

**COMPENDIUM OF LBNL DIVISIONS'
DIVERSITY ACTIVITIES
(FISCAL YEAR 2008)**

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INTRODUCTION

In an effort to fill the Laboratory's need for a diversity best-practices framework that carries out the Laboratory's institutional diversity goals at both the operational and divisional levels, the Best Practices Diversity Council (BPDC), whose [charter](#) is to "implement diversity best practices and processes in their divisions, while integrating the Laboratory's diversity initiative as a whole," has compiled this *Compendium of LBNL Divisions' Diversity Activities*.

The *Compendium* presents the divisions' diversity activities within the framework of the Laboratory's diversity best practices, which are composed of the following types of activities:

1. The Divisions' Strategic Recruitment
 - a. Suitable Search
 - b. Advertisement
 - c. Living Lists
 - d. Recruitment Contacts at MSI
 - e. Diverse Representation on Hiring Committees
 - f. Diverse Applicant Pool
2. The Divisions' Strategic Retention
 - a. Career Advancement Paths
 - b. Improvement in the Last Three Years
 - c. Family-Friendly Policies
 - d. Other Recruitment and Retention Practices
3. The Divisions' Pipeline and Mentoring
 - a. Institutional Program Participation and Mentoring
 - a1. Research Experience Programs for Undergraduates
 - a2. MSI: Faculty Student Teams
 - a3. CSEE HS Research Program
 - a4. CSEE In-Service Teacher Academies
 - a5. Other CSEE Programs
 - b. Sponsorship of Pipeline and Mentoring Programs
 - c. Local Community Partnering
 - d. National Community Partnering
 - e. MSI Pipeline and Mentoring Contact Program
 - f. Minority-Serving Professional Conferences
 - g. Public Speaking
 - h. Awards, Recognition
 - i. Other Pipeline and Mentoring Practices
4. The Divisions' Training and Education
 - a. Supervisor Training
 - b. Communication of Diversity Goals to Staff
 - c. Website, Bulletin Board
 - d. Staff Development
 - e. Training and Development Support and Funding
 - f. Fostering an Inclusive Workplace Climate

Aside from offering examples of successful diversity best practices, the *Compendium* can be used as a tool to carry out the following institutional goals toward greater diversity and an inclusive workplace environment at LBNL, as well as to ensure that all divisions' diversity efforts are in line with the Lab's [Principles for a Diverse Community](#):

- To conduct world-class science with a qualified diverse workforce.

LBNL can achieve its greatest potential and higher performance when it has access to a broader array of skills, talent, and perspective, at all levels of the organization. This widens the vision, deepens our problem-solving capabilities, and increases access to innovation.

- To ensure that all members of the Laboratory community understand and value diversity.

Understanding and valuing diversity must translate into activities undertaken by all members of the community who create an inclusive and welcoming climate characterized by equal access and respected participation for all groups and individuals.

The action plans and activities presented in this document are designed to synergize diversity planning throughout the Laboratory and between all divisions, and to build upon our strengths in ways that improve outcomes in diversity best practices. Successful implementation of the preceding recommended best practices requires resources and tools, and creative strategies must be developed to ensure that critical operational needs do not go unmet due to resource limitations. The LBNL divisions should be encouraged to collaborate where possible to implement the most effective designs for a specific program relative to strategic recruitment, pipeline and mentoring, and division training and awareness programs.

The Best Practices Diversity Council presents this compendium of diversity activities with the expectation that all divisions will continue to seek improvement not only in areas for which traditional measures of progress are readily available, such as group representation and retention, but also in less quantifiable aspects of a multicultural environment, such as the quality of the climate in which all Laboratory employees work and pursue their career goals.

A. Summary of Strategic Recruitment Practices

a. How is your division implementing the Lab's new suitable search guidelines in recruiting for science and engineering staff?

