

PLAN COMPONENT 11: A PROCESS FOR UTILIZING DATA TO DETERMINE WHETHER MONITORED GROUPS ARE UNDERREPRESENTED WITHIN DISTRICT JOB CATEGORIES

CCR, Title 5, §§ 53003(c)(9) and 53006

The Office of Human Resources will annually collect data from appropriate employment documents, the United States Census Bureau, and the District's electronic lifecycle system incorporated in the applicant tracking system to evaluate the District's progress in implementing its Equal Employment Opportunity Plan.

The District will annually report to the State Chancellor's Office the data for employees at each college in the District.

Within the parameters stated in Board Policy, the District will:

1. Review longitudinal databases and analyze recruitment, hiring, retention and promotion data over several years to identify when non-job-related factors result in the underrepresentation of a monitored group.
 - a. **Availability Analysis:** The District will compare data of demographic groups with their expected representation to determine if there is underrepresentation.
 - b. **Adverse Impact Test:** An adverse impact test will review the selection rate for demographic groups by comparing it to the groups with the highest selection rate.
2. Review recruitment methods to ensure quality and diversity are increased by targeting demographics that are underrepresented in each job category.
3. Evaluate screening and selection to monitor the validity of the process, ensuring standards and procedures are being followed.
4. Analyze committee composition to determine if diverse groups are being represented. Provide diversity training for screening committee members.
5. Periodically review policies and procedures to determine if they create potential barriers and contributing to these disparities based on data analysis.