



# **NEW YORK CITY COLLEGE OF TECHNOLOGY 2020-2021 AFFIRMATIVE ACTION PLAN**

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

**Contact:**

**Patricia A. Cody, Esq.**  
**Chief Diversity Officer**  
**300 Jay Street, Namm Hall 322**  
**Brooklyn, New York 11201**

Please contact the Chief Diversity Officer, at [pcody@citytech.cuny.edu](mailto:pcody@citytech.cuny.edu), if you require assistance with reading this document due to a disability.

This plan is available for review at the above address.

# Table of Contents

---

<b>PART ONE: INTRODUCTION AND BACKGROUND</b>	<b>5</b>
<b>OVERVIEW</b>	<b>6</b>
History	6
Accreditation	6
Mission	6
<b>ORGANIZATION CHART</b>	<b>7</b>
<b>RELEVANT POLICIES</b>	<b>7</b>
Equal Opportunity and Non-Discrimination Policy	7
Affirmative Action Policy	8
Sexual Misconduct Policy	8
Other Policies	9
<b>RESPONSIBILITY FOR IMPLEMENTATION</b>	<b>10</b>
The President	10
Chief Diversity Officer	10
Officials	11
Committee on Diversity and Inclusion	11
University Management	11
<b>IMPACT OF 2020 EVENTS</b>	<b>12</b>
<b>PART TWO: DATA AND ANALYSIS</b>	<b>13</b>
<b>DATA SOURCES</b>	<b>13</b>
Employee Data	13
Self-Identification Categories	14
Labor Market Source Data	14
<b>WORKFORCE ANALYSIS</b>	<b>15</b>
<b>JOB GROUPS, DISCIPLINES, AND MARKET DATA</b>	<b>15</b>
Job Groups	15
Disciplines	18
Labor Market Availability	18
<b>UTILIZATION ANALYSIS</b>	<b>19</b>
Utilization, Underutilization, and Placement Goals	28
<b>OTHER ANALYSES</b>	<b>28</b>
Personnel Activity	28
Recruiting Activity	29
Civil Service Hiring	30
Compensation	30

<b>PART THREE: ACTION-ORIENTED PROGRAMS</b>	<b>32</b>
<b>PRIOR-YEAR PROGRAMS</b>	<b>33</b>
Summary of Campus Programs, Reporting Year 2019-2020	33
<b>IMPLEMENTATION OF 2020-2021 PROGRAMS</b>	<b>34</b>
Planned Campus Programs, 2020-2021	34
<b>ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION</b>	<b>35</b>
<b>ONGOING ACTIVITIES</b>	<b>35</b>
<b>INTERNAL AUDIT AND REPORTING</b>	<b>36</b>
<b>PART FOUR: INDIVIDUALS WITH DISABILITIES AND PROTECTED VETERANS</b>	<b>37</b>
<b>EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY</b>	<b>38</b>
<b>REVIEW OF PERSONNEL PROCESSES</b>	<b>38</b>
<b>REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS</b>	<b>39</b>
<b>REASONABLE ACCOMMODATIONS</b>	<b>39</b>
<b>HARASSMENT PREVENTION PROCEDURES</b>	<b>40</b>
<b>EXTERNAL POLICY DISSEMINATION</b>	<b>41</b>
<b>OUTREACH AND POSITIVE RECRUITING</b>	<b>41</b>
Summary of Prior-Year Outreach	41
Planned Outreach for 2020-2021	41
<b>INTERNAL POLICY DISSEMINATION</b>	<b>42</b>
<b>IMPLEMENTATION RESPONSIBILITY</b>	<b>42</b>
The President	43
504/ADA Coordinator	43
Other Officials	43
University Management	43
<b>TRAINING</b>	<b>43</b>
<b>AUDIT AND REPORTING SYSTEM</b>	<b>44</b>
<b>BENCHMARK COMPARISONS</b>	<b>44</b>
Staffing	44
Hiring Rates	44
Veterans Hiring Rate Benchmark	45
Hiring Rate, Individuals with Disabilities	45
<b>APPENDICES</b>	<b>46</b>

Appendices follow this document and pages, numbered separately.

# PART ONE: INTRODUCTION AND BACKGROUND

---

This report is an annual update of the Affirmative Action Plan (AAP) for federal contractors. This unit is one of CUNY's 28 Affirmative Action establishments. 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
- Section 503 of the Rehabilitation Act of 1973, as amended, for Individuals with Disabilities.

The 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 provide highlights:

- [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.

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

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

## OVERVIEW

### History

New York City College of Technology (City Tech or the College) has been engaged in technology-based education since its founding in 1946 as the New York State Institute of Applied Arts and Sciences. In 1953, the institute was renamed New York City Community College, becoming a part of The City University of New York (CUNY) in 1964. Voorhees Technical Institute, established in 1881 as New York Trade School, was incorporated into the College in 1971. The College was designated the University's college of technology in 1980 and renamed New York City Technical College. In June 2002, it became New York City College of Technology. It is the sole college of technology of CUNY and the largest public college of technology in the Northeast.

### Accreditation

The College is authorized by the New York State Board of Regents to offer twenty-nine baccalaureate programs (bachelor of technology, bachelor of science, bachelor of science in education, and bachelor of fine arts), thirty associate programs (associate in arts, associate in science, and associate in applied science degrees), and four certificate programs, with more degree programs under development. These programs include applied mathematics and sciences, architectural technology, biomedical informatics, business, communication design, computer systems technology, data science, engineering technology, entertainment technology, health care, health sciences and administration, hospitality management, human services, law and paralegal studies, professional and technical writing, teacher education, and the liberal arts and sciences. In addition to its accreditation by the Middle States Commission on Higher Education, the College maintains individual accreditation from professional and disciplinary bodies for many of its programs.

### Mission

New York City College of Technology is a baccalaureate and associate degree-granting institution committed to providing broad access to high quality technological and professional education for a diverse urban population. City Tech's distinctive emphasis on applied skills and place-based learning, built upon a vibrant general education foundation, equips students with both problem-solving skills and an understanding of the social contexts of technology that make its graduates competitive. A multi-disciplinary approach and creative collaboration are hallmarks of the academic programs. As a community, City Tech nurtures an atmosphere of inclusion, respect, and open-mindedness in which all members can flourish.

As a result of a City Tech education, students will:

- Develop knowledge from a range of disciplinary perspectives, and hone the ability to deepen and continue learning.
- Acquire and use the tools needed for communication, inquiry, analysis, and productive work.
- Work productively within and across disciplines.

## ORGANIZATION CHART

**Appendix A** displays organizational charts.

## RELEVANT POLICIES

As a unit of The City University of New York (CUNY), the College adheres to federal, state, and city laws and regulations on non-discrimination and affirmative action, including: 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 posts its policies on non-discrimination, sexual misconduct, and affirmative action on its 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)

### Equal Opportunity and Non-Discrimination Policy

*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 is part of its Manual of General Policy.

### *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.

*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 important policies are available using the links below.

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

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

[CUNY Procedures for Implementing Reasonable Accommodations and Academic Adjustments](#) addresses CUNY’s 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 is available at the College from the Office of Public Safety, 300 Jay Street, Namm 109 or at:

<http://www.citytech.cuny.edu/public-safety/docs/StudentRightToKnow.pdf> .

## **Other Policies**

It is the policy of City Tech to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, national or ethnic origin, religion, age, sex, sexual orientation, gender identity, marital status,

disability, genetic predisposition or carrier status, alienage, citizenship, military or veteran status, unemployment status or status as victim of domestic violence.

The President, on behalf of the College's management, reaffirms the non-discrimination policies annually. The most recently released reaffirmation letter, issued on November 5, 2020, is shown in **Appendix B**.

## **RESPONSIBILITY FOR IMPLEMENTATION**

While the entire community participates in promoting diversity and inclusion, the College has assigned certain responsibilities.

### **The President**

The President, Russell K. Hotzler, 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
- Approves and releases required reports, including this Affirmative Action Plan.

### **Chief Diversity Officer**

The President has designated Patricia A. Cody as the Chief Diversity Officer (CDO) and Responsible Official who:

- Provides confidential consultation for, investigates, and resolves discrimination/harassment 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
- Participates in CUNY initiatives promoting diversity and inclusion.

## **Officials**

College 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.

## **Committee on Diversity and Inclusion**

A standing committee advises the President on diversity and affirmative action, reviews the impact of policies on the governance plan, develops and implements strategic diversity plans, and promotes programs to reflect pluralistic values and goals.

Committee members in this Reporting Year were:

- Patricia A. Cody, Chief Diversity Officer
- Brenda Alexander, Athletic Director, Athletics & Recreation
- Justin Vazquez-Poritz, Dean, School of Arts and Sciences
- Jeannette Espinoza, Assistant Professor, Law & Paralegal Studies
- Anita Giraldo, Assistant Professor, Communication Design
- Ryan Chin, Deputy Title IX Coordinator and Diversity Specialist
- Iva Williams, CUNY Office Assistant to Dean of Arts & Sciences

## **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 winter, 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. We have cancelled or postponed most hiring plans. We have limited or cancelled public events and other campus activities that we could not conduct remotely.

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

- Complaint intake and investigations
- Accommodations for Individuals with Disabilities
- Recruitment advertising and outreach
- Oversight of hiring, advancement, and separation practices
- Consulting to management.

As of this writing, 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/](https://www.cuny.edu/coronavirus/).

## PART TWO: DATA AND ANALYSIS

---

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

- Workforce Analysis (employees within organizational units)
- Establishment of job groups and academic disciplines
- Development of 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
- Review of Compensation.

Details are available from the US Department of Labor's Office of Contract Compliance Programs (OFCCP) at: <https://www.dol.gov/agencies/ofccp/compliance-assistance> (*Educational Institutions Technical Assistance Guide*).

### DATA SOURCES

#### Employee Data

On June 30, 2020, the College extracted data on full-time active employees employed as of June 1, 2020 from CUNY's system of record, CUNYfirst. The College included individuals on most paid leaves, including medical leave and fellowship/sabbatical leave. The College 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.

The College invites 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. The College last conducted a self-identification canvas in May 2018 via email. We provided an FAQ document to explain the reasons for collecting this data, while stressing that providing it is voluntary. The College plans to conduct the next canvas in the upcoming year.

The College also invites job applicants to self-identify on the job application portal.

## Self-Identification Categories

The College uses 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
- 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, the College asks employees to self-identify Italian American status, and creates 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, the College defaults to the federally protected category, to prevent double counting.

The College uses 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 968 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, 956 employees did not identify a Veteran status and 961 did not identify a Disability status. Disability and Veteran status are priorities for future self-identification campaigns.

## Labor Market Source Data

The College compares 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**

In Workforce Analysis, the College reviewed representation of females and minorities by division, department and title, to evaluate diversity by organizational unit rather than job group. We review the data organized by job title in order of rank or salary grade. The College also reviews professorial faculty by tenure status within department. Due to length, Workforce Analysis charts are not included here.

## **JOB GROUPS, DISCIPLINES, AND MARKET DATA**

### **Job Groups**

Except for the Workforce Analysis, we analyze data 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.

