the federal benchmark Hiring Rate for Veterans was set at 5.7%, representing the prevalence of veterans in the United States workforce. The previous rate from March 2019 was 5.9%.

There is no hiring rate benchmark for Individuals with Disabilities.

Exhibit: Benchmark Comparisons for Veterans and Individuals with Disabilities

Veterans Hiring Rate Benchmark

The benchmark, established annually by the US Department of Labor, is 5.7% as of March 2020.

Factor	2019-2020	2018-2019	2017-2018
Benchmark	5.7%	5.9%	6.4%
A. Number of applicants who self-identified as Veterans before an offer of employment is made	4	2	
B. Total number of job openings	83	61	
C. Total number of jobs filled	74	44	
D. Total number of applicants for all jobs	6996	4231	
E. Number of Veteran applicants hired	0	0	
F. Total number of applicants hired	74	44	
Hiring Rate (E divided by F)	0	0	
Was Benchmark Met? (Yes/No)	No	No	

Hiring Rate, Individuals with Disabilities

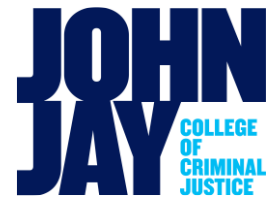
There is no recommended hiring benchmark for Individuals with Disabilities.

Factor	2019-2020	2018-2019	2017-2018
A. Number of applicants who self-identify as Individuals with Disabilities before an offer of employment is made	9	9	
B. Total number of job openings	83	61	
C. Total number of jobs filled	74	44	
D. Total number of applicants for all jobs	6996	4231	
E. Number of Individuals with Disabilities hired	1	0	
F. Total number of applicants hired	74	44	
Hiring Rate (E Divided by F)	0.013	0	

APPENDICES

- A. SUMMARY ORGANIZATION CHART
- B. RE-AFFIRMATION LETTER
- C. JOB GROUPS AND LABOR MARKET AVAILABILITY
- D. ACADEMIC DEPARTMENTS BY DISCIPLINE AND COLLEGE LAB TECHNICIAN CATEGORY
- E. UTILIZATION ANALYSIS (ADMINISTRATORS AND STAFF, COLLEGE LAB TECHNICIANS, FACULTY)
- F. SUMMARY OF PERSONNEL ACTIVITIES
- G. SUMMARY OF RECRUITMENT ACTIVITIES
- H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES

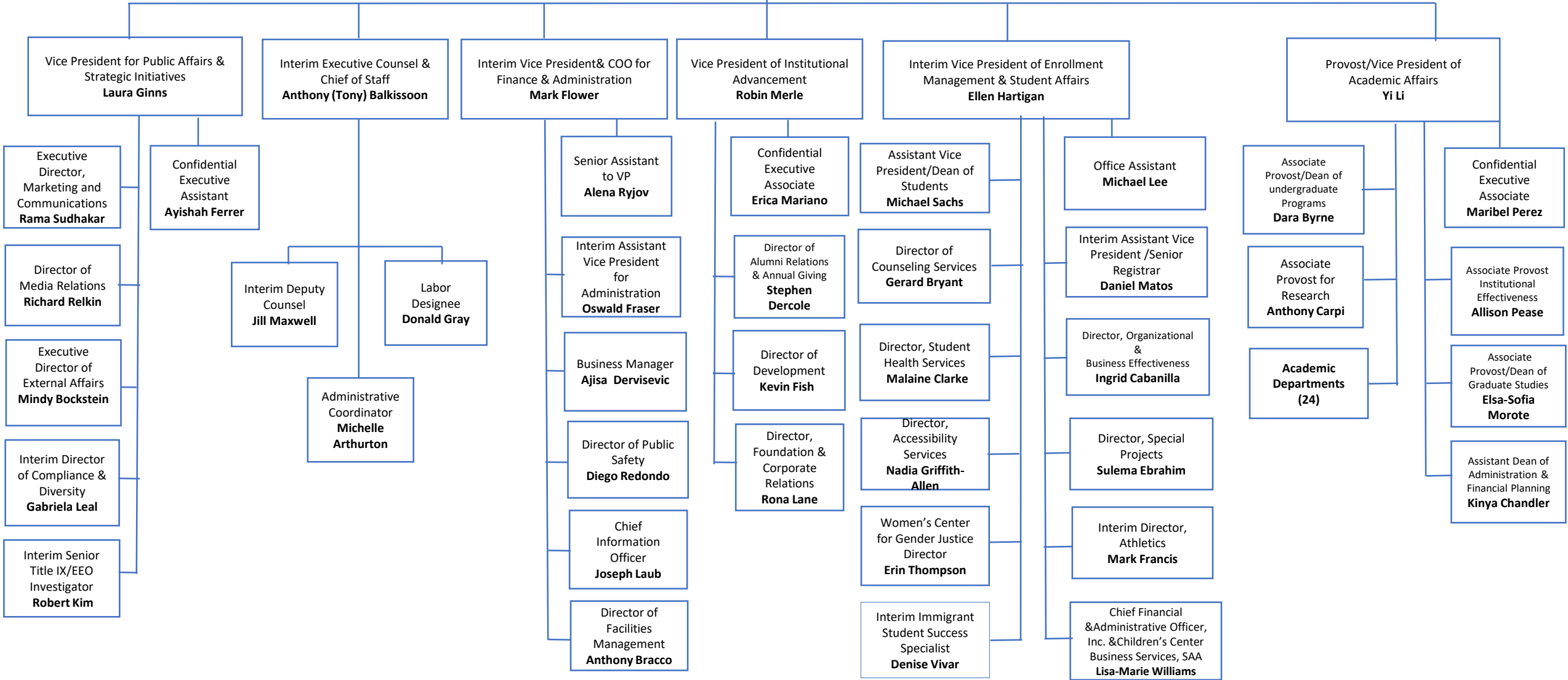
This Appendix provides a high-level organization chart.



John Jay College Criminal Justice
Karol V. Mason - President

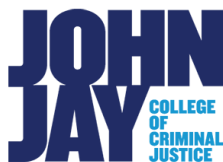
Executive Associate
Raeanne Davis

Current



John Jay College

This Appendix contains information on the most recently distributed reaffirmation(s).



Karol V. Mason

President

212-237-8600 | president@jjay.cuny.edu

September 29, 2020

To: The John Jay College Community

Re: Updates on Diversity, Equity, & Inclusion Efforts & Biannual Reaffirmation of Commitment to Equal Opportunity, Non-Discrimination, and Preventing Misconduct

At John Jay, our commitment is unwavering, and our work is ongoing, to promote a respectful and inclusive working and learning environment for our community. I write today to share an update on our progress in this ongoing work, and my biannual reminder about our commitment to upholding our non-discrimination policies and information about where to get help if you need it.

[Since my update last semester](#), and despite grappling with the Covid-19 pandemic and a rapid transition to distance learning and working, we have continued to make progress on a number of recommendations outlined in our [Campus Climate Review Report](#). Our work in this area is also now a core part of our 2020-2025 [Strategic Plan](#). We have made updates to our [website](#) so that you can clearly see the progress we're making, including:

- Continuing to pilot racial equity and respectful workplace training, and making plans to expand these efforts to more faculty, as well as staff and students.
 - The President's Leadership Council has participated in a multi-part training on issues related to diversity, equity, and inclusion, including an intensive and no-cost, two-day training with the Racial Equity Institute.
 - Three faculty departments participated in pilot training last semester.
- Enacting new protocols for [informal resolutions](#).
- Incorporating our new shared [values](#) in orientation for students and onboarding for staff.
- Implementing new technology tools, such as secure case management technology, to help track complaints and dispositions. Currently, we are working on our first-ever report regarding the College's review of complaints to be released in the coming months.

We also made progress on our plans to hire our first-ever Vice President for Diversity, Equity, Compliance and Inclusion. A search committee for this position was formed, and we received hundreds of applications from across the country. The strong interest in this new position clearly demonstrated the significance of this new role at John Jay and CUNY. I want to extend my heartfelt thanks to the search committee for their efforts in identifying extremely qualified finalist candidates. Unfortunately, due to the impact of the pandemic and our current budget constraints, we have had to make the difficult decision to place the hiring of this important role on hold. I interviewed finalist candidates, however, and I assured them of my commitment to filling this position when we have the financial capacity to do so.

Despite this change in plans, our commitment to this work has not changed. This semester, I am excited that under the leadership of Interim Director Gabriela Leal, our [Office of Compliance & Diversity](#) (C&D Office) will be able to expand its focus to include an intensified attention on prevention and training, as well as a focus on partnering with departments across the College to continue advancing work from our [Climate Review](#). To further support this work, we plan to renew our Diversity Committee with new membership representing broad perspectives from across our community and a focused mission. I also wish to thank the previous members of the Diversity Committee for their ongoing work on these issues over the last several years.