- ✓ CH: Hiring supervisors meet with HR staff to ensure the guidelines are followed and HR reviews all S&E cases.
- ✓ EETD: Drafted a draft document that augments the Guidelines in a few areas of particular concern to the Divisions.
- ✓ ES: Professional Staff Committee members are trained on new procedures.
- ✓ LS: HR staff and recruiter meets with hiring manager to review the new guidelines and to ensure guidelines are being followed through the selection and hiring process.

b. Does your division advertise job openings at all career levels? Term levels, including Postdocs? Is advertising done locally or nationally? Is an effort made to target a diverse applicant pool with specific advertising?

- ✓ CH: Advertises at all levels using local and national sources on C&E Web sites:
 - News Web
 - NatureJobs.com
- ✓ CS: A recruiting flyer is e-mailed to educational institutions every year. This flyer includes description of the Summer Student Program and the URL for the CS Careers Web page.
- ✓ EH&S: Posts job openings on specific media to reach a diverse applicant pool:
 - WISE (Women in Safety Engineering)
 - HERC (Higher Education Recruitment Consortium)
- ✓ ES: The HR Rep maintains a book with extensive lists of diversity specific sites.
 - EOS-(an international news journal)
- ✓ General Sciences: Table and Publications at:
 - Black & Hispanic Physics Conference
- ✓ IT: Advertises jobs at:
 - CareerBuilder
- ✓ LS: Advertises job openings on Scientific magazines such as:
 - Nature and Science
 - Science Magazine
- ✓ MS: Advertises on:
 - MRS Bulletin
 - C&E News
 - Ph.D.org
 - Tiny TechJobs.com
- ✓ PB: Focuses on broad discipline specific audience:
 - American Society of Plant Biologists

c. Has your division formed and maintained living lists of prospective candidate and/or contacts? For which job categories?

- ✓ EETD: Has individual groups and PI's whom maintain networks of contacts who are used to identify prospective candidates.
- ✓ IT: Individual managers/supervisor maintains a living list of possible candidates.
- ✓ LS: HR maintains a living list of current applications. In addition, lists have been combined from minority serving institutes and minority grant recipients.

d. Has your division formed a list of contacts at minority serving institutes for recruiting purposes?

- ✓ ES: HR representatives for Divisions has a book of contacts for diversity locations and uses these as necessary. Also, opportunities are publicized with faculty at colleges and universities with historically diverse student bodies.
- ✓ LS: Established relationships with programs and societies such as:

- UC Berkeley Biology Scholars Program (BSP)
- UC Berkeley SAGE Scholars Program
- Diversityworking.com
- Mexican-American Scientists and Engineers
- Association for Women in Science (AWIS)
- ✓ MS: Uses diversity related sources and cites such as:
 - Diversityworking.com
 - NSBP
 - NOBCCChE

e. Does your division have diverse representation in hiring committees? How does your division ensure that diverse representation exists in hiring committees?

- ✓ CH: Search committees for S&E (and nonS&E) positions consist of a diverse group, usually with at least one women and one minority, and are approved by the Division Director
- ✓ EETD: Has a draft augmentation to the Lab's Guidelines that calls for a diverse committee and one person who specifically seeks to insure that the search focuses on diversity.
- ✓ IT: Its hiring committee consist of individuals that are internal and external to the hiring department or group.
- ✓ PB: Each committee is chosen individually to ensure that an adequate candidate is chosen.

f. How does your division ensure a diverse applicant pool including applicants from under-represented groups? How is this monitored?

- ✓ CH: After advertising to wide audience on the Web, CH tracks the status of diversity using the Lab's applicant tracking system and PeopleSoft to determine advertising source effectiveness.
- ✓ CS: Pay special attention underrepresented groups and internet advertising targets by advertising award such as the:
 - Alvarez Fellowship
- ✓ EH&S: Engages with HR to develop strategic recruitment plans for every position to address underutilization and minority recruitment.
- ✓ HR: All candidates are reviewed by management.
- ✓ LS: A candidate pool is established by including the "under-utilization" data. In addition software are used to track the gender and ethnicity of the applicants:
 - Lab's applicant tracking system
 - PeopleSoft query reports
- ✓ OCFO: If the applicant fills out a job application, they capture their self-disclosed ethnic group.