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

NYC College of Technology

Total Employees: 967

**Executive/Administrative/Managerial**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 1 (Chief Executive)	1	0	0.0%	0	0.0%
Administration 1 (Executive)	17	9	52.9%	9	52.9%
Administration 2 (Manager)	66	43	65.2%	41	62.1%
Facility Manager	1	0	0.0%	1	100.0%
IT Computer Manager	2	1	50.0%	1	50.0%
Security Manager	4	1	25.0%	3	75.0%

**Professional Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Faculty-Professorial	358	174	48.6%	147	41.1%
Faculty-Librarian	13	10	76.9%	4	30.8%
Faculty-Instructor	1	1	100.0%	1	100.0%
Faculty-Lecturer	22	10	45.5%	11	50.0%
Faculty-Developmental	18	14	77.8%	9	50.0%

**Professional Non-Faculty**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant	7	4	57.1%	5	71.4%
Administration 3 (Professional)	118	86	72.9%	95	80.5%
Administration 5 (Engineer-Architect)	2	0	0.0%	2	100.0%
IT Computer Professional	24	4	16.7%	22	91.7%

**Administrative Support Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Accountant Assistant	4	4	100.0%	3	75.0%
Administrative Assistant	14	12	85.7%	11	78.6%
Office Assistant	94	81	86.2%	80	85.1%
Mail Services Worker	2	0	0.0%	2	100.0%

**Craft Workers**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Basic Crafts-Buildings and Grounds	3	0	0.0%	3	100.0%
Laborers and Helpers	7	0	0.0%	4	57.1%
Skilled Trades-Supervisor	3	0	0.0%	1	33.3%
Skilled Trades	24	0	0.0%	9	37.5%

**Technicians**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Administration 4 (College Lab Tech)	38	14	36.8%	24	63.2%
Broadcast/Media	3	0	0.0%	3	100.0%
IT Support Technician	9	6	66.7%	8	88.9%
Print Shop	4	2	50.0%	3	75.0%

**Service Workers and Others**

Job Group	Ttl Empls	Female #	Female %	Minority #	Minority %
Campus Public Safety Sergeant	11	3	27.3%	11	100.0%
Campus Peace Officer	24	4	16.7%	19	79.2%
Campus Security Assistant	18	8	44.4%	18	100.0%
Custodial Supervisor	11	3	27.3%	10	90.9%
Custodial	44	17	38.6%	42	95.5%

Workforce Summary

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

NYC College of Technology

Total Professorial Faculty: 358

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 %
<b>Asst Professor</b>	135	65	48.1%	63	46.7%
Substitute >=6 Mo Or Prior Ben	3	1	33.3%	3	100.0%
Tenured	58	20	34.5%	25	43.1%
Track Tenure	74	44	59.5%	35	47.3%
<b>Assc Professor</b>	135	64	47.4%	51	37.8%
Tenured	118	56	47.5%	46	39.0%
Track Tenure	17	8	47.1%	5	29.4%
<b>Professor</b>	88	45	51.1%	33	37.5%
Tenured	88	45	51.1%	33	37.5%

Workforce Summary

## Disciplines

The College analyzes 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, the College evaluates disciplines by assigning departments to either a Scientific/Engineering/Technical group or a General group. [Appendix D](#) lists these assignments. This past year, there were no material changes to the discipline assignments.

## Labor Market Availability

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. The appendices listed above 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. CUNY produces a weighted estimate based on 2016-2017 and 2017-2018 job moves of CUNY employees. CUNY also identifies typical feeder jobs and other conditions, such as permanency status.

### Geography

CUNY bases 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.

### 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, and a Bachelor's degree plus four years of experience would correspond to a minimum age of 25.

### Qualifications – Collegiate Faculty

CUNY assigns 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, CUNY calculates a blended labor market availability or assigns individual faculty to disciplines.

## **UTILIZATION ANALYSIS**

The College compares female and total minority utilization with the estimated labor market by job group. It also evaluates utilization for the major federal ethnicity categories (Asian, Black/African American, and Hispanic/Latino).

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 President's position reports outside of the College's establishment and is not included.

The College reports underutilization where the percent of individuals in a protected group is less than 80% below labor market estimate and the difference is equal to at least one full-time equivalent employee.

The College considers 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.

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
<b>Administration 1 (Executive)</b>						
2020	17					
2019	17					
2018	18					
<b>Administration 2 (Manager)</b>						
2020	66					
2019	62					3
2018	59					2
Category: Professional Non-Faculty		UNDERUTILIZATION				
	Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Accountant</b>						
2020	7	2				1
2019	7	2				1
2018	7	2				1
<b>Administration 3 (Professional)</b>						
2020	112					
2019	119			6		
2018	114					
<b>IT Computer Professional</b>						
2020	24	6				
2019	23	6		1		
2018	21	3				

**Category: Administrative Support Workers**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administrative Assistant</b>							
2020		14			1		1
2019		14			1		1
2018		15			1		3
<b>Office Assistant</b>							
2020		95					
2019		93					
2018		92					

**Category: Craft Workers**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Laborers and Helpers</b>							
2020		8	2		0		1
2019		8	2		0		1
2018		7	1		0		
<b>Skilled Trades</b>							
2020		24	1				
2019		26	1				
2018		23	1				

**Category: Technicians**

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Administration 4 (College Lab Tech) - Other</b>							
2020		6		1	1		
2019		6		1	1		
2018		6					
<b>Administration 4 (College Lab Tech) - Sci/Tech/Eng</b>							
2020		32					
2019		31					
2018		33					
<b>IT Support Technician</b>							
2020		9			2		
2019		9			2		
2018		8			1		

Category: Service Workers and Others

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Campus Peace Officer</b>							
	2020	25					
	2019	27	1				
<b>Campus Peace Officer (2018-CPO Level 1)</b>							
	2018	44					7
<b>Campus Public Safety Sergeant</b>							
	2020	11			1		
	2019	10			0		
	2018	9			1		1
<b>Campus Security Assistant</b>							
	2020	19					2
	2019	22					2
<b>Custodial</b>							
	2020	47			2		5
	2019	51			3		
	2018	50			1		
<b>Custodial Supervisor</b>							
	2020	11			1		
	2019	11			1		
	2018	10			0		

Faculty-Professorial

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
	2018	30				1	
<b>Engineering Technologies and Engineering-related Fields</b>							
	2020	40	4			1	1
	2019	42	4			1	1
	2018	41					
<b>English Language and Literature/Letters</b>							
	2020	37					
	2019	37					
	2018	36					
<b>Health Professions and Related Programs</b>							
	2020	52			4		
	2019	54			5		
	2018	55					
<b>Legal Professions and Studies</b>							
	2020	7			0		
	2019	7			0		
	2018	7			0		
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>							
	2020	14	2			0	
	2019	15	3				
	2018	15	2				
<b>Library (Librarians/Non-Teaching)</b>							
	2018	13					1
<b>Mathematics and Statistics</b>							
	2020	39				0	
	2019	39				0	
	2018	41					
<b>Physical Sciences</b>							
	2020	19	1				1
	2019	20	2				1
	2018	20					1
<b>Social Sciences</b>							
	2020	25				0	
	2019	25				0	
	2018	26				1	

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

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
<b>Architecture and Related Services</b>							
2020	21	4				1	
2019	20	3				1	
2018	20	2				2	
<b>Area, Ethnic, Cultural, Gender, and Group Studies</b>							
2020	6				0		0
2019	6				0		0
2018	6				1		
<b>Biological and Biomedical Sciences</b>							
2020	20	3					2
2019	21	3					2
2018	22	4					1
<b>Business, Management, Marketing, Support Services</b>							
2020	25						
2019	28						
2018	27						
<b>Communications, Journalism, and Related Programs</b>							
2020	16						
2019	16						
2018	16						
<b>Computer and Information Sciences and Support Services</b>							
2020	30					2	
2019	30					2	

Faculty-Professorial

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
	2018	30				1	
<b>Engineering Technologies and Engineering-related Fields</b>							
	2020	40	4			1	1
	2019	42	4			1	1
	2018	41					
<b>English Language and Literature/Letters</b>							
	2020	37					
	2019	37					
	2018	36					
<b>Health Professions and Related Programs</b>							
	2020	52			4		
	2019	54			5		
	2018	55					
<b>Legal Professions and Studies</b>							
	2020	7			0		
	2019	7			0		
	2018	7			0		
<b>Liberal Arts and Sciences, General Studies &amp; Humanities</b>							
	2020	14	2			0	
	2019	15	3				
	2018	15	2				
<b>Library (Librarians/Non-Teaching)</b>							
	2018	13					1
<b>Mathematics and Statistics</b>							
	2020	39				0	
	2019	39				0	
	2018	41					
<b>Physical Sciences</b>							
	2020	19	1				1
	2019	20	2				1
	2018	20					1
<b>Social Sciences</b>							
	2020	25				0	
	2019	25				0	
	2018	26				1	

Faculty-Librarian

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Library (Librarians/Non-Teaching)							
2020	13						0
2019	13						0

Faculty-Lecturer

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Business, Management, Marketing, Support Services							
2019	5			1	1		1
2018	5			0	1		0
Computer and Information Sciences and Support Services							
2019	5				1		1
2018	5		0		1		0
Education - Developmental							
2020	5		1	1	1		0
2019	5		1	1	1		0

Faculty-Developmental

		UNDERUTILIZATION					
		Total Staff	Female	Total Minority	Asian/Nat Haw./Oth. Pac. Isl.	Black/ African Am.	Hispanic/ Latino
Education - Developmental							
2020	17						1
2019	16						0
2018	18						1

## Utilization, Underutilization, and Placement Goals

Staff underutilizations were reduced or eliminated in the following Job Groups:

Administrative Three (Professional) from 6 to 0 in the Asian, Hawaiian or other Pacific Islander category (hereinafter Asian); and IT Computer Professional from 1 to 0 in the Asian category.

Campus Peace Officer from 1 to 0 in the female category and Custodial from 3 to 2 in the Asian category.

For Faculty Professorial, as follows: Health Professions and Related Programs from 5 to 4 in the Asian category, Liberal Arts and Sciences, General Studies and Humanities from 3 to 2 in the female category, and Physical Sciences from 2 to 1 in the female category.

Due to the COVID pandemic and budgetary constraints there was limited hiring at the College in the Reporting Year. Nevertheless, as reflected above, the College continued to reduce underutilizations even under this circumstance. In most other categories there were underutilizations, since there were no hiring opportunities, the numbers remained the same.

## OTHER ANALYSES

### Personnel Activity

The College reviews personnel actions for adverse impact (selections at substantially different rates for different groups). Chief Diversity Officers review activity for all job groups and report results for those groups with a material number of actions and/or applicants.

**Appendix F** provides net changes by job group:

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

To analyze net changes by job group, the College compares employee title changes between two reference dates (June 1, 2019 and June 1, 2020). We note hires, moves to a higher or lower job group, moves within a job group, and separations. 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. The College considers 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. Lecturers are eligible for a similar status, Certificate of Continuous Employment (CCE). Individuals are eligible after meeting service requirements. For professorial faculty, there are additional reviews resulting in tenure recommendations to the President. We may hire some senior faculty with tenured status.

**Appendix F** provides 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.

For this Reporting Year, all those faculty eligible for tenure were awarded tenure.

## **Recruiting Activity**

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

Prior to posting a job vacancy, the Chief Diversity Officer reviews Physical and Mental Qualifications and posting language in general. The Chief Diversity Officer also reviews Recruiting Plans for intended outreach.

The College conducts most faculty and administrative hiring by appointing a diverse Search Committee. The Chief Diversity Officer provides an orientation, or “charge”, to committee members on effective selection practices, including practices aimed at reducing potential for bias. The Chief Diversity Officer reviews applicant pools for sufficient representation and certifies pools prior to committee review, and reviews selections again as searches near completion.

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.

The College reports 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, CUNY considers an “applicant” to be someone who applies to a specific opening, has the minimum qualifications, is considered, and does not withdraw. The College analyzes applicant pools and selection rates for interviews, offers, and hires.

The Chief Diversity Officer reviews applicant self-identification data and determines if there is a need to adjust recruiting and outreach plans.

Limitations on Applicant data in CUNYFirst existed during the first half to two-thirds of the Reporting Year, in many instances due to a significant number of unidentified applicants as to race/ethnicity and gender on the reports. This occurred when the CDO was reviewing the applicant and interview pools for approvals. (See Appendix G).

For faculty hires in the Reporting Year, of the 5 reported, 3 out of 5 were minorities and 3 out of 5 were females.

In the previous year, we made 1 exception hire through a Search Waiver process. This hire represented a situation where extraordinary circumstances made it highly unlikely the College could fill the position competitively. The College also grants waivers for positions representing a transfer of funding sources only. The Chief Diversity Officer and university management approve waiver applications.

## **Civil Service Hiring**

The College participated in 13 university-wide hiring pools for Classified Civil Service vacancies, with 30 total hires taking place. 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.