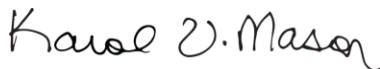
At the same time, our C&D Office is continuing to address any allegations of sexual misconduct or discrimination, even during this time of distance learning and remote work. We strongly encourage any member of our community to come forward and [report](#) any concerns they may have under our non-discrimination policies, which include:

- CUNY's [new policy on sexual misconduct](#) which went into effect in August, continues to prohibit sexual harassment and other forms of sexual misconduct, including sexual assault, stalking, and dating, intimate partner and domestic violence. Details about the new policy are highlighted in Gabriela's [recent message](#), but the most important thing for you to know about the new policy is that the College will continue to address all conduct that was reportable and actionable under the previous sexual misconduct policy.
- CUNY's [Equal Opportunity and Non-Discrimination Policy](#) prohibits any form of discrimination on the basis of race, color, creed, national origin, ethnicity (including Italian Americans), ancestry, religion, age, sex, sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, pregnancy, or status as a victim of domestic violence/stalking/sex offenses, or any other legally prohibited basis in accordance with federal, state, and city laws.
- Both of these policies also prohibit retaliation for reporting or opposing misconduct, or cooperating with an investigation of a complaint.

In addition, there are many resources on campus to report complaints of inappropriate behavior or to receive confidential support. I encourage you to participate in upcoming training and information sessions about addressing and preventing sexual misconduct and discrimination at John Jay. I also encourage you to make use of these resources, which are detailed [here](#).

Thank you again for your continual efforts toward making John Jay an environment in which all members of our community can thrive. I look forward to continuing this work together.

Sincerely,



Karol V. Mason
President
John Jay College of Criminal Justice

John Jay College

This report lists those CUNY job groups for which the college has employees. Labor Market Availability factors (LMA) are listed for each group. LMA Factor 1 is the external Labor Market measure. LMA Factor 2 is an internal factor for employees who could be recruited or promoted into the group based on historical data for CUNY overall).

Groups with fewer than five employees are listed here but will not be included in Utilization Analysis worksheets. Individuals in the Chief Executive role are not included in this report.

Titles added to CUNY's job system in the past year are listed at the end of this Appendix. Not all titles were utilized by the College.

Further details on Job Groups and Labor Market Availability are provided in the Narrative.

Full Time Employee Count (excludes Chief Executive): 1,053

Category: Executive/Administrative/Managerial**Group: Administration 1 (Executive)**

Employees: 25

Description

Executive Compensation Plan (Other Than Chief Executive)

Executive Compensation Plan; Chief Executives (Presidents, Deans of Major Schools) are excluded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 Nationwide workforce with Bachelors Degree or Higher and age of 29 or above (proxy for eight years' of post-Bachelor's experience) and in selected occupations: 0010 (Chief Executives), 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0100 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), and 0230 (Education Administrators).
2-Internal	50.00%	Employees in the following titles: HE Officer, Professor, Associate Professor, IT Computer Systems Manager (Levels 5 and higher), or Chief Administrative Superintendent (Levels 4 and higher) as of 6/1/2018.

Title(s)	Employees
Administrator	1
Assc Administrator	6
Assc Dean	2
Asst Administrator	2
Asst Dean	2
Asst Vice President	3
Dean	3
Vice President	6

Group: Administration 2 (Manager)

Employees: 168

Description

Manager-Level Administrators

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	50.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelors Degree or Higher and age of 25 or above (proxy for four years' post-Bachelor's experience) and in selected occupations: 0020 (General and Operations Managers), 0060 (Public Relations and Fundraising Managers), 0200 (Administrative Services Managers), 0110 (Computer and Information Systems Managers), 0120 (Financial Managers), 0136 (Human Resources Managers), 0230 (Education Administrators), 0710 (Management Analysts), 2000 (Counselors), and 2100 (Lawyers).
2-Internal	50.00%	Employees in HE Assistant title as of 6/1/2018.

Title(s)	Employees
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John Jay College

Category: Executive/Administrative/Managerial

HE Associate	100
HE Officer	68

Group: Facility Manager

Employees: 6

Description

Facility Superintendents (Managerial)

In 2017, Admin Superintendent and Chief Admin Superintendent groups were combined.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA, Bachelor's Degree or higher plus four years of Post-Bachelor's experience (proxy minimum age of 25) and in the following occupations: 0410 (Real Estate and Property Managers), 1300 (Architects), 1360 (Civil Engineers), and 8620 (Stationary Engineerings and Boiler Operators).
2-Internal	45.00%	Employees in the titles of Sr Stationary Engineer, Project Manager, Principal Park Supervisor, Principal Custodial Supervisor, or Supervisor of Laborers and Maintenance Workers, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Admin Supt Builds Grds	5
Chief Admin Supt - Competitive	1

Group: IT Computer Manager

Employees: 3

Description

Information Technology Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement; six years' work experience (proxy minimum age of 23) and in the following occupation: 0110 (Computer and Information Systems Managers)
2-Internal	40.00%	Employees in the title IT Senior Associate, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
IT Computer Systems Mgr	3

Category: Executive/Administrative/Managerial

Group: Security Manager

Employees: 1

Description

Campus Security Managers (Managerial)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	55.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher with seven years' experience (proxy minimum age of 24) in the following occupations: 0425 (Emergency Management Directors) and 3710 (First-Line Supervisors of Police and Detectives).
2-Internal	45.00%	Employees with Civil Service permanency in the titles Campus Public Safety Sergeant or Campus Security Specialist as of 6/1/2018.

Title(s)	Employees
Campus Security Dir	1

Category: Professional Faculty**Group: Faculty-Lecturer**

Employees: 69

Description

Lecturer Faculty excluding Librarians. Lecturers are eligible for a certificate of continuous employment but not tenure. The minimum qualification for Lecturer is a Bachelor's degree in a discipline related to the subject being taught.

For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Bachelor's or Masters, NY and NJ, for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employees
Dist Lecturer	2
Lecturer	58
Lecturer Doct Sch	9

Group: Faculty-Librarian

Employees: 11

Description

CUNY Librarians with faculty appointments

Prior to 2019, a sub-group of professorial faculty; separated as it encompasses faculty of all ranks.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCAS Degree Completions, Master's level only, Nationwide, for Library Science Discipline.
2-Internal	0.00%	NA

Title(s)	Employees
Assc Professor	6
Asst Professor	4
Professor	1

Category: Professional Faculty

Group: Faculty-Professorial

Employees: 332

Description

Tenure-eligible faculty (excluding Librarians) for whom a terminal degree such as a Doctorate is a minimum qualification.
For utilization analysis in the Federal Plan, reviewed by academic discipline or program within job group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2016 NCES Degree Completions, Doctoral, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	100.00%	NA

Title(s)	Employees
Assc Professor	158
Asst Professor	73
Dist Professor	8
Professor	90
Research Professor	3

Category: Professional Non-Faculty**Group: Accountant**

Employees: 5

Description

Accountants (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in the following titles: Accounting Assistant, Purchasing Agent Assistant or EOC Accounting Assistant; as of 6/1/2018.

Title(s)	Employees
Finance Accountant	3
Purchasing Agent	2

Group: Administration 3 (Professional)

Employees: 181

Description

Entry and Mid-Level Administrators (Professionals)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with Bachelor's Degree or Higher and in the following occupations: 0630 (Human Resources Workers), 0740 (Business Operations Specialists), 0820 (Budget Analysts), 2000 (Counselors), 2550 (Education/Training/Library Workers), 2825 (Public Relations Specialists), 5000 (Supervisors of Office and Admin Support Workers), and 5250 (Customer Service Representatives).
2-Internal	15.00%	Employees who hold BA degrees and are in the following job groups: CUNY Office Assistant, CUNY Administrative Assistant, Accountant Technician or Accountant Professional as of 6/1/2018.

Title(s)	Employees
Asst to HEO	62
HE Assistant	119

Category: Professional Non-Faculty

Group: IT Computer Professional

Employees: 33

Description

Information Technology Professionals

In 2017, split from IT Technicians and moved to Professionals' group

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA, High School Diploma or higher plus four years of Post-High School experience (proxy minimum age of 21) in the following occupations: 0740 (Business Operations Specialists), 1006 (Computer Systems Analysts), 1010 (Computer Programmers), 1020 (Software Developers, Applications and Systems Software), 1030 (Web Developers), 1060 (Database Administrators), and 1105 (Network and Computer Systems Administrators).
2-Internal	25.00%	Employees in the IT Support Assistant and CUNY Office Assistant titles, Civil Service permanency not required, as of 6/1/2018

Title(s)	Employees
IT Associate	11
IT Asst	9
IT Bus Data Rep Analyst	3
IT Sr Associate	10

Category: Administrative Support Workers**Group: Accountant Assistant**

Employees: 3

Description

Accounting Support Staff (Accounting and Purchasing Agent Assistants and Payroll Staff)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	70.00%	ACS 2013-2017 NY/NJ MSA workforce with High School Diploma or Higher in the following occupations: 5140 (Payroll and Timekeeping Clerks), 5150 (Procurement Clerks), or 5120 (Bookkeeping, Accounting, and Auditing Clerks).
2-Internal	30.00%	Employees in titles CUNY Office Assistant or EOC Office Assistant, Civil Service permanency not required; as of 6/1/2018.

Title(s)	Employees
Asst Purchasing Agent	1
Finance Accountant Asst	2

Group: Administrative Assistant

Employees: 4

Description

Administrative Support Staff-Senior Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only - Promotional Title
2-Internal	100.00%	Population of employees on the active CUNY Administrative Assistant Civil Service list #2055 (413 CUNY employees). CUNY Office Assistant Levels 3 or 4 with Civil Service permanency were eligible to take this examination.