B. Summary of Strategic Retention Practices

a. Has your division established clear career advancement paths and processes? Are the processes and criteria for advancement transparent, documented and available to all staff? Which job classifications?

- ✓ CH: Clear career paths are identified and documented for the S&E population as defined by RPM 2.07 but not for non-S&E positions.
- ✓ EETD: Makes use of the new RPM Section 2.07, which establishes a useful framework for advancement of S&E's.

b. Within the guidelines of the RPM, does your division have family-friendly policies such as flex time, telecommuting or part time work options? What percentage of your staff takes advantage of such options?

- ✓ CS: Although, CS discontinued the 9/80 Pilot, staff were pleased with the option and work was being completed.
- ✓ Most divisions have flexible hours, and consider part-time and telecommuting on a case-by-case basis.

C. Summary of Strategic Pipeline and Mentoring

a. Which of the following institutional programs does your division participate in, and what percentage of your staff participates as mentors or in other ways?

- ✓ Most divisions answered this question by describing their participation in questions 1-5.

a1. DOE Science Undergraduates Laboratory Interns (SULI), Community College Institute (CCI) and Pre-Service Teacher Program (PST) research experience programs for undergraduates run by the Laboratory's Center for Science & Engineering Education (CSEE)?

- ✓ CH: Has hired postdocs through the Lawrence Fellow program
- ✓ EETD: Is very involved with the program having a lot of (co-)mentors and students participating.
- ✓ ES: Has many mentors participating in the SULI and CCI programs.

a2. Faculty Student Teams with minority serving institutions?

- ✓ LS: Hosted a FaST team for Jackson State University. So did JGI
- ✓ IT: There is faculty involvement with FaST

a3. High School research experience program run by Center for Science & Engineering Education (CSEE) (specify financial support, providing mentors, both or neither)?

- ✓ CH: 2-3 PI's per year hire students through CSEE.
- ✓ LS: Division scientist often visits Bay Area high school and talk about their science with the students. In addition, LS offers high school paid internships in the summer through:
 - Biotech Partners: www.biotechpartners.org
- ✓ PB: Provides financial support to the CSEE High School Program.
- ✓ EETD: Staff served as mentors for HSSRP.

a4. In-service teacher academies run by Center for Science & Engineering Education (CSEE)?

- ✓ JCI has participated with ETEC (LLNL) for in-service teachers.
- ✓ PBD: Has participated in Acts.
- ✓ EETD: Is involved in CSEE with the following activities:
 - BLAZES (Berkeley Lab Adventure Zone for Elementary Science)
 - BLAST

a5. Other Center for Science & Engineering Education (CSEE) programs such as school visits, Take Your Daughter to Work Day, etc.?

- ✓ CS: Has volunteered for the Science Bowl, hires High School students in the summer, and has instituted a mentoring seminar series for all postdoctoral fellows. CS's top success has been with:
 - DOE's Computational Sciences Graduate Fellowship program.
- ✓ IT: Sponsor the "School to Career" program in partnership with the WFDO. IT also has students from:
 - Mac/PC Support group and Help Desk
- ✓ LS: Supplies volunteers for lab events such as:
 - Open Houses
 - Founders Day

b. Does your division sponsor programmatically funded programs at LBNL (e.g., Quarknet, NanoHigh, etc.)? Research internships independent of the DOE Science Undergraduates Laboratory Interns (SULI) program? Do any of these programs specifically target diverse populations?

- ✓ CH: Hired postdocs through the Lawrence Fellow program.
- ✓ EH&S: In Collaboration with ALS, mentors student interns from France.
- ✓ General Sciences participates in these programs
 - SULI (Science Undergraduates Laboratory Interns)
 - BCCP (Berkeley Center for Cosmological Physics)

- I2U
- US-LHC (The US part of Large Hadron Collider program)
- ATLAS Outreach
- The Particle Data Group
- George Smoot's cosmetology center has a program for HS Students
- The LOASIS Program
- Superconducting Magnets Program
- ✓ LS: JGI's has participated in independently in outreach activities including:
 - Expanding Youth Horizons (targeting young women for inspiring careers in science)
 - 7th grade DNA Day with Concord School District (mostly minority serving institute)
- ✓ MS: Participates in Nano High and sets informational packets to high schools with diverse populations.

c. Does your division partner with local organizations such as UC Berkeley or local science museums on education and outreach activities?