The list of pools the College participated in is as follows: COA Hiring Pool- 6/17/19 (1 hire), Steamfitter Hiring Pool- 7/11/19 (1 hire), CPO Hiring Pool- 8/19/19 (2 hires), CPO Hiring Pool- 9/4/19 (4 hires), COA Hiring Pool- 9/19/19 (2 hires), Supervisor Electrician Hiring Pool- 9/11/19 (1 hire), COA Hiring Pool- 9/20/19 (1 hire), COA Hiring Pool- 10/21/19 (1 hire), CSA Hiring Pool - 11/8/19 (7 hires), COA Hiring Pool- 12/19/19 (4 hires), COA Hiring Pool- 1/7/20- (1 hire), Painter Hiring Pool- 2/24/20 (1 hire), and COA Hiring Pool -2/26/20 (4 hires).

## **Compensation**

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.

The Chief Diversity Officer reviews overall practices such as:

- Setting of Starting Salaries
- Performance-Based Pay

- Pay Increases Upon Promotion
- Tracking of Compensation Decisions
- Document Retention
- Assignment of Overtime/Additional Assignments.

The College reviews average salaries by job group and title and evaluate areas with a discrepancy of 5% or more for a material number of employees.

## **PART THREE: ACTION-ORIENTED PROGRAMS**

---

This section provides a qualitative assessment of prior-year goal attainment and details efforts aimed at achieving next year's goals.

Part Three contains:

- Prior-Year Programs
- 2020-2021 Planned Programs
- Ongoing Activities
- Internal Audit and Reporting.

## PRIOR-YEAR PROGRAMS

Last year, the College undertook the following to support Affirmative Action and create a climate of inclusion:

As noted earlier, events related to COVID-19 have limited some implementation plans.

### Summary of Campus Programs, Reporting Year 2019-2020

Program	Impact
Continuation of the CDO's in-person, interactive EEO training sessions of City Tech employees, including managers and supervisors.	Educate City Tech employees, including hiring managers and potential search committee members, on the benefits of workplace diversity and the laws and policies governing fair employment practices. The trainings seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the positive feedback and discussions during and after the trainings.
CDO charge of search committees – 22 in-person charges conducted by the CDO in the Reporting Year	Sensitize hiring managers and search committee members to check their implicit biases; Provide guidance on laws and policies governing equal employment opportunity; Highlight focus on a candidate's qualifications for the position. The CDO charge meetings seem to have had a positive impact on City Tech's hiring process and inclusive climate, given the exchanges during these meetings.
Two faculty members selected to participate in the University's Faculty Fellowship Publication Program, including one female and one minority	Selection of minority and female faculty members for this program enhances diversity retention efforts in the workforce at the College with the department chairs supporting these efforts. In this Reporting Year, one of the two selected was female and one a minority.
CDO conducted Respectful Workplace trainings for several departments upon request	Training efforts to enhance diversity and inclusion supported by positive feedback and discussions during and after the trainings.

<p>A major gender diversity initiative was the result of the College's receiving a Minority Science and Engineering Program (MSEIP) three-year grant award from the US Department of Education in 2015 (MSEIP Institutional Project – the Project). The CDO was a project team member on the Project serving as a senior personnel contributor. For the Project, the CDO conducted a three-part, 8-hour workshop series focused on understanding and combatting implicit bias in the classroom and workplace. In this Reporting Year, further workshops were planned outside of the grant program for the Spring Semester 2020.</p>	<p>Due to the COVID-19 pandemic, the additional workshops were postponed until faculty and staff will be back on campus.</p>
---	--

## IMPLEMENTATION OF 2020-2021 PROGRAMS

In this section, we affirm the College's placement goals and key initiatives for the coming year.

### Planned Campus Programs, 2020-2021

Program	Expected Impact
Continue with the CDO's live EEO training sessions for City Tech employees.	Goal is to further reduce underutilization through an achievable, affordable process.
CDO charge of search committees.	Goal is to further reduce underutilization through an achievable, affordable process.
The College Council Curriculum Committee has added a new subcommittee on Diversity & Inclusion in the Curriculum Education - DICE	Goal is to further D & I initiatives to provide faculty with expertise in various disciplines to enhance their advancement opportunities while engaging in offerings for students as a win/win for all.
CDO to conduct implicit bias programs for Faculty Luncheon Series	Goal is to increase attention to D & I behaviors that can affect recruitment and promotional opportunities.

## **ONGOING ACTIVITIES IN SUPPORT OF AFFIRMATIVE ACTION**

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

- Sends job postings to State Workforce Agencies and Veterans' career centers
- Maintains consolidated advertising programs, including job boards serving Veterans, Individuals with Disabilities, women, and protected minority groups
- Maintains social media accounts for recruitment and employment branding
- Advertises and administers Civil Service examinations

## **ONGOING ACTIVITIES**

CUNY's headquarters Office of Human of Resources Management:

- 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
- Provides training and updates to Chief Diversity Officers.

CUNY implemented an on-line training program for faculty and staff on sexual harassment prevention; the College regularly reviews training records and 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
- For many positions, a diverse Search Committee evaluates candidates according to consistent, job-related criteria.

## **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
- 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

*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.*

The City University of New York is committed to a policy of equal employment and equal access in its educational programs and other activities. 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/.](https://www.cuny.edu/about/administration/offices/hr/policies-and-procedures/)

## REVIEW OF PERSONNEL PROCESSES

The College seeks to ensure personnel processes support equal employment opportunity for employees and applicants who are Individuals with Disabilities and/or Protected Veterans. The College periodically reviews 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. The College includes Individuals with Disabilities and Veterans in media such as College publications and websites.

The College invites employees to self-identify through an online self-service system. The College invites applicants to self-identify through CUNY’s online applicant tracking system.

CUNY maintains appropriate security measures for confidentiality of personal data.

The College last conducted a self-identification campaign in 2018 and plans to have the next comprehensive campaign in the next plan year.

## **REVIEW OF PHYSICAL AND MENTAL QUALIFICATIONS**

The College ensures physical and mental qualifications are job-related and consistent with business necessity and safety. It periodically reviews physical and mental qualifications as they relate to employment, training, and promotion.

The College reviews position requirements before listing a job vacancy. It reviews 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**

The College provides 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 College contact for accommodation requests is:

For Faculty and HEOs:

Name: Sandra Gordon

Title: Executive Director of Instructional Staff Relations; and Labor Designee

Phone: 718-260-5353

Email: [sgordon@citytech.cuny.edu](mailto:sgordon@citytech.cuny.edu)

For Classified Staff:

Name: Victor Humphrey

Title: Human Resources Director – Classified Staff

Phone: 718-473-8701

Email: [vhumphrey@citytech.cuny.edu](mailto:vhumphrey@citytech.cuny.edu)

CUNY Procedures for Implementing Reasonable Accommodation and Academic Adjustments is available at [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).

Information for applicants for employment is provided on the Employment Page of the CUNY Website and OFSR/Job Board Page of the City Tech 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 ( <https://www.citytech.cuny.edu/ofsr/job-board.aspx> or contact the Office of Recruitment and Diversity at [jobs@cuny.edu](mailto: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.

This past year:

- While recognizing requests may be resolved informally, we documented 10 employee accommodation requests, successfully concluded 7 times and appealed 0 times. Of the remaining three, two were rendered moot by various circumstances. At this time there are no outstanding appeals
- We responded to no job applicant accommodation requests.
- We upgraded campus facilities and the following projects were completed which provided improved access to individuals with disabilities:

Pearl elevator renovation

G Building elevators

Atrium (Library) Building elevators renovation

Physics lab 8th floor Namm

Also the main College entrance at 300 Jay Street is currently under construction which, when completed, will provide improved access to individuals with disabilities.

## **HARASSMENT PREVENTION PROCEDURES**

CUNY has developed anti-harassment policies and procedures concerning Individuals with Disabilities and Protected Veterans. The 504/ADA Coordinator reviews personnel practices to ensure access and non-discrimination for Individuals with Disabilities. The Chief Diversity

Officer reviews practices for Veterans.

## EXTERNAL POLICY DISSEMINATION

Each job vacancy announcement includes a summary of CUNY's policy.

CUNY posts its Non-Discrimination 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

This past year, we made the following outreach efforts to Veterans and Individuals with Disabilities:

<b>Program / Effort</b>	<b>Impact/Discussion</b>
Job postings with Direct Employers, which sends job postings to various websites for, among other groups, Individuals with Disabilities and Veterans; Charge meeting emphasis on these two categories	Due to limited hiring over the past Reporting Year, a direct hiring rate impact did not occur; nevertheless, impact made by positive feedback and discussions during and after the Charge meetings should lend itself to improvements in this area

### Planned Outreach for 2020-2021

We plan to pursue the following next year:

<b>Program / Effort</b>	<b>Goals/Expected Impact</b>
Continue with Direct Employers and Charge meeting emphasis	Goal is to increase employee representation of Veterans and Individuals with Disabilities

Ongoing efforts 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)
- Assisting qualified Individuals with Disabilities with access 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, the College has:

- 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 based on disability)
- 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, the College has designated specific responsibilities.

## **The President**

President Russell K. Hotzler oversees Affirmative Action and compliance programs. He appoints a 504/ADA Coordinator to oversee compliance and provides support and resources for Affirmative Action and compliance. The 504/ADA Coordinator and the Chief Diversity Officer report issues uncovered in interview reviews to the President who oversees appropriate responses.

### **504/ADA Coordinator**

As 504/ADA Coordinator, Patricia A. Cody, Esq.:

- 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
- Provides training as needed on issues related to Individuals with Disabilities.

### **Other Officials**

Other College officials assume certain responsibilities to help assure compliance with regulations through working with management to fund, identify and implement accommodations and other accessibility improvements.

### **University Management**

CUNY's Office of Recruitment and Diversity reports summary statistics, posted online at [Click here for University Resources:](https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/)

<https://www.cuny.edu/about/administration/offices/hr/recruitment-diversity/>

## **TRAINING**

The College assures that individuals involved with recruitment, selection, promotion, disciplinary actions, training, and similar activities receive an orientation on relevant rules and regulations and the Affirmative Action Plan.

CUNY's Office of Recruitment and Diversity and the Office of Professional Development and Learning Management provide training opportunities to help employees maximize their personal and workplace effectiveness, including Diversity Training courses.

The CDO has continued with her live training sessions for College employees, which includes information and discussion of prohibitions regarding discrimination against Individuals with

Disabilities and Veterans, and the ability of these covered applicants and employees to request reasonable accommodations.

## **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 504/ADA Coordinator oversees audit and reporting in support of Individuals with Disabilities. She identifies and addresses barriers to access and evaluates remedial actions.

She reports her findings to the President.