Title(s)	Employees
CUNY Admin Asst	4

Category: Administrative Support Workers**Group: Mail Services Worker**

Employees: 3

Description

Mail Services Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupation: 5850 (Mail Clerks/Mail Machine Operators, Except Postal Service).
2-Internal	0.00%	NA

Title(s)	Employees
Mail Message Svcs Worker	3

Group: Office Assistant

Employees: 33

Description

Administrative Support Staff-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, individuals with a High School Diploma or higher and in the following occupations: 5700 (Secretaries and Administrative Assistants), 5820 (Word Processors and Typists), 5860 (Office Clerks, General), and 5940 (Office Administrative Support Workers, all other).
2-Internal	0.00%	NA

Title(s)	Employees
CUNY Office Assistant	33

Category: Technicians**Group: Administration 4 (College Lab Tech)**

Employees: 11

Description

College Laboratory Technicians (abbreviated as "CLT")

For utilization analyses reviewed by sub-group: Science/Technical/Engineering; Other Lab Techs.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce with High School Diploma or Higher. For the Scientific/Technical/IT specialty, in the following occupations: 1050 (Computer Support Specialists), 1965 (Other Life Physical and Social Science Technicians), 1910 (Biological Technicians), 1920 (Chemical Technicians), 1550 (Engineering Technicians), 2860 (Miscellaneous Media and Communications Workers). For the "Other" Specialty, 1050 (Computer Support Specialists), 1950 (Social Science Research Assistants), 2440 (Library Technicians), and 2860 (Miscellaneous Media and Communications Workers).
2-Internal	0.00%	NA

Title(s)	Employees
Chief College Lab Tech	1
College Lab Tech	8
Sr College Lab Tech	2

Group: Broadcast/Media

Employees: 6

Description

Broadcast and Mass Media Technicians and Graphic Designers

In 2019, number of titles and scope were expanded

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupations: 2900 (Broadcast and Sound Engineering Technicians and Radio Operators and Other Workers), 2920 (Television, Video, and Motion Picture Camera Operators and Editors), 2710 (Producers and Directors).
2-Internal	0.00%	NA

Title(s)	Employees
Broadcast Assc	6

Category: Technicians**Group: IT Support Technician**

Employees: 3

Description

IT Technical Support Workers

In 2017, IT Technicians were split from the Professional IT Staff

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, High School Diploma or higher in the following occupation: 1050 (Computer Support Specialists).
2-Internal	0.00%	NA

Title(s)	Employees
IT Support Asst	3

Group: Print Shop

Employees: 6

Description

Print Shop and Related Tech Workers

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 5900 (Office Machine Operators except Computers), 8250 (Pre-Press Technicians), 8255 (Printing Press Operators), and 8256 (Binding and Finishing Workers). Note: 2630 (Graphic Designers) was not included given small population at CUNY and very large population in the workforce.
2-Internal	0.00%	NA

Title(s)	Employees
Graphics Designer	1
Print Shop Assistant	1
Print Shop Associate	3
Print Shop Coordinator	1

Category: Craft Workers**Group: Basic Crafts-Buildings and Grounds**

Employees: 9

Description

Buildings and Grounds Workers

In 2017, Maintenance Workers moved from Skilled Trades into this group. In 2019, Supervisor (Maintenance and Labor) moved from Skilled Trades into this group.

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	80.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 4210 (First-Line Supervisors of Landscape/Lawn Service/Grounds Workers), 4250 (Grounds Maintenance Workers), 7200 (Automotive Service Technicians and Mechanics), 7340 (Maintenance and Repair Workers-General), 9140 (Tax Drivers and Chauffeurs), and 9120 (Bus Drivers).
2-Internal	20.00%	Employees in the Custodian and Custodial Supervisor job groups, and employees in Helper titles in the Laborers and Helpers job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Maintenance Worker	8
Supervisor (Maint&Labor)	1

Group: Laborers and Helpers

Employees: 13

Description

Entry-Level Craft Workers

In 2017, split from Skilled Trades

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	60.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6600 (Helpers-Electricians, Helpers-Pipelayers, etc.) and 9630 (Laborers and Freight, Stock and Material Movers).
2-Internal	40.00%	Employees in the Custodial Assistant and Maintenance Worker titles, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Laborer	11
Stock Worker Supervisor	2

Category: Craft Workers**Group: Skilled Trades**

Employees: 18

Description

Skilled Tradespeople

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	75.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the following occupations: 6230 (Carpenters), 6250 (Cement Masons/Concrete Finishers), 6335 (Electricians), 6420 (Painters and Paper Hangers), 6440 (Pipelayers, Plumbers, Pipefitters, and Steamfitters), 6460 (Plasterers and Stucco Masons), 6515 (Roofers), 6700 (Elevator Installers and Repairers), 7300 (Control and Valve Installers and Repairers), 7350 (Machinery Maintenance Workers), 7540 (Locksmiths and Safe Repairers), 8030 (Machinists), and 8610 (Stationary Engineers and Boiler Operators).
2-Internal	25.00%	Employees in the title of Maintenance Worker or in any of the Helper titles in the Laborer-Helper job group, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
Carpenter	2
Electrician	3
Locksmith	1
Oiler	3
Painter	2
Plumber	1
Stationary Engineer	6

Group: Skilled Trades-Supervisor

Employees: 1

Description

Skilled Trades Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	Internal Only-Promotional Title
2-Internal	100.00%	Employees with Civil Service permanency in Skilled Trade job group titles corresponding to the supervisory titles as of 6/1/2018.

Title(s)	Employees
Stationary Engineer Sr	1

Category: Service Workers and Others**Group: Campus Peace Officer**

Employees: 21

Description

Campus Security-Mid Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce, with one year or more of College and in the occupation of 3850 (Police and Sheriffs Patrol Officers).
2-Internal	20.00%	Employees in the title of Campus Security Assistant, Civil Service permanency not required, as of 6/1/2018.

Title(s)	Employees
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Campus Peace Officer	21
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Group: Campus Public Safety Sergeant

Employees: 11

Description

Campus Security Supervisors and Campus Security Specialists

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	0.00%	For Campus Public Safety Sergeant, Internal only (promotional title). For Campus Security Specialist, candidates on a Civil Service list as of 6/1/2018; however not calculated as demographic data was not available and a small number were hired externally.
2-Internal	100.00%	For Campus Public Safety Sergeant, employees in the title of Campus Peace Officer with Civil Service permanency and two years of permanent service as of 6/1/2018.

Title(s)	Employees
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Campus Pub Safety Sergeant	7
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Campus Security Specialist	4
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Category: Service Workers and Others**Group: Campus Security Assistant**

Employees: 27

Description

Campus Security-Entry Level Staff

Prior to 2019, security staff titles were divided into CPO1 (CSA and CPO Level 1) and CPO2 (CPO Level 2)

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, New York State residents within the NY/NJ MSA workforce with High School Diploma or higher and one year of work experience (using proxy of minimum age of 18) and in the occupation of 3930 (Security Guards and Gaming Surveillance Officers).
2-Internal	0.00%	NA

Title(s)	Employees
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Campus Security Asst	27
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Group: Custodial

Employees: 44

Description

Custodians-Entry Level

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, no degree requirement, in the occupation 4220 (Janitors and Building Cleaners).
2-Internal	0.00%	NA

Title(s)	Employees
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Custodial Assistant	44
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Category: Service Workers and Others

Group: Custodial Supervisor

Employees: 6

Description

Custodial Supervisors

Labor Market Availability Factors

LMA Factor	Weight	Explanation
1-External	45.00%	2013-2017 ACS, NY/NJ MSA workforce, 8th Grade education or higher and in the occupation 4200 (First-Line Supervisors/Managers of Housekeeping and Janitorial Workers).
2-Internal	55.00%	Employees in the Custodial job group who are not temporary as of 6/1/2018.

Title(s)	Employees
Custodial Supervisor	6

John Jay College

Note: In the 2019-2020 Academic Year, CUNY added the titles listed below (not all are used at the College)

Job Code and Title Name	Job Group
200587 Univ Vice Chancellor Compliance and Audit	ADMIN1-EXEC
200588 Univ Associate Vice Chancellor Communications and Marketing	ADMIN1-EXEC
200589 Univ Exec Deputy Director Engineering	ADMIN1-EXEC
200590 Assistant Dean Continuing Education	ADMIN1-EXEC
200592 Univ Assistant Vice Chancellor	ADMIN1-EXEC
200594 Univ Exec Director Advancement	ADMIN1-EXEC
200595 University Executive Director Investigations	ADMIN1-EXEC
200597 Prof School Executive Director Info Technology (PAstAdm)	ADMIN1-EXEC
200598 Univ Sr Vice Chancellor Labor Relations	ADMIN1-EXEC
200599 Univ Sr Advisor to the Executive Vice Chancellor	ADMIN1-EXEC
200601 Prof School Assistant Dean of Academic Affairs	ADMIN1-EXEC
200603 Exec Director Master's Program in Public Adm (AstAdm)	ADMIN1-EXEC

John Jay College

Appendix D lists faculty department assignments and disciplines to which they are assigned for utilization reporting. Department names and assignments are as recorded in the CUNYfirst system. Only those departments with assigned faculty are listed here. Disciplines listing fewer than five faculty in a job group are listed here but will not be included in the utilization analyses in Appendix E.

Labor Market Availability is normally obtained from the Earned Degrees Conferred data provided by the National Center for Education Statistics. Exceptions, including blended rates, are noted.