- ✓ CH: Many of the divisions individual staff are involved in outreach activities:
 - Robert G. Bergman participated in Modular Chemistry Consortium/Chem Connections and has organized a program in which graduate students in the UC Berkeley chemistry department create hands-on science activities for students in grades 3-5 that come from minority schools.
 - Don T. Tilley's graduate students have participated in Expanding Your Horizons. Tilley Group members plan to be involved in both of these programs for the foreseeable future.
 - Christopher Chang participated in the UC Berkeley EDGE program, Oct 2007 and is an advisory board member for the Amgen Scholars program at UC Berkeley, to promote diversity in summer undergraduate research positions.
 - William, A. Lester, Jr. is a Board Member for the Museum of African American Technology (MAAT), Oakland, CA and he was a panelist for the UC Berkeley Edge Retreat, Bodega Bay, CA, January 26-27, 2007.
- ✓ CS: Is involved in various minority and female programs such as:
 - USF Summer Enrichment Program (Exposes HS girls to computer science)
 - MSRI-UP (summer research opportunities for graduate students)
 - UC LEADS
 - CAMP (supports the completion of B.S. degree in STEM)
 - UC Berkeley EECS
 - CAHSI (Annual Meeting speaker)
 - Berkeley Edge (panelists)
 - UC Berkeley Women in Engineering (invited panelist moderator)
 - Supercomputing Broader Engagement (invited panelists)
 - Grace Hopper Conference (speaker)
 - SC Conference Series
 - With a subcommittee that will develop a panel discussion on "How to Find and Keep a Job in the 21st Century."
- ✓ EH&S: Staff engages in outreach activities through organization such as:
 - CARD (Collaboration Agencies to Responsibility to Disaster)
 - Alameda County Emergency Manager's Association
 - Hills Emergency Forum
 - Eden I&R (Information and Referral)
 - Alameda County Medical Center Disaster Council
- ✓ EETD: Staff and researchers are involved with the following programs and institutions:
 - Community Resources for Science
 - UC Berkeley
 - Laney College
 - Mills College for Women
 - Diablo Valley College

- ✓ ES: Works with Public Affairs and Sr. Scientist Bill Collins in presentations for:
 - The City of Berkeley – “Friends of Science” talk
 - Chabot Space & Science Center –Project related to Climate change & innovations
- ✓ General Science: Has involvement in the following programs:
 - UCB URAP program
 - Cosmology Center Teachers Academy
 - Chabot board
 - Local schools and churches (lectures and workshops)
 - Berkeley Edge Program
 - Community Resource for Science
 - UCB Society for Women in Physics
 - LHS (Lawrence Hall of Science)
 - Hearst Museum- Linguistics Dept
 - KQED QUEST articles
 - DUSEL (South Dakota)
- ✓ LS: In the summer, JGI partners with the:
 - Contra Costa Biotech Collaborative
- ✓ PA: Has a community relations program that partners with UC Berkeley, local high schools, other science institutions and museums. In the following programs:
 - The Theater Program
 - The Lawrence Hall of Science
 - Chabot Space and Science Center
 - The Exploratorium
- ✓ PB: Participated in:
 - IGEM (Internationally Genetically Engineered Machine Competition)

d. Does your division partner nationally, e.g., with professional societies, on educational and outreach activities?