## **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
<b>Benchmark</b>	<b>5.7%</b>	<b>5.9%</b>	<b>6.4%</b>
A. Number of applicants who self-identified as Veterans before an offer of employment is made	133	139	163
B. Total number of job openings	29	82	123
C. Total number of jobs filled	29	81	110
D. Total number of applicants for all jobs	6007	5272	6516
E. Number of Veteran applicants hired	0	1	4
F. Total number of applicants hired	29	81	110
<b>Hiring Rate (E divided by F)</b>	0	1.23 %	3.64 %
<b>Was Benchmark Met? (Yes/No)</b>	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	282	321	426
B. Total number of job openings	29	82	123
C. Total number of jobs filled	29	81	110
D. Total number of applicants for all jobs	6007	5272	6516
E. Number of Individuals with Disabilities hired	0	1	4
F. Total number of applicants hired	29	81	110
<b>Hiring Rate (E Divided by F)</b>	0	1.23 %	3.64 %

# APPENDICES

---

- A. SUMMARY ORGANIZATION CHARTS
- 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

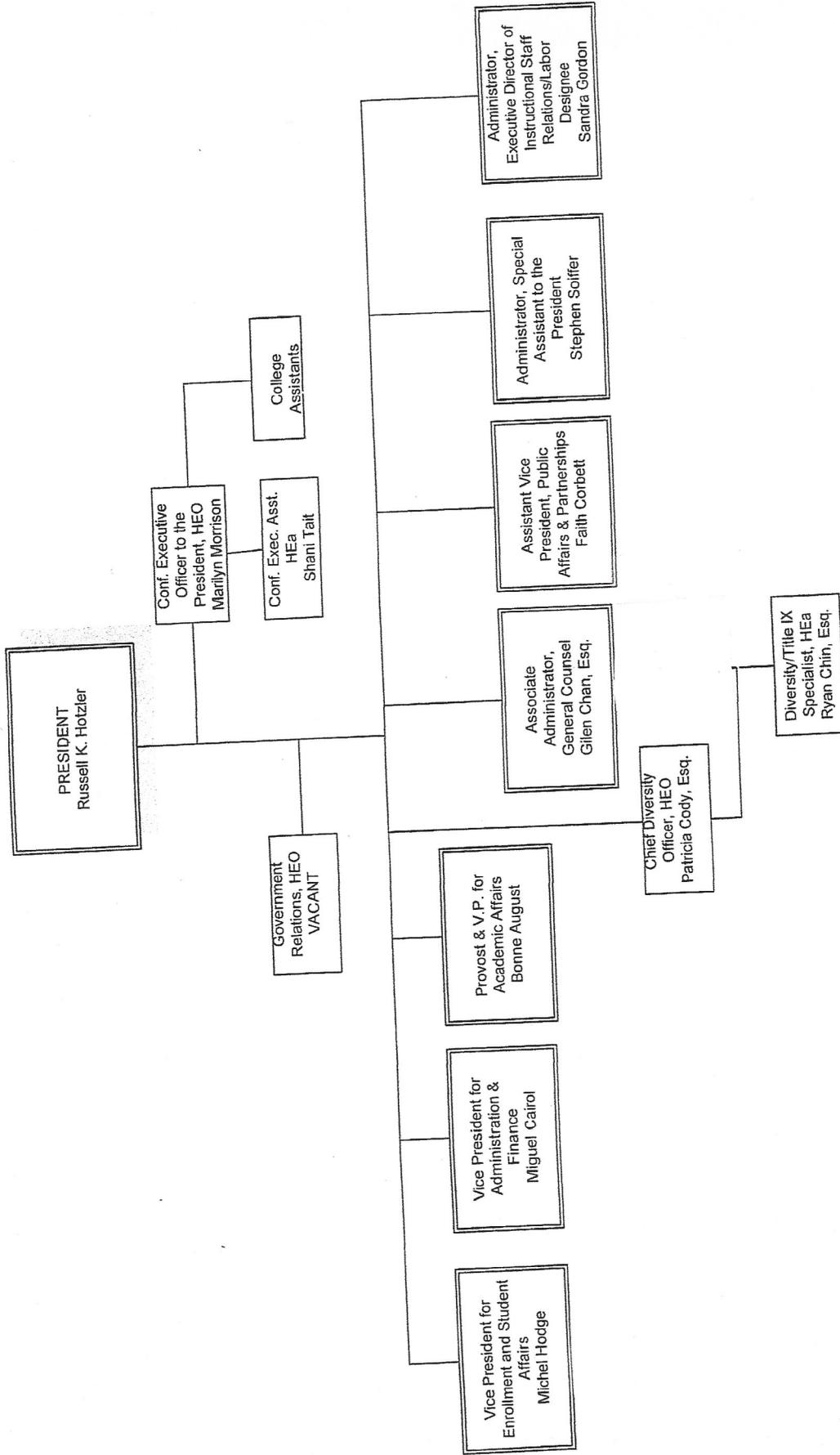
**A**

## **A. SUMMARY OF ORGANIZATION CHARTS**

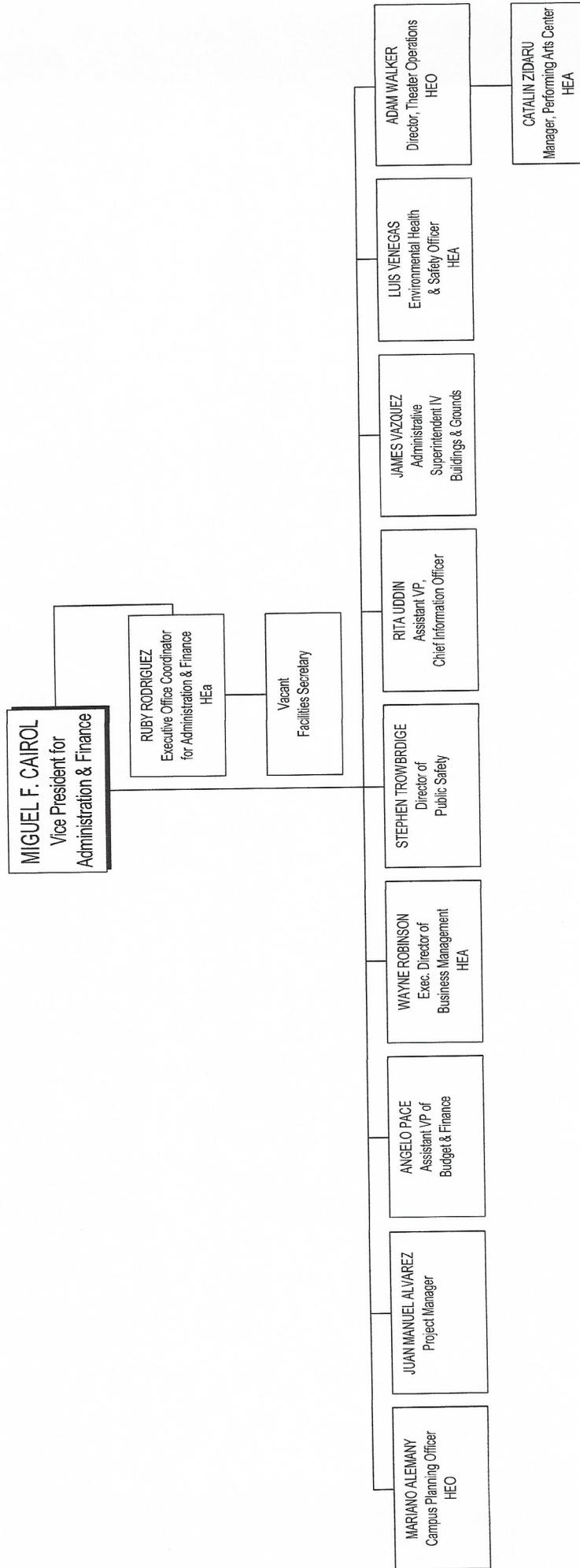
This Appendix provides a high-level organization chart.