Total Faculty: 412

John Jay College

Discipline: Area, Ethnic, Cultural, Gender, and Group Studies

Faculty: 15

Department ID	Department Name	Faculty
10314	Africana Studies	5
10179	Latin American & Latina/O St	10

Discipline: Business, Management, Marketing, Support Services

Faculty: 9

Department ID	Department Name	Faculty
10088	Economics	9

Discipline: Communications, Journalism, etc. AND Visual and Performing Arts

Faculty: 9

Department ID	Department Name	Faculty
10060	Communication And Theater Arts	9

Discipline: Education - Developmental

Faculty: 15

Department ID	Department Name	Faculty
75023	Counseling & Human Services	6
80170	Grant & Research Admin	3
65100	SEEK - Lump Sum	6

Discipline: English Language and Literature/Letters

Faculty: 54

Department ID	Department Name	Faculty
10102	English	54

Discipline: Foreign Languages, Literatures, and Linguistics

Faculty: 6

Department ID	Department Name	Faculty
10117	Modern Languages & Literatures	6

Discipline: History

Faculty: 19

Department ID	Department Name	Faculty
10147	History	19

Discipline: Homeland Security, Law Enforcement, Firefighting, etc.

Faculty: 56

Department ID	Department Name	Faculty
10419	Criminal Justice	20
10234	Law,Police Sci&CrimJustice Adm	24
10116	Security, Fire and Emergency	12

John Jay College

Discipline: Library (Librarians/Non-Teaching)

Faculty: 11

Department ID	Department Name	Faculty
70054	Library	11

Discipline: Mathematics and Computer Science

Faculty: 33

Department ID	Department Name	Faculty
10195	Mathematics & Computer Science	33

Discipline: Multi/Interdisciplinary Studies

Faculty: 9

Department ID	Department Name	Faculty
10165	Interdisciplinary Studies	9

Discipline: Philosophy and Religious Studies

Faculty: 10

Department ID	Department Name	Faculty
10221	Philosophy	10

Discipline: Physical Sciences

Faculty: 27

Department ID	Department Name	Faculty
10225	Sciences	27

Discipline: Psychology

Faculty: 41

Department ID	Department Name	Faculty
10245	Psychology	41

Discipline: Public Administration

Faculty: 28

Department ID	Department Name	Faculty
10249	Public Management	28

Discipline: Social Sciences

Faculty: 61

Department ID	Department Name	Faculty
10015	Anthropology	12
10316	Political Science	22
10283	Sociology	27

John Jay College

Discipline: Visual and Performing Arts**Faculty:** 9

Department ID	Department Name	Faculty
10022	Art And Music	9

John Jay College

Appendix E-1 presents utilization and underutilization of protected groups by job group.

A group is reported only when five or more employees are assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent placement goals as prescribed for federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

John Jay College

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 25

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04320	Assc Dean
04723	Asst Administrator
04722	Asst Dean
04316	Asst Vice President
04314	Dean
04702	Vice President

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	14	9	4	2	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	56.0%	36.0%	16.0%	8.0%	12.0%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

John Jay College

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees: 168

Employees in this group hold the following titles:

Title ID	Title Name
04075	HE Associate
04097	HE Officer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	122	99	17	45	36
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	72.6%	58.9%	10.1%	26.8%	21.4%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

John Jay College

Category: Executive/Administrative/Managerial

Job Group: Facility Manager

Description: Facility Superintendents (Managerial)

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04975	Admin Supt Builds Grds
04984	Chief Admin Supt - Competitive

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	3	2	1	0
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	33.3%	50.0%	33.3%	16.7%	0.0%
Labor Market Avail. Percent	21.3%	38.1%	13.9%	11.3%	11.3%

John Jay College

Category: Professional Non-Faculty

Job Group: Accountant

Description: Accountants (Professionals)

Full-time Employees: 5

Employees in this group hold the following titles:

Title ID	Title Name
04801	Finance Accountant
12121	Purchasing Agent

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	5	1	2	2
Underutilized (Y = Yes)	Y				
Number Underutilized	1				
Actual Utilization Percent	60.0%	100.0%	20.0%	40.0%	40.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%

John Jay College

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)
Description: Entry and Mid-Level Administrators (Professionals)
Full-time Employees: 181

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	130	130	10	53	63
Underutilized (Y = Yes)			Y		
Number Underutilized			12		
Actual Utilization Percent	71.8%	71.8%	5.5%	29.3%	34.8%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

John Jay College

Category: Professional Non-Faculty

Job Group: IT Computer Professional

Description: Information Technology Professionals

Full-time Employees: 33

Employees in this group hold the following titles:

Title ID	Title Name
04877	IT Associate
04875	IT Asst
04029	IT Bus Data Rep Analyst
04880	IT Sr Associate

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	11	27	6	13	8
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		3		
Actual Utilization Percent	33.3%	81.8%	18.2%	39.4%	24.2%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

John Jay College

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 33

Employees in this group hold the following titles:

Title ID	Title Name
04802	CUNY Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	29	30	5	14	10
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	87.9%	90.9%	15.2%	42.4%	30.3%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

John Jay College

Category: Craft Workers

Job Group: Basic Crafts-Buildings and Grounds

Description: Buildings and Grounds Workers

Full-time Employees: 9

Employees in this group hold the following titles:

Title ID	Title Name
90698	Maintenance Worker
91310	Supervisor (Maint&Labor)

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	7	0	4	3
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		1		
Actual Utilization Percent	0.0%	77.8%	0.0%	44.4%	33.3%
Labor Market Avail. Percent	16.1%	67.7%	11.7%	22.8%	31.3%

John Jay College

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Full-time Employees: 13

Employees in this group hold the following titles:

Title ID	Title Name
90702	Laborer
12202	Stock Worker Supervisor

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	12	0	5	7
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	3		1		
Actual Utilization Percent	0.0%	92.3%	0.0%	38.5%	53.8%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

John Jay College

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 18

Employees in this group hold the following titles:

Title ID	Title Name
04899	Carpenter
91717	Electrician
04905	Locksmith
04891	Oiler
91830	Painter
91915	Plumber
04915	Stationary Engineer

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	4	1	0	3
Underutilized (Y = Yes)	Y	Y		Y	Y
Number Underutilized	0	4		2	2
Actual Utilization Percent	0.0%	22.2%	5.6%	0.0%	16.7%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

John Jay College

Category: Technicians

Job Group: Broadcast/Media

Description: Broadcast and Mass Media Technicians and Graphic Designers

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04992	Broadcast Assc

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	4	0	2	2
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	2		0		
Actual Utilization Percent	0.0%	66.7%	0.0%	33.3%	33.3%
Labor Market Avail. Percent	32.4%	26.2%	6.1%	7.0%	10.6%

John Jay College

Category: Technicians

Job Group: Print Shop

Description: Print Shop and Related Tech Workers

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04808	Graphics Designer
04805	Print Shop Assistant
04806	Print Shop Associate
04807	Print Shop Coordinator

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	2	4	0	0	4
Underutilized (Y = Yes)			Y	Y	
Number Underutilized			1	1	
Actual Utilization Percent	33.3%	66.7%	0.0%	0.0%	66.7%
Labor Market Avail. Percent	24.5%	48.1%	8.4%	11.5%	27.1%

John Jay College

Category: Service Workers and Others

Job Group: Campus Public Safety Sergeant

Description: Campus Security Supervisors and Campus Security Specialists

Full-time Employees: 11

Employees in this group hold the following titles:

Title ID	Title Name
04846	Campus Pub Safety Sergeant
04845	Campus Security Specialist

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	8	0	4	4
Underutilized (Y = Yes)	Y		Y	Y	
Number Underutilized	1		1	2	
Actual Utilization Percent	9.1%	72.7%	0.0%	36.4%	36.4%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

John Jay College

Category: Service Workers and Others

Job Group: Campus Peace Officer

Description: Campus Security-Mid Level Staff

Full-time Employees: 21

Employees in this group hold the following titles:

Title ID	Title Name
04844	Campus Peace Officer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	7	19	0	11	7
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	33.3%	90.5%	0.0%	52.4%	33.3%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

John Jay College

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 27

Employees in this group hold the following titles:

Title ID	Title Name
04841	Campus Security Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	16	26	9	10	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	59.3%	96.3%	33.3%	37.0%	18.5%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

John Jay College

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 6

Employees in this group hold the following titles:

Title ID	Title Name
04862	Custodial Supervisor

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	1	6	0	3	3
Underutilized (Y = Yes)	Y		Y		
Number Underutilized	1		0		
Actual Utilization Percent	16.7%	100.0%	0.0%	50.0%	50.0%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

John Jay College

Category: Service Workers and Others

Job Group: Custodial

Description: Custodians-Entry Level

Full-time Employees: 44

Employees in this group hold the following titles:

Title ID	Title Name
04861	Custodial Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	21	40	2	20	18
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	47.7%	90.9%	4.5%	45.5%	40.9%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%

John Jay College

Appendix E-2 presents utilization and underutilization for College Laboratory Technicians, by general discipline and by protected demographic group.

A group is reported only when five or more employees are assigned to it.

Underutilization occurs where utilization of a given group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. When this number is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks represent no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native, and Two or More Races.

John Jay College

College Lab Tech - Science, Tech, Eng.

Full-Time Employees: 11

Employees in this category are work in the following department(s):

Department ID Department Name

10225 Sciences

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	8	6	2	0	4
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	72.7%	54.5%	18.2%	0.0%	36.4%
Labor Market Avail. Percent	27.8%	49.3%	22.4%	10.6%	14.2%

John Jay College

Appendix E-3 presents utilization and underutilization, of faculty members in protected groups, by academic discipline within job group.