# ORGANIZATIONAL STRUCTURE

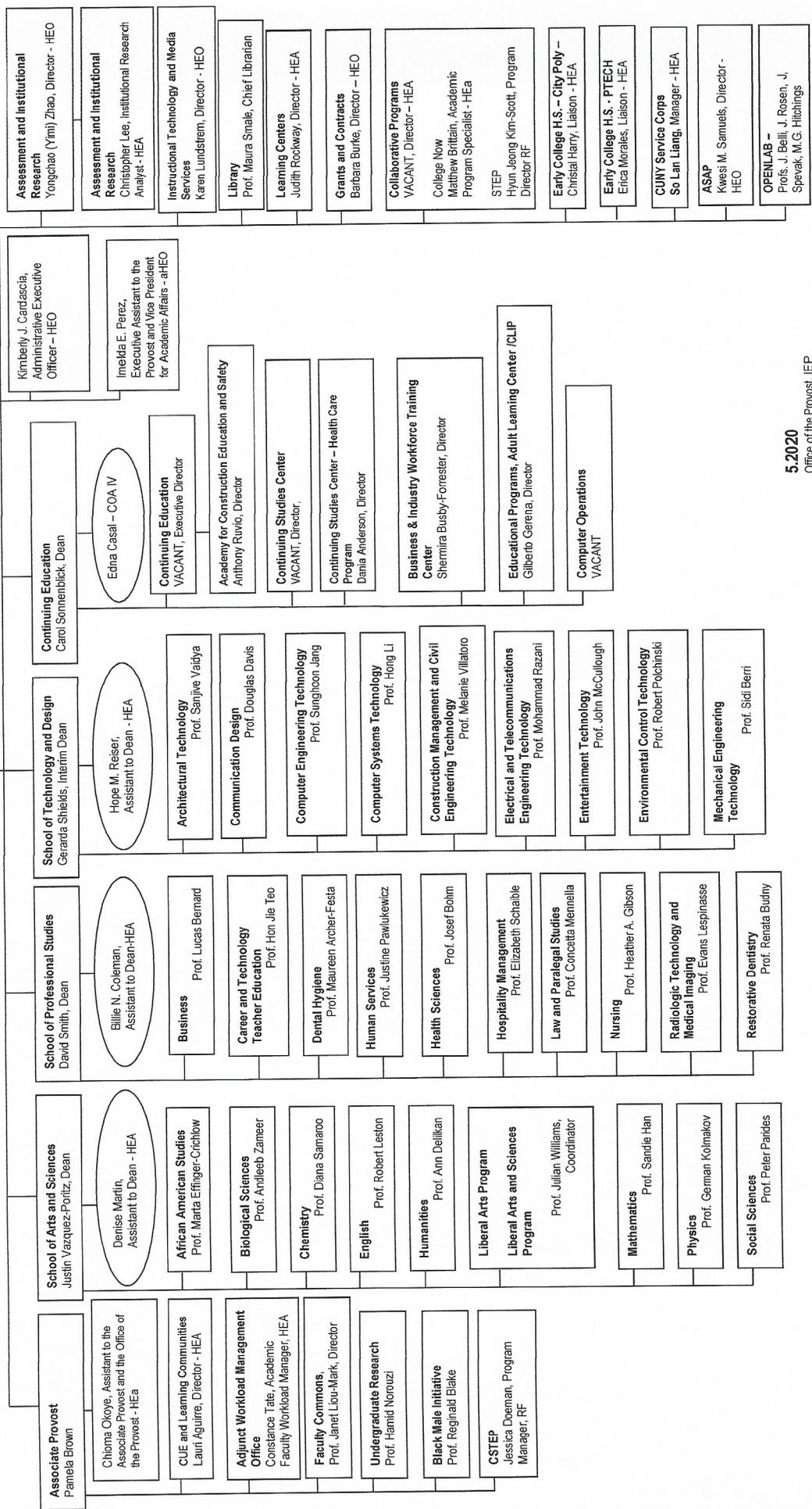
## Office of the President



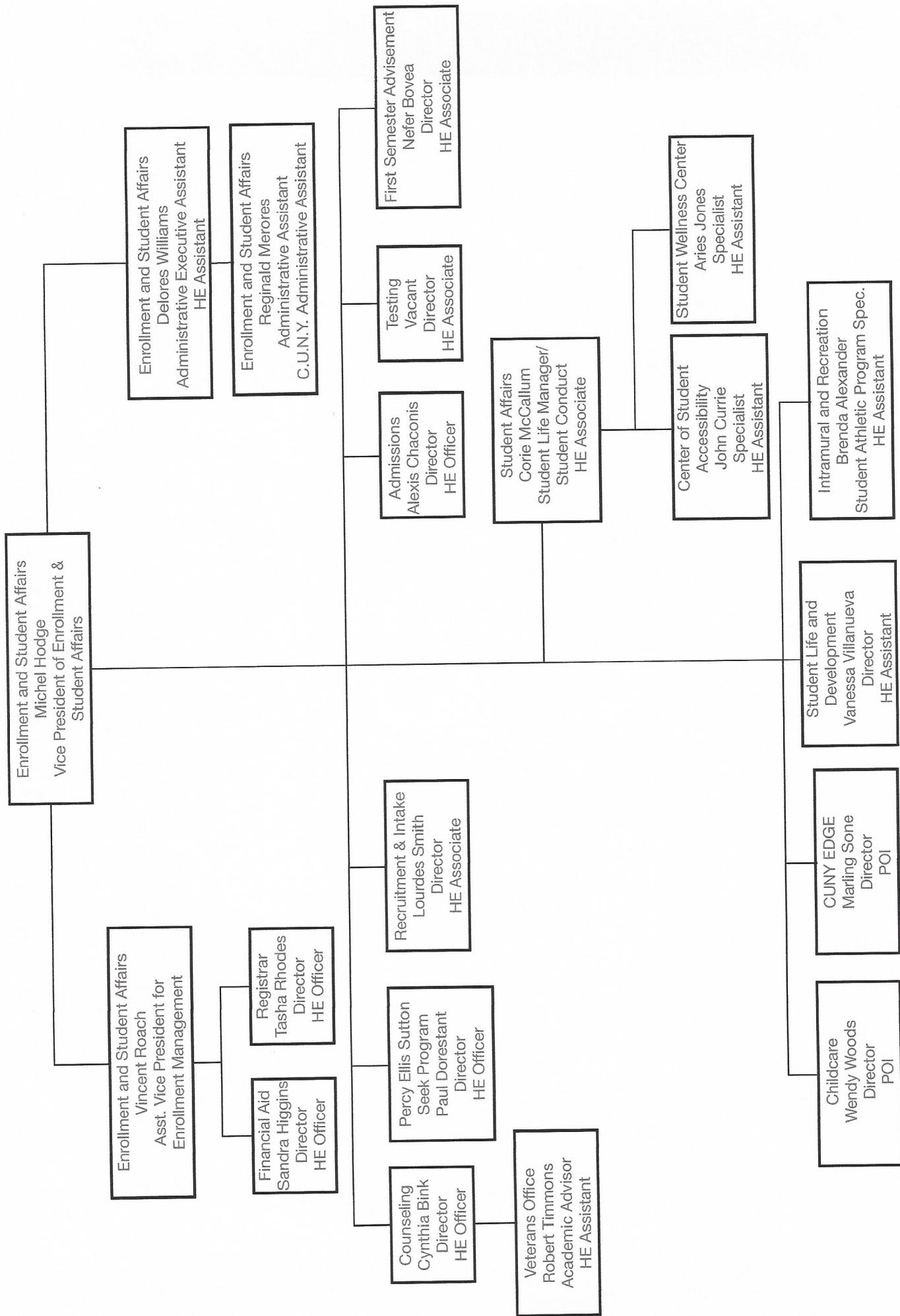
# ADMINISTRATION & FINANCE



# Bonne August, Provost and Vice President for Academic Affairs



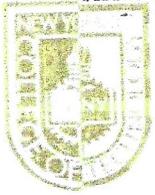
# Enrollment Management and Student Affairs



**B**

**B. RE-AFFIRMATION LETTER**

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



## NEW YORK CITY COLLEGE OF TECHNOLOGY

The City University of New York  
300 Jay Street, Namm Hall 319  
Brooklyn, N.Y. 11201-2983

### OFFICE OF THE PRESIDENT

Tel: 718 260 5400 Fax: 718 260 5406

November 6, 2020

Members of the College Community:

Re: Reaffirmation of Diversity, Equal Opportunity and Affirmative Action

The City University of New York and New York City College of Technology (City Tech) are dedicated to maintaining an inclusive work and learning environment, and I write to strongly reaffirm City Tech's commitment, as well as my own, to the principles of equal opportunity, diversity and affirmative action. City Tech is enriched by the strengths of the people and perspectives represented in our institution. Accordingly, I continue to be committed to City Tech's compliance with CUNY's Policies and Procedures on Equal Opportunity, Non-Discrimination, and on Sexual Misconduct.

The Equal Opportunity and Non-Discrimination Policy states City Tech's commitment to recruit, employ, retain, promote, and provide benefits to employees and to admit and provide services for students without regard to race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, (including pregnancy, childbirth and related conditions), sexual orientation, gender, gender identity, marital status, partnership status, disability, genetic information, alienage, citizenship, military or veteran status, unemployment status, status as a victim of domestic violence, stalking/sex offenses or any other legally prohibited basis in accordance with federal, state and city laws. Additionally, as a federal contractor, CUNY/City Tech engages in affirmative action for women, minorities, individuals with disabilities, and veterans consistent with federal requirements for employees in all title groups. I also remind you that Italian Americans are included among CUNY's protected groups. I invite you to view the Equal Opportunity Policy in its entirety, located at [www.citytech.cuny.edu/compliance-diversity/docs/CUNY\\_Policy\\_Non\\_Discrimination.pdf](http://www.citytech.cuny.edu/compliance-diversity/docs/CUNY_Policy_Non_Discrimination.pdf).

Please know that I have assigned the responsibility for the implementation and monitoring of our compliance program to the College's Chief Diversity Officer, Ms. Patricia Cody, Esq. who also serves as the 504/ADA Coordinator and the Title IX Coordinator. The vice presidents, deans, directors, managers and supervisors share responsibility for ensuring our compliance with these policies and laws. The Diversity Office is located in the Namm Building, Room 322, and Ms. Cody may be reached by phone at (718) 260-4983 or email at [pcody@citytech.cuny.edu](mailto:pcody@citytech.cuny.edu).

City Tech is proud of the diversity reflected in our student body, faculty and staff, and the College attempts to go beyond what is mandated by law to promote an atmosphere conducive to mutual respect in a harmonious learning and working environment. The goals of our efforts include:

- Creating a hospitable and respectful campus environment that embraces the diversity and multicultural heritage of those who comprise the student body, faculty and staff.
- Extending courtesy and assistance to everyone who visits or calls the campus.
- Ensuring that services on campus are student focused and assist all students to be successful both academically and socially.
- Promoting programs that increase multicultural awareness and providing courses and educational events containing positive multicultural themes.

The College pursues these goals by means of coordinated efforts involving curriculum, student support services, staff development and multicultural training, high school and community outreach, and institutional and academic research.

To build upon our achievements and promote mutual respect in a welcoming learning and working environment, it is essential that we reject behaviors that have no place on this campus. The College denounces all manifestations of racism and will not tolerate racist language or behavior, or harassment of any kind, whether verbal, physical, or written. Please know that in responding to incidents of harassment among students, staff and faculty, the College will use all appropriate resources available to it, including, if necessary, disciplinary procedures. In addition, the College prohibits hate crimes, including bias related crimes. Accordingly, City Tech encourages members of the campus community who become aware of instances of harassment or insensitivity to reach out to the Diversity Office or to their supervisors without fear of retaliation.

To ensure that the College continues to pursue the spirit and goals of diversity and equal opportunity, I urge you to persist in the active recruitment, retention, and development of a diverse workforce, and assure you that I am committed to supporting these efforts. To truly achieve an environment that holds consideration for all individuals, and sensitivity to our cultural diversity, we each need to act thoughtfully and responsibly. I again ask that you join me in this endeavor, as it is only through our combined efforts that we can ensure the hospitable and respectful campus environment that we all desire, and that is critical to our success as an educational institution.

Sincerely,



Russell K. Hotzler  
President

**C**

## **C. JOB GROUPS / LABOR MARKET AVAILABILITY FACTORS**

**NYC College of Technology**

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): 966

**Category: Executive/Administrative/Managerial**

**Group: Administration 1 (Executive)**

Employees: 17

**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	3
Ascc Administrator	2
Asst Administrator	1
Asst Vice President	4
Dean	4
Vice President	3

**Group: Administration 2 (Manager)**

Employees: 66

**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
EOC HE Associate	4
EOC HE Officer	3

**Category: Executive/Administrative/Managerial**

HE Associate	38
HE Officer	21

---

**Group: Facility Manager**

Employees: 1

**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
Chief Admin Supt - Competitive	1

---

**Group: IT Computer Manager**

Employees: 2

**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	2

**Category: Executive/Administrative/Managerial**

---

**Group: Security Manager**

Employees: 4

**Description**

Campus Security Managers (Managerial)

**Labor Market Availability Factors**

<b>LMA Factor</b>	<b>Weight</b>	<b>Explanation</b>
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.

<b>Title(s)</b>	<b>Employees</b>
Campus Security Asst Dir	3
Campus Security Dir	1

**Category: Professional Faculty**

---

**Group: Faculty-Developmental**

Employees: 18

**Description**

Development Program Faculty; i.e., faculty primarily teaching basic skills and related non-credit bearing programs such as CUNY START. In 2017, added to accommodate new CUNY START and CUNY CLIP program faculty and related programs.

**Labor Market Availability Factors**

LMA Factor	Weight	Explanation
1-External	100.00%	2013-2017 ACS, NY/NJ MSA workforce, Bachelor's degree or higher and in occupation 2430 (Other Teachers and Instructors)
2-Internal	0.00%	NA

Title(s)	Employees
CLIP Instructor	9
CUNY Start Instructor	2
EOC Lecturer	6
EOC Lecturer Doc Sched	1

---

**Group: Faculty-Instructor**

Employees: 1

**Description**

Instructor Faculty excluding Librarians. Instructors are term-limited faculty whose positions convert to Assistant Professor upon completion of a doctorate within five years. They are generally in the process of completing a doctorate-level degree. 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, Masters Level, Nationwide for selected disciplines (first and second majors), not weighted.
2-Internal	0.00%	NA

Title(s)	Employees
Instructor	1

**Category: Professional Faculty**

---

**Group: Faculty-Lecturer**

Employees: 22

**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	1
Lecturer	19
Lecturer Doct Sch	2

---

**Group: Faculty-Librarian**

Employees: 13

**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	5
Asst Professor	7
Professor	1

**Category: Professional Faculty**

---

**Group:** Faculty-Professorial

Employees: 358

**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	135
Asst Professor	135
Professor	88

**Category: Professional Non-Faculty**

**Group: Accountant**

Employees: 7

**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	4
Purchasing Agent	3

**Group: Administration 3 (Professional)**

Employees: 118

**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	35
EOC Assistant to HEO	14
EOC HE Assistant	4
HE Assistant	65

**Category: Professional Non-Faculty**

**Group: Administration 5 (Engineer-Architect)**

Employees: 2

**Description**

Engineers, Architects and related professional staff

**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: 0220 (Construction Managers), 0300 (Engineering Managers), 1300 (Architects, except Naval), 1360 (Civil Engineers), 1540 (Drafters), 1560 (Surveying and Mapping Technicians).
2-Internal	0.00%	NA

Title(s)	Employees
Engineer	1
Project Mgr	1

**Group: IT Computer Professional**

Employees: 24

**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
EOC IT Assistant	1
EOC IT Associate	1
IT Associate	5
IT Asst	11
IT Bus Data Rep Analyst	2
IT Sr Associate	4

**Category: Administrative Support Workers**

---

**Group: Accountant Assistant**

Employees: 4

**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 (Bookeeping, 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
Finance Accountant Asst	4

---

**Group: Administrative Assistant**

Employees: 14

**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	13
EOC Admin Asst	1

**Category: Administrative Support Workers**

---

**Group: Mail Services Worker**

Employees: 2

**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	2

---

**Group: Office Assistant**

Employees: 94

**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
Clerical Associate	1
CUNY Office Assistant	85
EOC Office Assistant	8

**Category: Technicians**

---

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

Employees: 38

**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	3
College Lab Tech	12
Sr College Lab Tech	23

---

**Group: Broadcast/Media**

Employees: 3

**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
Media Svcs Tech	3

## NYC College of Technology

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

Employees: 9

**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
EOC IT Support Asst	1
IT Support Asst	8

**Group: Print Shop**

Employees: 4

**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	2
Print Shop Assistant	1
Print Shop Associate	1

**Category: Craft Workers**

**Group: Basic Crafts-Buildings and Grounds**

Employees: 3

**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	3

**Group: Laborers and Helpers**

Employees: 7

**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
Electrician Helper	1
Laborer	4
Plumber Helper	1
Stock Worker	1

**Category: Craft Workers**

**Group: Skilled Trades**

Employees: 24

**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	1
Electrician	1
Locksmith	1
Oiler	2
Painter	1
Plumber	4
Stationary Engineer	10
Steamfitter	2
Thermostat Repairer	2

**Group: Skilled Trades-Supervisor**

Employees: 3

**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
Electrician Supervisor	1
Stationary Engineer Sr	2

**Category: Service Workers and Others**

---

**Group: Campus Peace Officer**

Employees: 24

**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
Campus Peace Officer	24

---

**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
Campus Pub Safety Sergeant	6
Campus Security Specialist	5

**Category: Service Workers and Others**

---

**Group: Campus Security Assistant**

Employees: 18

**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
Campus Security Asst	18

---

**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
Custodial Assistant	40
EOC Custodial Asst	4

**Category: Service Workers and Others**

---

**Group: Custodial Supervisor**

Employees: 11

**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 Asst Principal Supv

1

Custodial Sr Supervisor

3

Custodial Supervisor

6

EOC Custodial Supv

1

## NYC College of Technology

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

<b>Job Code and Title Name</b>	<b>Job Group</b>
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