A group is reported only when five or more faculty are assigned to it.

Underutilization occurs where the utilization of a protected group is less than 80% of Labor Market Availability. We calculate a number approximating the number of full-time employees that would be needed to make utilization equal to the labor market. Where utilization is zero (0), underutilization exists but not to the level of one full-time equivalent employee. Blanks indicate no underutilization.

Underutilization numbers for females and total minorities represent specific placement goals as prescribed for federal Affirmative Action Plans. Note that the official underutilization measures are those calculated for the academic discipline, which may comprise more than one department.

Total Minority is comprised of Asian/Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, American Indian/Alaska Native and Two or More Races.

John Jay College

Area, Ethnic, Cultural, Gender, and Group Studies

Faculty reported in this category are assigned to the following department(s):

10314 Africana Studies
 10179 Latin American & Latina/O St

Job Group Faculty-Professorial

Total Faculty: 14

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	8	12	0	3	9
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	57.1%	85.7%	0.0%	21.4%	64.3%
Labor Market Avail. Percent	61.5%	45.2%	4.8%	13.4%	22.0%

John Jay College

Business, Management, Marketing, Support Services

Faculty reported in this category are assigned to the following department(s):

10088 Economics

Job Group Faculty-Professorial

Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	2	2	0	1	1
Underutilized (Y = Yes)	Y	Y	Y	Y	
Number Underutilized	1	1	0	1	
Actual Utilization Percent	28.6%	28.6%	0.0%	14.3%	14.3%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

John Jay College

Communications, Journalism, etc. AND Visual and Performing Arts

Faculty reported in this category are assigned to the following department(s):

10060 Communication And Theater Arts

Job Group Faculty-Professorial

Total Faculty: 7

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	1	0	0	1
Underutilized (Y = Yes)		Y	Y	Y	
Number Underutilized		0	1	0	
Actual Utilization Percent	57.1%	14.3%	0.0%	0.0%	14.3%
Labor Market Avail. Percent	52.4%	19.4%	7.2%	4.3%	5.3%

John Jay College

Education - Developmental

Faculty reported in this category are assigned to the following department(s):

75023 Counseling & Human Services
 80170 Grant & Research Admin
 65100 SEEK - Lump Sum

Job Group **Faculty-Professorial**

Total Faculty: 13		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		10	8	0	3	5
Underutilized (Y = Yes)				Y		
Number Underutilized				0		
Actual Utilization Percent		76.9%	61.5%	0.0%	23.1%	38.5%
Labor Market Avail. Percent		72.1%	32.1%	2.6%	17.8%	8.5%

John Jay College

English Language and Literature/Letters

Faculty reported in this category are assigned to the following department(s):

10102 English

Job Group Faculty-Professorial

Total Faculty:	36	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		18	6	2	2	2
Underutilized (Y = Yes)		Y				
Number Underutilized		5				
Actual Utilization Percent		50.0%	16.7%	5.6%	5.6%	5.6%
Labor Market Avail. Percent		63.4%	14.6%	3.6%	4.2%	4.8%

Job Group Faculty-Lecturer

Total Faculty:	18	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		13	6	4	1	0
Underutilized (Y = Yes)					Y	Y
Number Underutilized					1	3
Actual Utilization Percent		72.2%	33.3%	22.2%	5.6%	0.0%
Labor Market Avail. Percent		71.6%	33.6%	6.4%	9.7%	14.2%

John Jay College

History

Faculty reported in this category are assigned to the following department(s):

10147 History

Job Group Faculty-Professorial

Total Faculty: 18		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		6	4	1	1	1
Underutilized (Y = Yes)		Y				Y
Number Underutilized		2				0
Actual Utilization Percent		33.3%	22.2%	5.6%	5.6%	5.6%
Labor Market Avail. Percent		46.3%	18.4%	2.1%	6.2%	7.9%

John Jay College

Homeland Security, Law Enforcement, Firefighting, etc.

Faculty reported in this category are assigned to the following department(s):

10419	Criminal Justice
10234	Law, Police Sci&CrimJustice Adm
10116	Security, Fire and Emergency

Job Group Faculty-Professorial

Total Faculty:	48	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		16	14	6	4	4
Underutilized (Y = Yes)		Y			Y	
Number Underutilized		7			5	
Actual Utilization Percent		33.3%	29.2%	12.5%	8.3%	8.3%
Labor Market Avail. Percent		47.8%	27.2%	1.1%	18.3%	6.7%

Job Group Faculty-Lecturer

Total Faculty:	8	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		1	1	0	0	1
Underutilized (Y = Yes)		Y	Y	Y	Y	Y
Number Underutilized		3	3	0	1	1
Actual Utilization Percent		12.5%	12.5%	0.0%	0.0%	12.5%
Labor Market Avail. Percent		46.3%	49.6%	4.7%	16.5%	25.8%

John Jay College

Library (Librarians/Non-Teaching)

Faculty reported in this category are assigned to the following department(s):

70054 Library

Job Group

Faculty-Librarian

Total Faculty:

11

Utilization Report

Female

Total
MinorityAsian/Nat.
Haw./Other
Pac. Isl.Black/African
Am.Hispanic/
Latino

Number of Faculty

9

1

1

0

0

Underutilized (Y = Yes)

Y

Y

Y

Number Underutilized

0

0

0

Actual Utilization Percent

81.8%

9.1%

9.1%

0.0%

0.0%

Labor Market Avail. Percent

82.8%

13.6%

4.0%

4.4%

3.8%

John Jay College

Mathematics and Computer Science

Faculty reported in this category are assigned to the following department(s):

10195 Mathematics & Computer Science

Job Group Faculty-Professorial

Total Faculty:	17	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		5	9	7	1	0
Underutilized (Y = Yes)						Y
Number Underutilized						1
Actual Utilization Percent		29.4%	52.9%	41.2%	5.9%	0.0%
Labor Market Avail. Percent		23.3%	25.8%	11.1%	6.2%	5.4%

Job Group Faculty-Lecturer

Total Faculty:	16	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		4	11	3	4	4
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		25.0%	68.8%	18.8%	25.0%	25.0%
Labor Market Avail. Percent		26.7%	43.8%	20.8%	8.6%	11.7%

John Jay College

Multi/Interdisciplinary Studies

Faculty reported in this category are assigned to the following department(s):

10165 Interdisciplinary Studies

Job Group

Faculty-Professorial

Total Faculty:

9

Utilization Report

Female

Total
MinorityAsian/Nat.
Haw./Other
Pac. Isl.Black/African
Am.Hispanic/
Latino

Number of Faculty

6

2

0

1

1

Underutilized (Y = Yes)

Y

Number Underutilized

0

Actual Utilization Percent

66.7%

22.2%

0.0%

11.1%

11.1%

Labor Market Avail. Percent

54.6%

23.6%

5.3%

10.0%

6.5%

John Jay College

Philosophy and Religious Studies

Faculty reported in this category are assigned to the following department(s):

10221 Philosophy

Job Group Faculty-Professorial

Total Faculty: 10		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		4	4	1	1	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		40.0%	40.0%	10.0%	10.0%	20.0%
Labor Market Avail. Percent		36.8%	16.7%	4.4%	5.5%	5.0%

John Jay College

Physical Sciences

Faculty reported in this category are assigned to the following department(s):

10225 Sciences

Job Group Faculty-Professorial

Total Faculty:	22	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		10	8	4	2	2
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		45.5%	36.4%	18.2%	9.1%	9.1%
Labor Market Avail. Percent		33.3%	18.5%	7.8%	3.0%	5.3%

Job Group Faculty-Lecturer

Total Faculty:	5	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		3	2	1	0	1
Underutilized (Y = Yes)					Y	
Number Underutilized					0	
Actual Utilization Percent		60.0%	40.0%	20.0%	0.0%	20.0%
Labor Market Avail. Percent		38.4%	29.3%	12.1%	5.5%	8.6%

John Jay College

Psychology

Faculty reported in this category are assigned to the following department(s):

10245 Psychology

Job Group Faculty-Professorial

Total Faculty: 41		Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		22	12	4	6	2
Underutilized (Y = Yes)		Y				Y
Number Underutilized		9				3
Actual Utilization Percent		53.7%	29.3%	9.8%	14.6%	4.9%
Labor Market Avail. Percent		75.0%	29.3%	5.8%	8.8%	12.2%

John Jay College

Public Administration

Faculty reported in this category are assigned to the following department(s):

10249 Public Management

Job Group Faculty-Professorial

Total Faculty:	20	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		9	5	3	2	0
Underutilized (Y = Yes)		Y	Y		Y	Y
Number Underutilized		4	1		2	1
Actual Utilization Percent		45.0%	25.0%	15.0%	10.0%	0.0%
Labor Market Avail. Percent		62.7%	31.4%	7.3%	18.1%	4.9%

Job Group Faculty-Lecturer

Total Faculty:	8	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty		2	4	1	2	1
Underutilized (Y = Yes)		Y				Y
Number Underutilized		3				0
Actual Utilization Percent		25.0%	50.0%	12.5%	25.0%	12.5%
Labor Market Avail. Percent		58.4%	48.0%	8.9%	21.0%	15.8%

John Jay College

Social Sciences

Faculty reported in this category are assigned to the following department(s):

10015	Anthropology
10316	Political Science
10283	Sociology

Job Group **Faculty-Professorial**

Total Faculty: 57

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	33	18	7	5	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	57.9%	31.6%	12.3%	8.8%	8.8%
Labor Market Avail. Percent	46.9%	20.7%	5.7%	5.5%	7.5%

John Jay College

Visual and Performing Arts

Faculty reported in this category are assigned to the following department(s):

10022 Art And Music

Job Group Faculty-Professorial

Total Faculty: 9

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Faculty	4	4	0	2	2
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	44.4%	44.4%	0.0%	22.2%	22.2%
Labor Market Avail. Percent	50.7%	19.6%	8.0%	4.0%	4.9%

John Jay College

Appendix F provides tables with detail on personnel activities and faculty tenure actions by ethnicity and gender. This first section (F-1) provides detail on personnel activity in the categories noted below, evaluated by job group and by EEO Category.