**D**

**D. ACADEMIC DEPARTMENTS BY DISCIPLINE / PROGRAM AND  
COLLEGE LAB TECHNICIAN CATEGORIES**

**NYC College of Technology**

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

## NYC College of Technology

**Discipline: Architecture and Related Services**

Faculty: 21

Department ID	Department Name	Faculty
10020	Architectural Technology	21

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

Faculty: 6

Department ID	Department Name	Faculty
10314	African-American Studies	6

**Discipline: Biological and Biomedical Sciences**

Faculty: 21

Department ID	Department Name	Faculty
10030	Biology	21

**Discipline: Business, Management, Marketing, Support Services**

Faculty: 33

Department ID	Department Name	Faculty
10044	Business	15
10155	Hospitality Management	18

**Discipline: Communications, Journalism, and Related Programs**

Faculty: 16

Department ID	Department Name	Faculty
10009	Communication Design	16

**Discipline: Computer and Information Sciences and Support Services**

Faculty: 35

Department ID	Department Name	Faculty
10065	Computer Engr. Technology	15
10064	Computer Systems Technology	20

**Discipline: Education - Developmental**

Faculty: 27

Department ID	Department Name	Faculty
60201	BEOC	7
10293	Career & Technical Ed	5
10396	Continuing Education	9
75024	Counseling-Academic/Psych	2
65100	SEEK-Counseling	2
80293	Vice President And Provost	2

## NYC College of Technology

**Discipline: Engineering Technologies and Engineering-related Fields**

Faculty: 40

Department ID	Department Name	Faculty
10068	Construction Technology	6
10097	Electrical Technology	12
10106	Entertainment Technology	7
10108	Environment Control Technology	3
10197	Mechanical Technology	12

**Discipline: English Language and Literature/Letters**

Faculty: 39

Department ID	Department Name	Faculty
10102	English	39

**Discipline: Health Professions and Related Programs**

Faculty: 53

Department ID	Department Name	Faculty
10077	Dental Hygiene	13
10135	Health Sciences	3
10157	Human Services	10
10058	Nursing	16
10310	Radiologic Technology/Medical	6
10078	Restorative Dentistry	5

**Discipline: Legal Professions and Studies**

Faculty: 7

Department ID	Department Name	Faculty
10182	Law And Paralegal Studies	7

**Discipline: Liberal Arts and Sciences, General Studies & Humanities**

Faculty: 15

Department ID	Department Name	Faculty
10158	Humanities	15

**Discipline: Library (Librarians/Non-Teaching)**

Faculty: 13

Department ID	Department Name	Faculty
70054	Library	13

**Discipline: Mathematics and Statistics**

Faculty: 42

Department ID	Department Name	Faculty
10195	Mathematics	42

## NYC College of Technology

**Discipline: Physical Sciences**

Faculty: 19

---

Department ID	Department Name	Faculty
10050	Chemistry	7
10228	Physics	12

---

**Discipline: Social Sciences**

Faculty: 25

---

Department ID	Department Name	Faculty
10280	Social Science	25



## NYC College of Technology

Appendix D-1 lists categories assigned to College Laboratory Technicians (Administration 4 Group) based on the academic department to which they are assigned (either "Science Technology and Engineering" or "All Other").

Groups of less than five employees total are listed below but will not be included in the utilization analyses in Appendix E.

Full-Time Employee Count: 38

---

**Discipline: College Lab Tech-Blended Science Engineering Technical**

Employees: 31

Department ID	Department Name	Technicians
10020	Architectural Technology	2
10030	Biology	5
10050	Chemistry	2
10065	Computer Engr. Technology	2
10064	Computer Systems Technology	4
10068	Construction Technology	1
10077	Dental Hygiene	1
10097	Electrical Technology	3
10106	Entertainment Technology	2
10108	Environment Control Technology	1
10197	Mechanical Technology	3
10058	Nursing	1
10228	Physics	2
10310	Radiologic Technology/Medical	1
10078	Restorative Dentistry	1

---

**Discipline: College Lab Tech-Other**

Employees: 7

Department ID	Department Name	Technicians
10044	Business	1
10009	Communication Design	3
10155	Hospitality Management	3

**E**

**E. UTILIZATION ANALYSIS (ADMINISTRATORS/STAFF, COLLEGE  
LAB TECHNICIANS, FACULTY)**

**NYC College of Technology**

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.

NYC College of Technology

Category: Executive/Administrative/Managerial

Job Group: Administration 1 (Executive)

Description: Executive Compensation Plan (Other Than Chief Executive)

Full-time Employees: 17

Employees in this group hold the following titles:

Title ID	Title Name
04315	Administrator
04321	Assc Administrator
04723	Asst Administrator
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	9	9	2	4	3
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	52.9%	52.9%	11.8%	23.5%	17.6%
Labor Market Avail. Percent	44.2%	27.7%	9.8%	8.8%	7.9%

NYC College of Technology

Category: Executive/Administrative/Managerial

Job Group: Administration 2 (Manager)

Description: Manager-Level Administrators

Full-time Employees: 66

Employees in this group hold the following titles:

Title ID	Title Name
04073	EOC HE Associate
04074	EOC HE Officer
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	43	41	6	24	10
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	65.2%	62.1%	9.1%	36.4%	15.2%
Labor Market Avail. Percent	57.4%	48.1%	11.0%	19.6%	15.7%

NYC College of Technology

Category: Professional Non-Faculty

Job Group: Accountant

Description: Accountants (Professionals)

Full-time Employees: 7

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	4	5	2	3	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	2				1
Actual Utilization Percent	57.1%	71.4%	28.6%	42.9%	0.0%
Labor Market Avail. Percent	83.6%	72.6%	20.5%	34.2%	17.8%

NYC College of Technology

Category: Professional Non-Faculty

Job Group: Administration 3 (Professional)

Description: Entry and Mid-Level Administrators (Professionals)

Full-time Employees: 118

Employees in this group hold the following titles:

Title ID	Title Name
04017	Asst to HEO
04071	EOC Assistant to HEO
04072	EOC HE Assistant
04099	HE Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	86	95	12	47	35
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	72.9%	80.5%	10.2%	39.8%	29.7%
Labor Market Avail. Percent	69.0%	43.4%	12.3%	16.7%	12.5%

NYC College of Technology

Category: Professional Non-Faculty

Job Group: IT Computer Professional

Description: Information Technology Professionals

Full-time Employees: 24

Employees in this group hold the following titles:

Title ID	Title Name
04881	EOC IT Assistant
04883	EOC IT Associate
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	4	22	6	8	8
Underutilized (Y = Yes)	Y				
Number Underutilized	6				
Actual Utilization Percent	16.7%	91.7%	25.0%	33.3%	33.3%
Labor Market Avail. Percent	42.3%	55.7%	28.0%	13.3%	12.7%

NYC College of Technology

Category: Administrative Support Workers

Job Group: Administrative Assistant

Description: Administrative Support Staff-Senior Level

Full-time Employees: 14

Employees in this group hold the following titles:

Title ID	Title Name
04804	CUNY Admin Asst
04871	EOC Admin Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	12	11	0	8	2
Underutilized (Y = Yes)			Y		Y
Number Underutilized			1		1
Actual Utilization Percent	85.7%	78.6%	0.0%	57.1%	14.3%
Labor Market Avail. Percent	90.3%	68.0%	7.5%	36.3%	24.0%

NYC College of Technology

Category: Administrative Support Workers

Job Group: Office Assistant

Description: Administrative Support Staff-Entry Level

Full-time Employees: 94

Employees in this group hold the following titles:

Title ID	Title Name
04922	Clerical Associate
04802	CUNY Office Assistant
04870	EOC Office Assistant

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	81	80	7	51	21
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	86.2%	85.1%	7.4%	54.3%	22.3%
Labor Market Avail. Percent	87.9%	40.0%	7.8%	14.3%	16.2%

NYC College of Technology

Category: Craft Workers

Job Group: Laborers and Helpers

Description: Entry-Level Craft Workers

Full-time Employees: 7

Employees in this group hold the following titles:

Title ID	Title Name
91722	Electrician Helper
90702	Laborer
91916	Plumber Helper
12200	Stock Worker

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	Y		Y
Number Underutilized	1	1	0		1
Actual Utilization Percent	0.0%	57.1%	0.0%	28.6%	28.6%
Labor Market Avail. Percent	20.9%	72.0%	6.2%	23.7%	39.3%

NYC College of Technology

Category: Craft Workers

Job Group: Skilled Trades

Description: Skilled Tradespeople

Full-time Employees: 24

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
91925	Steamfitter
91940	Thermostat Repairer

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	0	9	1	5	3
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				3
Actual Utilization Percent	0.0%	37.5%	4.2%	20.8%	12.5%
Labor Market Avail. Percent	2.2%	45.1%	4.3%	13.1%	25.6%

NYC College of Technology

Category: Technicians

**Job Group:** IT Support Technician  
**Description:** IT Technical Support Workers  
**Full-time Employees:** 9

Employees in this group hold the following titles:

Title ID	Title Name
04874	EOC IT Support Asst
04865	IT Support Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	6	8	0	2	5
Underutilized (Y = Yes)			Y		
Number Underutilized			2		
Actual Utilization Percent	66.7%	88.9%	0.0%	22.2%	55.6%
Labor Market Avail. Percent	20.7%	50.4%	23.5%	10.6%	14.4%

NYC College of Technology

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	3	11	0	8	3
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	27.3%	100.0%	0.0%	72.7%	27.3%
Labor Market Avail. Percent	21.9%	88.1%	4.9%	53.8%	27.4%

NYC College of Technology

Category: Service Workers and Others

Job Group: Campus Peace Officer

Description: Campus Security-Mid Level Staff

Full-time Employees: 24

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	4	19	3	11	5
Underutilized (Y = Yes)					
Number Underutilized					
Actual Utilization Percent	16.7%	79.2%	12.5%	45.8%	20.8%
Labor Market Avail. Percent	18.6%	53.8%	7.7%	24.1%	20.2%

NYC College of Technology

Category: Service Workers and Others

Job Group: Campus Security Assistant

Description: Campus Security-Entry Level Staff

Full-time Employees: 18

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	8	18	3	13	2
Underutilized (Y = Yes)					Y
Number Underutilized					2
Actual Utilization Percent	44.4%	100.0%	16.7%	72.2%	11.1%
Labor Market Avail. Percent	19.8%	71.2%	6.9%	41.4%	20.4%

NYC College of Technology

Category: Service Workers and Others

Job Group: Custodial Supervisor

Description: Custodial Supervisors

Full-time Employees: 11

Employees in this group hold the following titles:

Title ID	Title Name
80560	Custodial Asst Principal Supv
80535	Custodial Sr Supervisor
04862	Custodial Supervisor
04864	EOC Custodial Supv

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	3	10	0	4	6
Underutilized (Y = Yes)			Y		
Number Underutilized			1		
Actual Utilization Percent	27.3%	90.9%	0.0%	36.4%	54.5%
Labor Market Avail. Percent	32.7%	74.5%	5.3%	30.5%	38.0%

NYC College of Technology

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
04863	EOC Custodial Asst

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/ Latino
Number of Employees	17	42	0	28	13
Underutilized (Y = Yes)			Y		Y
Number Underutilized			2		5
Actual Utilization Percent	38.6%	95.5%	0.0%	63.6%	29.5%
Labor Market Avail. Percent	26.9%	68.0%	5.1%	19.8%	41.5%



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.

**College Lab Tech - Science, Tech, Eng.**

Full-Time Employees: 31

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

Department ID	Department Name
10020	Architectural Technology
10030	Biology
10050	Chemistry
10065	Computer Engr. Technology
10064	Computer Systems Technology
10068	Construction Technology
10077	Dental Hygiene
10097	Electrical Technology
10106	Entertainment Technology
10108	Environment Control Technology
10197	Mechanical Technology
10058	Nursing
10228	Physics
10310	Radiologic Technology/Medical
10078	Restorative Dentistry

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	11	21	7	8	6
<b>Underutilized (Y = Yes)</b>					
<b>Number Underutilized</b>					
<b>Actual Utilization Percent</b>	35.5%	67.7%	22.6%	25.8%	19.4%
<b>Labor Market Avail. Percent</b>	27.8%	49.3%	22.4%	10.6%	14.2%

**College Lab Tech - Other**

Full-Time Employees: 7

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

Department ID	Department Name
10044	Business
10009	Communication Design
10155	Hospitality Management

	Utilization Report				
	Female	Total Minority	Asian/Nat. Haw./Oth Pac. Isl.	Black/African Am.	Hispanic/ Latino
<b>Number of Employees</b>	3	3	1	1	1
<b>Underutilized (Y = Yes)</b>			Y		
<b>Number Underutilized</b>			1		
<b>Actual Utilization Percent</b>	42.9%	42.9%	14.3%	14.3%	14.3%
<b>Labor Market Avail. Percent</b>	30.4%	50.7%	22.4%	10.3%	16.0%



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.

NYC College of Technology

Architecture and Related Services

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

10020 Architectural Technology

Job Group

Faculty-Professorial

Total Faculty: 21

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	7	8	4	1	3
Underutilized (Y = Yes)	Y			Y	
Number Underutilized	4			1	
Actual Utilization Percent	33.3%	38.1%	19.0%	4.8%	14.3%
Labor Market Avail. Percent	52.3%	40.4%	16.6%	10.6%	6.6%

NYC College of Technology

Area, Ethnic, Cultural, Gender, and Group Studies

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

10314 African-American Studies

**Job Group** Faculty-Professorial

Total Faculty:	6	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	6	0	5	1	
Underutilized (Y = Yes)			Y		Y	
Number Underutilized			0		0	
Actual Utilization Percent	83.3%	100.0%	0.0%	83.3%	16.7%	
Labor Market Avail. Percent	61.5%	45.2%	4.8%	13.4%	22.0%	

NYC College of Technology

**Biological and Biomedical Sciences**

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

10030 Biology

**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		8	11	9	2	0
Underutilized (Y = Yes)		Y				Y
Number Underutilized		3				2
Actual Utilization Percent		40.0%	55.0%	45.0%	10.0%	0.0%
Labor Market Avail. Percent		53.3%	26.2%	11.4%	4.3%	7.8%

NYC College of Technology

**Business, Management, Marketing, Support Services**

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

- 10044 Business
- 10155 Hospitality Management

**Job Group Faculty-Professorial**

Total Faculty: 30

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	17	10	2	5	3
Underutilized (Y = Yes)				Y	
Number Underutilized				1	
Actual Utilization Percent	56.7%	33.3%	6.7%	16.7%	10.0%
Labor Market Avail. Percent	42.9%	37.2%	7.0%	21.6%	6.5%

NYC College of Technology

Communications, Journalism, and Related Programs

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

10009                      Communication Design

**Job Group**                      **Faculty-Professorial**

Total Faculty:	16	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		8	6	1	2	3
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent		50.0%	37.5%	6.3%	12.5%	18.8%
Labor Market Avail. Percent		57.5%	18.7%	4.8%	5.2%	6.8%

NYC College of Technology

**Computer and Information Sciences and Support Services**

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

- 10065 Computer Engr. Technology
- 10064 Computer Systems Technology

**Job Group Faculty-Professional**

Total Faculty: 30

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	8	20	14	1	5
Underutilized (Y = Yes)				Y	
Number Underutilized				2	
Actual Utilization Percent	26.7%	66.7%	46.7%	3.3%	16.7%
Labor Market Avail. Percent	20.8%	27.0%	10.9%	9.3%	4.5%

NYC College of Technology

Education - Developmental

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

- 60201 BEOC
- 10293 Career & Technical Ed
- 10396 Continuing Education
- 75024 Counseling-Academic/Psych
- 65100 SEEK-Counseling
- 80293 Vice President And Provost

**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	2	1	0	1	0
Underutilized (Y = Yes)	Y	Y	Y		Y
Number Underutilized	1	1	1		0
Actual Utilization Percent	40.0%	20.0%	0.0%	20.0%	0.0%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

**Job Group** Faculty-Developmental

Total Faculty: 18

Utilization Report					
	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	14	9	2	5	1
Underutilized (Y = Yes)					Y
Number Underutilized					1
Actual Utilization Percent	77.8%	50.0%	11.1%	27.8%	5.6%
Labor Market Avail. Percent	64.5%	30.7%	10.7%	9.2%	8.9%

NYC College of Technology

**Engineering Technologies and Engineering-related Fields**

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

- 10068 Construction Technology
- 10097 Electrical Technology
- 10106 Entertainment Technology
- 10108 Environment Control Technology
- 10197 Mechanical Technology

**Job Group Faculty-Professorial**

Total Faculty:	40	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		9	16	12	2	2
Underutilized (Y = Yes)		Y			Y	Y
Number Underutilized		4			1	1
Actual Utilization Percent		22.5%	40.0%	30.0%	5.0%	5.0%
Labor Market Avail. Percent		33.3%	24.4%	7.7%	6.4%	7.7%

NYC College of Technology

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:	37	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	24	11	3	5	2	
Underutilized (Y = Yes)						
Number Underutilized						
Actual Utilization Percent	64.9%	29.7%	8.1%	13.5%	5.4%	
Labor Market Avail. Percent	63.4%	14.6%	3.6%	4.2%	4.8%	

NYC College of Technology

Health Professions and Related Programs

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

10077	Dental Hygiene
10135	Health Sciences
10157	Human Services
10058	Nursing
10310	Radiologic Technology/Medical
10078	Restorative Dentistry

Job Group Faculty-Professional

Total Faculty: 50

Utilization Report

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	38	21	5	11	4
Underutilized (Y = Yes)			Y		
Number Underutilized			4		
Actual Utilization Percent	76.0%	42.0%	10.0%	22.0%	8.0%
Labor Market Avail. Percent	58.8%	32.0%	17.1%	6.2%	6.1%

NYC College of Technology

**Legal Professions and Studies**

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

10182 Law And Paralegal Studies

**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	7	3	0	2	1
Underutilized (Y = Yes)			Y		
Number Underutilized			0		
Actual Utilization Percent	100.0%	42.9%	0.0%	28.6%	14.3%
Labor Market Avail. Percent	48.5%	29.6%	6.9%	8.2%	11.2%

NYC College of Technology

Liberal Arts and Sciences, General Studies & Humanities

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

10158 Humanities

**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	6	6	4	0	2	
Underutilized (Y = Yes)	Y			Y		
Number Underutilized	2			0		
Actual Utilization Percent	42.9%	42.9%	28.6%	0.0%	14.3%	
Labor Market Avail. Percent	58.3%	16.7%	4.2%	3.1%	6.3%	

NYC College of Technology

**Library (Librarians/Non-Teaching)**

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

70054                  Library

**Job Group          Faculty-Librarian**

Total Faculty:	13	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		10	4	1	3	0
Underutilized (Y = Yes)						Y
Number Underutilized						0
Actual Utilization Percent		76.9%	30.8%	7.7%	23.1%	0.0%
Labor Market Avail. Percent		82.8%	13.6%	4.0%	4.4%	3.8%

NYC College of Technology

Mathematics and Statistics

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

10195 Mathematics

Job Group Faculty-Professorial

Total Faculty:	39	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		17	12	9	1	2
Underutilized (Y = Yes)					Y	
Number Underutilized					0	
Actual Utilization Percent		43.6%	30.8%	23.1%	2.6%	5.1%
Labor Market Avail. Percent		25.9%	24.2%	10.3%	3.7%	6.3%

NYC College of Technology

**Physical Sciences**

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

- 10050 Chemistry
- 10228 Physics

**Job Group Faculty-Professorial**

Total Faculty: 19

**Utilization Report**

	Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty	5	6	4	2	0
Underutilized (Y = Yes)	Y				Y
Number Underutilized	1				1
Actual Utilization Percent	26.3%	31.6%	21.1%	10.5%	0.0%
Labor Market Avail. Percent	33.3%	18.5%	7.8%	3.0%	5.3%

NYC College of Technology

**Social Sciences**

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

10280 Social Science

**Job Group Faculty-Professorial**

Total Faculty:	25	Utilization Report				
		Female	Total Minority	Asian/Nat. Haw./Other Pac. Isl.	Black/African Am.	Hispanic/Latino
Number of Faculty		15	8	5	1	2
Underutilized (Y = Yes)					Y	
Number Underutilized					0	
Actual Utilization Percent		60.0%	32.0%	20.0%	4.0%	8.0%
Labor Market Avail. Percent		46.9%	20.7%	5.7%	5.5%	7.5%

**F**

**F. SUMMARY OF PERSONNEL ACTIVITY TABLE-EMPLOYEES**

## NYC College of Technology

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.

**Job Group Summary  
Administration 1 (Executive)**  
(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	1
Male	(1)
Female	
Other/Unknown	
<b>Total Min</b>	(1)
Asian	(1)
Black	
Hispanic	
Other Minority	
<i>Italian-American</i>	
<i>White (Not Ital)</i>	
All White	
Unknown	
Veterans	
Individuals w/Disabilities	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
1		-	1	(1)		-	(1)	-	-
-	0%	-	-	(1)	100%	-	(1)	-	-
1	100%	-	1	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(1)	100%	-	(1)	-	-
-	0%	-	-	(1)	100%	-	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	100%	-	1	-	0%	-	-	-	-
1	100%	-	1	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	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.

**Job Group Summary  
Administration 2 (Managers)**  
(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	
<b>Male</b>	
<b>Female</b>	
<b>Other/Unknown</b>	
<b>Total Min</b>	
<b>Asian</b>	
<b>Black</b>	
<b>Hispanic</b>	
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
7		4	3	(3)		(3)	-	2	-
2	29%	1	1	(1)	33%	(1)	-	1	-
5	71%	3	2	(2)	67%	(2)	-	1	-
-	0%	-	-	-	0%	-	-	-	-
4	57%	3	1	-	0%	-	-	2	-
-	0%	-	-	-	0%	-	-	1	-
2	29%	2	-	-	0%	-	-	1	-
2	29%	1	1	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
3	43%	1	2	(2)	67%	(2)	-	-	-
3	43%		2	(2)	67%	(2)	-	-	-
-	0%	-	-	(1)	33%	(1)	-	-	-
-	0%	-	-	(1)	33%	(1)	-	-	-
-	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.

**Job Group Summary  
Administration 3 (Professional)**  
(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(1)
<b>Male</b>	
<b>Female</b>	(1)
<b>Other/Unknown</b>	
<b>Total Min</b>	
<b>Asian</b>	
<b>Black</b>	
<b>Hispanic</b>	
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	(5)
<b>All White</b>	(5)
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
16		15	1	(17)		(13)	(4)	-	-
6	38%	6	-	(6)	35%	(5)	(1)	-	-
10	63%	9	1	(11)	65%	(8)	(3)	-	-
-	0%	-	-	-	0%	-	-	-	-
14	88%	13	1	(10)	59%	(9)	(1)	-	-
3	19%	3	-	-	0%	-	-	-	-
5	31%	5	-	(4)	24%	(4)	-	-	-
6	38%	5	1	(6)	35%	(5)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
2	13%	2	-	(7)	41%	(4)	(3)	-	-
2	13%		-	(7)	41%	(4)	(3)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	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.



# Job Group Summary Campus Peace Officer

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(3)
<b>Male</b>	(3)
<b>Female</b>	
<b>Other/Unknown</b>	
<b>Total Min</b>	(4)
<b>Asian</b>	
<b>Black</b>	(4)
<b>Hispanic</b>	(1)
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS			Subtractions by Type			CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes		
3		2	1	(6)		(6)	-	-	-		
2	67%	2	-	(5)	83%	(5)	-	-	-		
1	33%	-	1	(1)	17%	(1)	-	-	-		
-	0%	-	-	-	0%	-	-	-	-		
2	67%	1	1	(6)	100%	(6)	-	-	-		
1	33%	-	1	-	0%	-	-	-	-		
-	0%	-	-	(4)	67%	(4)	-	-	-		
1	33%	1	-	(2)	33%	(2)	-	-	-		
-	0%	-	-	-	0%	-	-	-	-		
-	0%	-	-	-	0%	-	-	-	-		
1	33%	1	-	-	0%	-	-	-	-		
1	33%	-	-	-	0%	-	-	-	-		
-	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.