Detail on selected categories/groups with material levels of activity are published here.

Personnel Action Categories

Action Type	Description
Advancement	Moved to a job title that represents career advancement, whether or not on a published career path. Can be evaluated by sub-categories (Moved to a Higher Title within Group and Moved to a Higher Job Group).
Joined Group - Hire	Employed at the college for the first time, or re-hired after a break in service; includes employees who previously worked at another CUNY College and those appointed through Civil Service Transfer Rosters.
Joined Group - Internal Move	Joined group from another job group. Can be evaluated by sub-categories (Joined from a Higher Job Group, Joined from a Lower Job Group (Advancement), Other Change of Group, or Return to Faculty from Other Title).
Left Group - Internal Move	Left group to move to another job group. Can be evaluated by sub-categories (Move to a Higher Job Group (Advancement), Move to a Lower Job Group, Other Change of Group, or Return to Faculty from Other Title).
Left Group - Separation	Left employment at the college. Includes leaving CUNY entirely (for both voluntary and involuntary reasons) or leaving to take a job at another college, including through Civil Service Transfer Rosters.

Campus Summary-All Job Groups

		NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		OTHER CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Transfers or Promotions into Current Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Transfers or Promotions out of Last Year's Job Group	Advance- ments	Other Changes
Total	6	97		82	15	(91)		(76)	(15)	28	-
Male	9	38	39%	36	2	(29)	32%	(27)	(2)	13	-
Female	(3)	59	61%	46	13	(62)	68%	(49)	(13)	15	-
Other/Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Total Min	11	70	72%	59	11	(59)	65%	(48)	(11)	18	-
Asian	9	18	19%	17	1	(9)	10%	(8)	(1)	3	-
Black	(6)	19	20%	13	6	(25)	27%	(19)	(6)	5	-
Hispanic	8	32	33%	28	4	(24)	26%	(20)	(4)	9	-
Other Minority	-	1	1%	1	-	(1)	1%	(1)	-	1	-
Italian-American	-	4	4%	4	-	(4)	4%	(4)	-	-	-
White (Not Ital)	(5)	23	24%	19	4	(28)	31%	(24)	(4)	10	-
All White	(5)	27	28%	23	4	(32)	35%	(28)	(4)	10	-
Unknown	-	-	0%	-	-	-	0%	-	-	-	-
Veterans	1	2	2%	2	-	(1)	1%	(1)	-	1	-
Individuals w/Disabilities	(1)	1	1%	1	-	(2)	2%	(2)	-	1	-

This chart displays net changes among all job groups. Therefore, transfers into a job group equal transfers out of a job group when viewed on a College-wide basis. Hires and separations include outside hires/separations and hires/separations from another CUNY unit.

Job Group Detail
Administration 1 (Executive)

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	2	5		4	1	-	1	-	-	(3)		(2)	(1)	-	(1)	-	-	-	-
Male	-	1	20%	1	-	-	-	-	-	(1)	33%	-	(1)	-	(1)	-	-	-	-
Female	2	4	80%	3	1	-	1	-	-	(2)	67%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	1	2	40%	1	1	-	1	-	-	(1)	33%	(1)	-	-	-	-	-	-	-
Asian	1	1	20%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	(1)	33%	(1)	-	-	-	-	-	-	-
Hispanic	1	1	20%	-	1	-	1	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	3	60%	3	-	-	-	-	-	(2)	67%	(1)	(1)	-	(1)	-	-	-	-
All White	1	3	60%	3	-	-	-	-	-	(2)	67%	(1)	(1)	-	(1)	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Administration 2 (Managers)

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	5	17		9	8	1	7	-	-	(12)		(11)	(1)	(1)	-	-	-	8	-
Male	1	5	29%	4	1	1	-	-	-	(4)	33%	(4)	-	-	-	-	-	2	-
Female	4	12	71%	5	7	-	7	-	-	(8)	67%	(7)	(1)	(1)	-	-	-	6	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	5	12	71%	7	5	-	5	-	-	(7)	58%	(6)	(1)	(1)	-	-	-	7	-
Asian	4	5	29%	4	1	-	1	-	-	(1)	8%	(1)	-	-	-	-	-	-	-
Black	3	4	24%	2	2	-	2	-	-	(1)	8%	(1)	-	-	-	-	-	4	-
Hispanic	(2)	3	18%	1	2	-	2	-	-	(5)	42%	(4)	(1)	(1)	-	-	-	3	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	1	6%	1	-	-	-	-	-	(1)	8%	(1)	-	-	-	-	-	-	-
White (Not Ital)	-	4	24%	1	3	1	2	-	-	(4)	33%	(4)	-	-	-	-	-	1	-
All White	-	5	29%	2	3	1	2	-	-	(5)	42%	(5)	-	-	-	-	-	1	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Facility Manager

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	1	1		1	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Male	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Faculty-Professorial

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(15)	4		4	-	-	-	-	-	(19)		(17)	(2)	-	(2)	-	-	14	-
Male	(6)	1	25%	1	-	-	-	-	-	(7)	37%	(7)	-	-	-	-	-	7	-
Female	(9)	3	75%	3	-	-	-	-	-	(12)	63%	(10)	(2)	-	(2)	-	-	7	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(4)	3	75%	3	-	-	-	-	-	(7)	37%	(6)	(1)	-	(1)	-	-	7	-
Asian	(1)	-	0%	-	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	1	-
Black	(1)	1	25%	1	-	-	-	-	-	(2)	11%	(2)	-	-	-	-	-	1	-
Hispanic	(2)	2	50%	2	-	-	-	-	-	(4)	21%	(3)	(1)	-	(1)	-	-	4	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-
Italian-American	(1)	-	0%	-	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	-	-
White (Not Ital)	(10)	1	25%	1	-	-	-	-	-	(11)	58%	(10)	(1)	-	(1)	-	-	7	-
All White	(11)	1	25%	1	-	-	-	-	-	(12)	63%	(11)	(1)	-	(1)	-	-	7	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	-	(1)	5%	(1)	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Faculty-Librarian

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	-	2		2	-	-	-	-	-	(2)		(2)	-	-	-	-	-	-	-
Male	1	1	50%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	(1)	1	50%	1	-	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(2)	-	0%	-	-	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	(1)	-	0%	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	2	2	100%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	2	2	100%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Faculty-Lecturer

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	14	22	5%	20	2	2	-	-	-	(8)		(8)	-	-	-	-	-	-	-
Male	3	9	41%	9	-	-	-	-	-	(6)	75%	(6)	-	-	-	-	-	-	-
Female	11	13	59%	11	2	2	-	-	-	(2)	25%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	11	12	55%	11	1	1	-	-	-	(1)	13%	(1)	-	-	-	-	-	-	-
Asian	5	5	23%	5	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	1	1	5%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	5	6	27%	5	1	1	-	-	-	(1)	13%	(1)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	(1)	1	5%	1	-	-	-	-	-	(2)	25%	(2)	-	-	-	-	-	-	-
White (Not Ital)	4	9	41%	8	1	1	-	-	-	(5)	63%	(5)	-	-	-	-	-	-	-
All White	3	10	45%	9	1	1	-	-	-	(7)	88%	(7)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	1	5%	1	-	-	-	-	-	(1)	13%	(1)	-	-	-	-	-	-	-
Individuals w/Disabilities	1	1	5%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Accountant

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	1	1		1	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Male	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Administration 3 (Professional)

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(2)	25		24	1	-	1	-	-	(27)		(20)	(7)	(7)	-	-	-	5	-
Male	2	6	24%	6	-	-	-	-	-	(4)	15%	(4)	-	-	-	-	-	3	-
Female	(4)	19	76%	18	1	-	1	-	-	(23)	85%	(16)	(7)	(7)	-	-	-	2	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	-	22	88%	21	1	-	1	-	-	(22)	81%	(17)	(5)	(5)	-	-	-	3	-
Asian	(3)	1	4%	1	-	-	-	-	-	(4)	15%	(3)	(1)	(1)	-	-	-	2	-
Black	(4)	7	28%	6	1	-	1	-	-	(11)	41%	(9)	(2)	(2)	-	-	-	-	-
Hispanic	7	14	56%	14	-	-	-	-	-	(7)	26%	(5)	(2)	(2)	-	-	-	1	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	1	1	4%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(3)	2	8%	2	-	-	-	-	-	(5)	19%	(3)	(2)	(2)	-	-	-	2	-
All White	(2)	3	12%	3	-	-	-	-	-	(5)	19%	(3)	(2)	(2)	-	-	-	2	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	1	1	4%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
IT Computer Professional

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	3	3		3	-	-	-	-	-	-		-	-	-	-	-	-	1	-
Male	2	2	67%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-
Female	1	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown		-	0%	-					-	-	0%	-			-		-	-	-
Total Min	2	2	67%	2	-	-	-	-	-	-	0%	-	-	-	-	-	-	1	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	2	2	67%	2		-	-	-	-	-	0%	-	-	-	-	-	-	1	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	1	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	1	1	33%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-		-	-	-	-		0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-		0%	-	-	-	-	-	-	1	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-		0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

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This provides detail about the kinds of moves between job groups.