**Job Group Summary**  
**Campus Peace Officer-Sergeant**  
 (Select Group from Drop-Down)

Net Group Changes	NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
	Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
<b>Total</b>	2		2	-	(1)		(1)	-	-	-
Male	1	50%	1	-	-	0%	-	-	-	-
Female	1	50%	1	-	(1)	100%	(1)	-	-	-
Other/Unknown	-	0%	-	-	-	0%	-	-	-	-
<b>Total Min</b>	2	100%	2	-	(1)	100%	(1)	-	-	-
Asian	-	0%	-	-	-	0%	-	-	-	-
Black	2	100%	2	-	(1)	100%	(1)	-	-	-
Hispanic	-	0%	-	-	-	0%	-	-	-	-
Other Minority	-	0%	-	-	-	0%	-	-	-	-
<i>Italian-American</i>	-	0%	-	-	-	0%	-	-	-	-
<i>White (Not Ital)</i>	-	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.

# Job Group Summary Campus Security Assistant

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(4)
<b>Male</b>	(1)
<b>Female</b>	(3)
<b>Other/Unknown</b>	
<b>Total Min</b>	(4)
<b>Asian</b>	
<b>Black</b>	(4)
<b>Hispanic</b>	
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans Individuals w/Disabilities</b>	(2)

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
6		6	-	(10)		(9)	(1)	-	-
4	67%	4	-	(5)	50%	(5)	-	-	-
2	33%	2	-	(5)	50%	(4)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
6	100%	6	-	(10)	100%	(9)	(1)	-	-
1	17%	1	-	(1)	10%	-	(1)	-	-
4	67%	4	-	(8)	80%	(8)	-	-	-
1	17%	1	-	(1)	10%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(2)	20%	(2)	-	-	-
-	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.

# Job Group Summary CUNY Office Assistant

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	
<b>Male</b>	
<b>Female</b>	(2)
<b>Other/Unknown</b>	
<b>Total Min</b>	(2)
<b>Asian</b>	(1)
<b>Black</b>	
<b>Hispanic</b>	(2)
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type			NET SUBTRACTIONS			Subtractions by Type			CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes			
12		11	1	(11)		(10)	(1)	-	-			
4	33%	4	-	(1)	9%	(1)	-	-	-			
8	67%	7	1	(10)	91%	(9)	(1)	-	-			
-	0%	-	-	-	0%	-	-	-	-			
9	75%	9	-	(11)	100%	(10)	(1)	-	-			
-	0%	-	-	(1)	9%	(1)	-	-	-			
7	58%	7	-	(6)	55%	(6)	-	-	-			
2	17%	2	-	(4)	36%	(3)	(1)	-	-			
-	0%	-	-	-	0%	-	-	-	-			
-	0%	-	-	-	0%	-	-	-	-			
2	17%	1	1	-	0%	-	-	-	-			
2	17%		1	-	0%							
1	8%	1	-	-	0%	-	-	-	-			
-	0%	-	-	-	0%	-	-	-	-			
-	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.

# Job Group Summary Custodial

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(7)
<b>Male</b>	(5)
<b>Female</b>	(2)
<b>Other/Unknown</b>	
<b>Total Min</b>	(7)
<b>Asian</b>	
<b>Black</b>	(3)
<b>Hispanic</b>	(4)
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans Individuals w/Disabilities</b>	(1)

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
-	0%	-	-	(7)		(6)	(1)	-	-
-	0%	-	-	(5)	71%	(4)	(1)	-	-
-	0%	-	-	(2)	29%	(2)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(7)	100%	(6)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(3)	43%	(2)	(1)	-	-
-	0%	-	-	(4)	57%	(4)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(1)	14%	(1)	-	-	-
-	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.



# Job Group Summary Faculty-Developmental

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	
Male	50%
Female	50%
Other/Unknown	0%
<b>Total Min</b>	100%
Asian	0%
Black	100%
Hispanic	0%
Other Minority	0%
<i>Italian-American</i>	
<i>White (Not Ital)</i>	
All White	
Unknown	
Veterans	
Individuals w/Disabilities	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type			CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes	
2		2	-	-		-	-	-	-	
1	50%	1	-	-	0%	-	-	-	-	
1	50%	1	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
2	100%	2	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
2	100%	2	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	0%	-	-	-	0%	-	-	-	-	
-	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.







# Job Group Summary Faculty-Professorial

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(5)
<b>Male</b>	(3)
<b>Female</b>	(2)
<b>Other/Unknown</b>	
<b>Total Min</b>	
<b>Asian</b>	
<b>Black</b>	(2)
<b>Hispanic</b>	(1)
<b>Other Minority</b>	
<b>Italian-American</b>	(4)
<b>White (Not Ital)</b>	(2)
<b>All White</b>	(6)
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	(1)

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
7		6	1	(12)		(11)	(1)	34	-
3	43%	2	1	(6)	50%	(6)	-	13	-
4	57%	4	-	(6)	50%	(5)	(1)	21	-
-	0%	-	-	-	0%	-	-	-	-
6	86%	5	1	(5)	42%	(5)	-	18	-
5	71%	4	1	(1)	8%	(1)	-	7	-
1	14%	1	-	(3)	25%	(3)	-	3	-
-	0%	-	-	(1)	8%	(1)	-	8	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(4)	33%	(4)	-	2	-
1	14%	1	-	(3)	25%	(2)	(1)	14	-
1	14%	-	-	(7)	58%	(6)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	(1)	8%	(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.

# Job Group Summary IT Computer Professional

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	
<b>Male</b>	
<b>Female</b>	
<b>Other/Unknown</b>	
<b>Total Min</b>	
<b>Asian</b>	
<b>Black</b>	
<b>Hispanic</b>	(1)
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
2		2	-	(1)		(1)	-	-	-
2	100%	2	-	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
2	100%	2	-	(1)	100%	(1)	-	-	-
1	50%	1	-	-	0%	-	-	-	-
1	50%	1	-	-	0%	-	-	-	-
-	0%	-	-	(1)	100%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	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.





# Job Group Summary Skilled Trades

(Select Group from Drop-Down)

	Net Group Changes
<b>Total</b>	(1)
<b>Male</b>	(1)
<b>Female</b>	
<b>Other/Unknown</b>	
<b>Total Min</b>	(1)
<b>Asian</b>	
<b>Black</b>	
<b>Hispanic</b>	(2)
<b>Other Minority</b>	
<b>Italian-American</b>	
<b>White (Not Ital)</b>	
<b>All White</b>	
<b>Unknown</b>	
<b>Veterans</b>	
<b>Individuals w/Disabilities</b>	

NET ADDITIONS		Additions by Type		NET SUBTRACTIONS		Subtractions by Type		CHANGES WITHIN JOB GROUP (not counted in totals)	
Addition #	Additions %	Hire (Outside CUNY and Other CUNY College)	Joined Group from another Job Group	Sub. #	Sub %	Separation (Left College or Left CUNY)	Left for another Job Group	Advance-ments	Other Changes
2		2	-	(3)		(2)	(1)	-	-
2	100%	2	-	(3)	100%	(2)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	50%	1	-	(2)	67%	(1)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
1	50%	1	-	-	0%	-	-	-	-
-	0%	-	-	(2)	67%	(1)	(1)	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
1	50%	1	-	(1)	33%	(1)	-	-	-
1	50%	1	-	(1)	33%	(1)	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	0%	-	-	-	0%	-	-	-	-
-	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.



**G**

## **G. SUMMARY OF RECRUITMENT ACTIVITY**

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).

JOB GROUP	ACTIVITY CATEGORY	Minority Status			Not Minority	Female	Male	Unknown	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic					
Admin2 - Managers	Applicants	3	57	183	243	510	296	444	277
	Interviews	7	23	17	47	36	34	1	66
	Offers	1	3	3	7	6	3		9
Admin3 - Administrators	Applicants	15	91	480	586	49	205	1610	618
	Interviews	33	29	8	70	64	25	445	89
	Offers	2	4	4	10	10	3		13
Admin4-College Lab Technicians	Applicants								
	Interviews	2	1	3	3	9	14	13	33
	Offers					1	3		4
Campus Peace Officer - Mid Level	Applicants								
	Interviews								
	Offers					1			1
Campus Public Safety Sergeant	Applicants								
	Interviews	2	4	4	10	5	10		12
	Offers	2	4	4	10	5	10		12
Campus Security Assistant - Entry Level	Applicants	1	2	2	5	2	4		6
	Interviews								
	Offers								
CUNY Office Assistants	Applicants	4	8	2	14	5	9		14
	Interviews	4	8	2	14	5	9		14
	Offers	1	6	1	8	3	5		8
Custodial	Applicants	5	27	9	41	267	84	298	51
	Interviews	8	26	9	43	40	24		51
	Offers	2	8	1	11	11	3	4	14
Custodial - Supervisory	Applicants								
	Interviews	3	3	1	4	80	306	382	4
	Offers	1	3	1	4	1	3		4
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								
	Interviews								
	Offers								
Custodial - Supervisory	Applicants								

JOB GROUP	ACTIVITY CATEGORY	Minority Status				Not Minority	Female	Male	Unknown	TOTAL ACTIVITY
		Asian	Black/African American	Hispanic	Total Minority					
<b>Faculty - Professional</b>	Applicants		3	7	10	43	22	18	16	53
	Interviews	1	3	2	6	7	7	5	1	13
	Offers	1	2	3	3	2	3	2		5
<b>Info Tech - Technician</b>	Applicants	2	2	2	6	2	283	533	807	8
	Interviews	2	2	2	6	2	1	5		8
	Offers		1		1			1		1
<b>Skilled Trades</b>	Applicants		4	1	5	6	8	183	177	11
	Interviews		4	1	5	6		10	1	11
	Offers		1	1	2	2		4		4
<b>Skilled Trades - Supervisory</b>	Applicants									
	Interviews							3		3
	Offers							3		3
								1		1

**H**

## **H. UTILIZATION OF INDIVIDUALS WITH DISABILITIES**

## NYC College of Technology

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: 7                      Percent of total reported employees: 0.7%

**APPENDIX H - UTILIZATION OF INDIVIDUALS WITH DISABILITIES**

**2020 - 2021**

**NYC College of Technology**

**Category: Executive/Administrative/Managerial**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Administration 1 (Executive)	17	0	0.0%
Administration 2 (Manager)	66	0	0.0%
Facility Manager	1	0	0.0%
IT Computer Manager	2	0	0.0%
Security Manager	4	0	0.0%

**Category: Professional Faculty**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Faculty-Professorial	358	1	0.3%
Faculty-Librarian	13	1	7.7%
Faculty-Instructor	1	0	0.0%
Faculty-Lecturer	22	1	4.5%
Faculty-Developmental	18	0	0.0%

**Category: Professional Non-Faculty**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Accountant	7	0	0.0%
Administration 3 (Professional)	118	1	0.8%
Administration 5 (Engineer-Architect)	2	0	0.0%
IT Computer Professional	24	1	4.2%

**Category: Administrative Support Workers**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Accountant Assistant	4	0	0.0%
Administrative Assistant	14	0	0.0%
Office Assistant	94	0	0.0%
Mail Services Worker	2	0	0.0%

**Category: Craft Workers**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Basic Crafts-Buildings and Grounds	3	0	0.0%
Laborers and Helpers	7	0	0.0%
Skilled Trades-Supervisor	3	0	0.0%
Skilled Trades	24	0	0.0%

**Category: Technicians**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Administration 4 (College Lab Tech)	38	0	0.0%
Broadcast/Media	3	0	0.0%
IT Support Technician	9	2	22.2%
Print Shop	4	0	0.0%

**Category: Service Workers and Others**

<b>Job Group</b>	<b>Staff</b>	<b>Indiv. with Disabilities</b>	<b>Rate</b>
Campus Public Safety Sergeant	11	0	0.0%
Campus Peace Officer	24	0	0.0%
Campus Security Assistant	18	0	0.0%
Custodial Supervisor	11	0	0.0%
Custodial	44	0	0.0%