Job Group Detail
CUNY Office Assistant

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(3)	2		2	-	-	-	-	-	(5)		(4)	(1)	(1)	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	(3)	2	100%	2	-	-	-	-	-	(5)	100%	(4)	(1)	(1)	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(2)	2	100%	2	-	-	-	-	-	(4)	80%	(3)	(1)	(1)	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(1)	1	50%	1	-	-	-	-	-	(2)	40%	(1)	(1)	(1)	-	-	-	-	-
Hispanic	(1)	1	50%	1	-	-	-	-	-	(2)	40%	(2)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	(1)	-	0%	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	-
All White	(1)	-	0%	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Administration 4 (College Lab Tech)

	Net Group Changes	NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
		Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(1)	-		-	-	-	-	-	-	(1)		(1)	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Asian	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

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This provides detail about the kinds of moves between job groups.

Job Group Detail
IT Support Technician

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(1)	-		-	-	-	-	-	-	(1)		(1)	-	-	-	-	-	-	-
Male	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Female	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Asian	(1)	-	0%	-	-	-	-	-	-	(1)	100%	(1)	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Campus Peace Officer

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	1	7		4	3	-	3	-	-	(6)		(6)	-	-	-	-	-	-	-
Male	-	4	57%	3	1	-	1	-	-	(4)	67%	(4)	-	-	-	-	-	-	-
Female	1	3	43%	1	2	-	2	-	-	(2)	33%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	-	6	86%	3	3	-	3	-	-	(6)	100%	(6)	-	-	-	-	-	-	-
Asian	(1)	-	0%	-	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	-	-
Black	2	4	57%	1	3	-	3	-	-	(2)	33%	(2)	-	-	-	-	-	-	-
Hispanic	(2)	1	14%	1	-	-	-	-	-	(3)	50%	(3)	-	-	-	-	-	-	-
Other Minority	1	1	14%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	1	1	14%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	1	1	14%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	(1)	-	0%	-	-	-	-	-	-	(1)	17%	(1)	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

This provides detail about the kinds of moves between job groups.

Job Group Detail
Campus Security Assistant

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	2	7		7	-	-	-	-	-	(5)		(2)	(3)	(3)	-	-	-	-	-
Male	4	6	86%	6	-	-	-	-	-	(2)	40%	(1)	(1)	(1)	-	-	-	-	-
Female	(2)	1	14%	1	-	-	-	-	-	(3)	60%	(1)	(2)	(2)	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	2	7	100%	7	-	-	-	-	-	(5)	100%	(2)	(3)	(3)	-	-	-	-	-
Asian	6	6	86%	6	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(3)	1	14%	1	-	-	-	-	-	(4)	80%	(1)	(3)	(3)	-	-	-	-	-
Hispanic	(1)	-	0%	-	-	-	-	-	-	(1)	20%	(1)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

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Job Group Detail
Custodial Supervisor

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	1	1		1	-	-	-	-	-	-		-	-	-	-	-	-	-	-
Male	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Hispanic	1	1	100%	1	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

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Job Group Detail
Custodial

		NET ADDITIONS		Additions by Type		Detail of Transfers or Promotions into Job Group				NET SUBTRACTIONS		Subtractions by Type		Detail of Transfers or Promotions out of Job Group				CHANGES WITHIN JOB GROUP (not counted in totals)	
	Net Group Changes	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Previously in a Higher Job Group	Previously in a Lower Job Group	Other Change	Return to Faculty	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Left for a Higher Job Group	Left for a Lower Job Group	Other Change	Returned to Faculty	Advance-ments	Other Changes
Total	(2)	-		-	-	-	-	-	-	(2)		(2)	-	-	-	-	-	-	-
Male	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Female	(2)	-	0%	-	-	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	-	-
Other/Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Total Min	(2)	-	0%	-	-	-	-	-	-	(2)	100%	(2)	-	-	-	-	-	-	-
Asian	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Black	(1)	-	0%	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-
Hispanic	(1)	-	0%	-	-	-	-	-	-	(1)	50%	(1)	-	-	-	-	-	-	-
Other Minority	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Italian-American	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
White (Not Ital)	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
All White	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Unknown	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Veterans	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-
Individuals w/Disabilities	-	-	0%	-	-	-	-	-	-	-	0%	-	-	-	-	-	-	-	-

This chart summarizes moves of employees into and out of a single job group. Any job group could have a net loss or net gain, so additions do not necessarily equal subtractions.

This provides detail about the kinds of moves between job groups.

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John Jay College

This appendix provides detail on searches performed by job group, ethnicity, and gender. Detail is provided on applicants, interviews, and offers. The scope of this report includes searches which officially concluded by a job offer during the previous plan year (June 1, 2019 through May 31, 2020).

All Searches

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	7,944	6,996		273		79		74	
Male	2,869	2,634	38%	100	37%	26	33%	24	32%
Female	4,117	3,528	50%	145	53%	43	54%	40	54%
Other	925	806	12%	27	10%	9	11%	9	12%
Total Min	5,175	4,530	65%	185	68%	53	67%	48	65%
Asian	1,102	991	14%	40	15%	13	16%	12	16%
Black	2,017	1,758	25%	68	25%	14	18%	12	16%
Hispanic	1,829	1,579	23%	76	28%	25	32%	23	31%
Other inc 2 or more	227	202	3%	1	0%	1	1%	1	1%
Italian-American	272	244	3%	6	2%	3	4%	3	4%
White (Not Ital)	2,069	1,846	26%	63	23%	17	22%	17	23%
All White	2,341	2,090	30%	69	25%	20	25%	20	27%
Unknown	428	376	5%	19	7%	-	0%	-	0%
Veterans	99	93	1%	4	1%	-	0%	-	0%
Indiv. w Disabilities	374	338	5%	9	3%	1	1%	1	1%

Total Searches: 83

Job Group Summary

Administration 1 (Executive)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	99	99		-		-		-	
Male	34	34	34%	-	0%	-	0%	-	0%
Female	52	52	53%	-	0%	-	0%	-	0%
Other	13	13	13%	-	0%	-	0%	-	0%
Total Min	59	59	60%	-	0%	-	0%	-	0%
Asian	11	11	11%	-	0%	-	0%	-	0%
Black	30	30	30%	-	0%	-	0%	-	0%
Hispanic/Latino	14	14	14%	-	0%	-	0%	-	0%
Other inc 2 or more	4	4	4%	-	0%	-	0%	-	0%
Italian American	4	4	4%	-	0%	-	0%	-	0%
White (Not Ital)	28	28	28%	-	0%	-	0%	-	0%
All White	32	32	32%	-	0%	-	0%	-	0%
Unknown	8	8	8%	-	0%	-	0%	-	0%

Veterans	4	4	4%	-	0%	-	0%	-	0%
Indiv. w Disabilities	8	8	8%	-	0%	-	0%	-	0%

Job Group Summary

Administration 2 (Managers)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	909	616		30		12		12	
Male	310	231	38%	7	23%	4	33%	4	33%
Female	506	328	53%	19	63%	5	42%	5	42%
Other	89	56	9%	4	13%	3	25%	3	25%
Total Min	582	374	61%	19	63%	7	58%	7	58%
Asian	98	59	10%	7	23%	4	33%	4	33%
Black	253	165	27%	5	17%	2	17%	2	17%
Hispanic/Latino	213	141	23%	7	23%	1	8%	1	8%
Other inc 2 or more	18	9	1%	-	0%	-	0%	-	0%
Italian American	37	29	5%	1	3%	1	8%	1	8%
White (Not Ital)	251	187	30%	9	30%	4	33%	4	33%
All White	288	216	35%	10	33%	5	42%	5	42%
Unknown	39	26	4%	1	3%	-	0%	-	0%

Veterans	11	9	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	42	31	5%	-	0%	-	0%	-	0%

Job Group Summary

Facility Manager

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	24	24		6		1		1	
Male	19	19	79%	6	100%	1	100%	1	100%
Female	3	3	13%	-	0%	-	0%	-	0%
Other	2	2	8%	-	0%	-	0%	-	0%
Total Min	15	15	63%	3	50%	-	0%	-	0%
Asian	1	1	4%	1	17%	-	0%	-	0%
Black	9	9	38%	1	17%	-	0%	-	0%
Hispanic/Latino	5	5	21%	1	17%	-	0%	-	0%
Other inc 2 or more	-	-	0%	-	0%	-	0%	-	0%
Italian American	1	1	4%	-	0%	-	0%	-	0%
White (Not Ital)	8	8	33%	3	50%	1	100%	1	100%
All White	9	9	38%	3	50%	1	100%	1	100%
Unknown	-	-	0%	-	0%	-	0%	-	0%

Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	-	-	0%	-	0%	-	0%	-	0%

Job Group Summary

Faculty-Professorial

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	782	782		18		9		9	
Male	343	343	44%	9	50%	4	44%	4	44%
Female	284	284	36%	7	39%	4	44%	4	44%
Other	144	144	18%	2	11%	1	11%	1	11%
Total Min	373	373	48%	13	72%	7	78%	7	78%
Asian	171	171	22%	3	17%	3	33%	3	33%
Black	60	60	8%	2	11%	-	0%	-	0%
Hispanic/Latino	129	129	16%	8	44%	4	44%	4	44%
Other inc 2 or more	13	13	2%	-	0%	-	0%	-	0%
Italian American	27	27	3%	-	0%	-	0%	-	0%
White (Not Ital)	334	334	43%	5	28%	2	22%	2	22%
All White	361	361	46%	5	28%	2	22%	2	22%
Unknown	48	48	6%	-	0%	-	0%	-	0%

Veterans	5	5	1%	-	0%	-	0%	-	0%
Indiv. w Disabilities	29	29	4%	-	0%	-	0%	-	0%

Job Group Summary

Faculty-Lecturer

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	796	795		12		12		11	
Male	344	344	43%	2	17%	2	17%	1	9%
Female	353	352	44%	8	67%	8	67%	8	73%
Other	94	94	12%	1	8%	1	8%	1	9%
Total Min	392	391	49%	6	50%	6	50%	5	45%
Asian	96	95	12%	4	33%	4	33%	3	27%
Black	139	139	17%	1	8%	1	8%	1	9%
Hispanic/Latino	127	127	16%	1	8%	1	8%	1	9%
Other inc 2 or more	30	30	4%	-	0%	-	0%	-	0%
Italian American	45	45	6%	1	8%	1	8%	1	9%
White (Not Ital)	316	316	40%	3	25%	3	25%	3	27%
All White	361	361	45%	4	33%	4	33%	4	36%
Unknown	43	43	5%	2	17%	2	17%	2	18%

Veterans	14	14	2%	-	0%	-	0%	-	0%
Indiv. w Disabilities	60	60	8%	-	0%	-	0%	-	0%

Job Group Summary

Administration 3 (Professional)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	4,316	3,662		150		35		32	
Male	1,234	1,078	29%	39	26%	8	23%	8	25%
Female	2,651	2,241	61%	101	67%	23	66%	20	63%
Other	423	337	9%	10	7%	4	11%	4	13%
Total Min	2,991	2,555	70%	102	68%	26	74%	23	72%
Asian	495	424	12%	11	7%	1	3%	1	3%
Black	1,274	1,103	30%	44	29%	9	26%	7	22%
Hispanic/Latino	1,093	915	25%	46	31%	15	43%	14	44%
Other inc 2 or more	129	113	3%	1	1%	1	3%	1	3%
Italian American	144	124	3%	4	3%	1	3%	1	3%
White (Not Ital)	939	780	21%	33	22%	4	11%	4	13%
All White	1,083	904	25%	37	25%	5	14%	5	16%
Unknown	242	203	6%	11	7%	4	11%	4	13%

Veterans	41	37	1%	2	1%	-	0%	-	0%
Indiv. w Disabilities	179	154	4%	5	3%	-	0%	-	0%

Job Group Summary

IT Computer Professional

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	596	596		44		5		4	
Male	396	396	66%	30	68%	4	80%	3	75%
Female	110	110	18%	6	14%	1	20%	1	25%
Other	89	89	15%	8	18%	-	0%	-	0%
Total Min	466	466	78%	33	75%	4	80%	3	75%
Asian	151	151	25%	11	25%	-	0%	-	0%
Black	135	135	23%	10	23%	1	20%	1	25%
Hispanic/Latino	159	159	27%	12	27%	3	60%	2	50%
Other inc 2 or more	21	21	4%	-	0%	-	0%	-	0%
Italian American	4	4	1%	-	0%	-	0%	-	0%
White (Not Ital)	100	100	17%	6	14%	1	20%	1	25%
All White	104	104	17%	6	14%	1	20%	1	25%
Unknown	26	26	4%	5	11%	-	0%	-	0%

Veterans	21	21	4%	2	5%	-	0%	-	0%
Indiv. w Disabilities	26	26	4%	2	5%	-	0%	-	0%

Job Group Summary

Mail Services Worker

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	63	63		3		1		1	
Male	37	37	59%	3	100%	1	100%	1	100%
Female	12	12	19%	-	0%	-	0%	-	0%
Other	12	12	19%	-	0%	-	0%	-	0%
Total Min	51	51	81%	2	67%	1	100%	1	100%
Asian	5	5	8%	-	0%	-	0%	-	0%
Black	25	25	40%	2	67%	1	100%	1	100%
Hispanic/Latino	19	19	30%	-	0%	-	0%	-	0%
Other inc 2 or more	2	2	3%	-	0%	-	0%	-	0%
Italian American	1	1	2%	-	0%	-	0%	-	0%
White (Not Ital)	5	5	8%	1	33%	-	0%	-	0%
All White	6	6	10%	1	33%	-	0%	-	0%
Unknown	6	6	10%	-	0%	-	0%	-	0%

Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	11	11	17%	1	33%	-	0%	-	0%

Job Group Summary

Custodial Supervisor

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	71	71		4		1		1	
Male	48	48	68%	2	50%	1	100%	1	100%
Female	12	12	17%	-	0%	-	0%	-	0%
Other	10	10	14%	2	50%	-	0%	-	0%
Total Min	58	58	82%	4	100%	1	100%	1	100%
Asian	6	6	8%	-	0%	-	0%	-	0%
Black	32	32	45%	3	75%	-	0%	-	0%
Hispanic/Latino	19	19	27%	1	25%	1	100%	1	100%
Other inc 2 or more	1	1	1%	-	0%	-	0%	-	0%
Italian American	2	2	3%	-	0%	-	0%	-	0%
White (Not Ital)	8	8	11%	-	0%	-	0%	-	0%
All White	10	10	14%	-	0%	-	0%	-	0%
Unknown	3	3	4%	-	0%	-	0%	-	0%

Veterans	2	2	3%	-	0%	-	0%	-	0%
Indiv. w Disabilities	2	2	3%	-	0%	-	0%	-	0%

Job Group Summary

Administration 4 (College Lab Tech)

	Records	Applicant	Appl%	Interview	Int%	Offer	Off%	Hire	Hire%
Total	213	213		1		1		1	
Male	77	77	36%	-	0%	-	0%	-	0%
Female	97	97	46%	1	100%	1	100%	1	100%
Other	38	38	18%	-	0%	-	0%	-	0%
Total Min	150	150	70%	1	100%	1	100%	1	100%
Asian	52	52	24%	1	100%	1	100%	1	100%
Black	47	47	22%	-	0%	-	0%	-	0%
Hispanic/Latino	42	42	20%	-	0%	-	0%	-	0%
Other inc 2 or more	9	9	4%	-	0%	-	0%	-	0%
Italian American	4	4	2%	-	0%	-	0%	-	0%
White (Not Ital)	53	53	25%	-	0%	-	0%	-	0%
All White	57	57	27%	-	0%	-	0%	-	0%
Unknown	6	6	3%	-	0%	-	0%	-	0%

Veterans	-	-	0%	-	0%	-	0%	-	0%
Indiv. w Disabilities	13	13	6%	-	0%	-	0%	-	0%

John Jay College

Appendix H presents utilization of Individuals with Disabilities ("IWD") by job group. It presents total staff in the job group, number of Individuals with Disabilities, and percentage of Individuals with Disabilities in the job group.

The federal guideline for staffing of Individuals with Disabilities is 7.0% for each job group. While there is a requirement to report staffing, there is no requirement to calculate underutilization or set placement goals.

Total Individual(s) with Disabilities: 25 Percent of total reported employees: 2.4%

APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES

2020 - 2021

John Jay College

Category: Executive/Administrative/Managerial

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 1 (Executive)	25	0	0.0%
Administration 2 (Manager)	168	4	2.4%
Facility Manager	6	0	0.0%
IT Computer Manager	3	0	0.0%
Security Manager	1	0	0.0%

Category: Professional Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Faculty-Professorial	332	12	3.6%
Faculty-Librarian	11	0	0.0%
Faculty-Lecturer	69	2	2.9%

Category: Professional Non-Faculty

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant	5	1	20.0%
Administration 3 (Professional)	181	1	0.6%
IT Computer Professional	33	0	0.0%

Category: Administrative Support Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Accountant Assistant	3	0	0.0%
Administrative Assistant	4	1	25.0%
Office Assistant	33	1	3.0%
Mail Services Worker	3	0	0.0%

Category: Craft Workers

Job Group	Staff	Indiv. with Disabilities	Rate
Basic Crafts-Buildings and Grounds	9	1	11.1%
Laborers and Helpers	13	0	0.0%
Skilled Trades-Supervisor	1	0	0.0%
Skilled Trades	18	0	0.0%

Category: Technicians

Job Group	Staff	Indiv. with Disabilities	Rate
Administration 4 (College Lab Tech)	11	0	0.0%
Broadcast/Media	6	1	16.7%
IT Support Technician	3	0	0.0%
Print Shop	6	0	0.0%

Category: Service Workers and Others

Job Group	Staff	Indiv. with Disabilities	Rate
Campus Public Safety Sergeant	11	0	0.0%
Campus Peace Officer	21	0	0.0%
Campus Security Assistant	27	0	0.0%
Custodial Supervisor	6	0	0.0%
Custodial	44	1	2.3%