- ✓ CH: William, A. Lester, Jr. was a Chair for the Gordon Research Conferences Blue Ribbon Committee on Diversity.
- ✓ CS: Is a major participant in the annual SC (Supercomputing Conference) and collaborates with the following institutions:
 - IEEE Computing Society
 - Association for Computing Machinery
 - Richard Tapia Celebration of Diversity in Computing Conference
 - Computing Research Association
- ✓ EH&S: Participates in outreach programs such as:
 - AIHA-NCS
 - Health Physics Society
- ✓ General Sciences: Participation in national programs such as:
 - APS (American Physical Society)
 - DPF (APS Division of Particles and Fields)
 - DNP (APS Division of Nuclear Physicist)
 - U.S. Particle Accelerator School
 - SWPS (Society of Women In Physical Sciences)
 - Expanding Horizons
 - Contemporary Physics Education Project
 - CCAS (Coalition for Commercial Applications of Superconductivity)
- ✓ LS: Partners with national programs, although, not targeting minorities or females:
 - American Society for Microbiology
 - Howard Hughes Medical Institute
 - IGI's Genome Biology Group

- ✓ PB: Has investigated partnering with the JGI in developing relationships with junior colleges in the bay area.

e. Has your division established or attempted to establish a minority-serving institution contact program? How was this accomplished? With which institutions? Have you been able to sustain such a contact program, and if not, why not?

- ✓ CH: A representative is to make our presence known at select institutions;
 - William, A. Lester, Jr. attended a seminar at HBCU, "Quantum Monte Carlo for Molecules," Clark Atlanta University, Atlanta, GA, May 1, 2007 and served on the External Board for Howard University CREST Center for Nanomaterials Science Characterization and Processing Technology and served on the External Advisory Board, Jackson State University CREST Center: Computation Center for Molecular Structure and Interactions.
- ✓ CS: Is involved with:
 - Cyber-ShARE, "sharing resources through cyber-infrastructure to advance research and education"
 - Dr. Juan Mendoza serves as a member of the External Board of Advisors (BOA) for the Cyber-ShAre project.
- ✓ General Sciences: Has connection with the following minority-serving institutions:
 - Southern State
 - Hampton State
 - Alabama State
 - Jackson State
 - The Hands on Universe Program
 - Clark Atlanta
 - University of Puerto Rico
 - Los Medanos
- ✓ LS: Has ongoing contact with:
 - San Jose State
 - Initiated a program through the Bridges to Baccalaureate Degree program.
 - East Bay State
 - UC Berkeley Biology Scholars Program
- ✓ EETD: Scientists participate in a joint NSF-NIRT with:
 - City College of New York (a historically minority-serving institution)
 - University of Puerto Rico

f. Does your division send representatives in your field to minority-serving professional conferences? How often? Please list conferences/meetings they've attended.

- ✓ CH: William, A. Lester, Jr. was a Chair for the Gordon Research Conferences Blue Ribbon Committee on Diversity.
- ✓ CS: Attends various minority-serving professional conferences including:
 - The Berkeley Edge Conference
 - Richard Tapia Conference
 - Grace Hopper Conference
- ✓ ES: Conferences include:
 - Annual Biomedical Research Conference for Minority Students
- ✓ General Sciences: Attends every year:
 - National Black and Hispanic Physics Conference
- ✓ LS: Provide informational seminars several times a year to the following institution:
 - CSU Campuses: San Jose, East Bay
 - Community Colleges: Laney, DVC, and Merritt
 - Walnut Creek Production Genomics Facility
- ✓ PB: Although there is no formal tracking of the minority-serving tracking, they do attend:
 - Women's Leadership Symposium

- ✓ EEDT: Serve attend the following conferences:
 - 2007 AGU Joint Assembly of the American and Latin American Sister Societies in Mexico
 - 2008 V Iberoamerican Conference on Environmental Chemistry and Physics in Argentina.

g. Does your division have a public speakers list? Are staffs in your division trained to speak to the general public?

- ✓ CH: The division does not have a formal list, however all scientific staff and the Business Manager are trained to speak to the general public.
- ✓ EEDT: Does not maintain a formal public speakers list, but does have an active Communications Office (CO) that coordinates talks and other interactions with the public. The CO identifies EET speakers and provides training, content assistance and support to EETD staff who provide public talks or presentations.
- ✓ EH&S: Regularly speak at public and community meetings such as the city planning board.
- ✓ ES: Has a description of policies related to public speaking on its website.
- ✓ General Science: An informal list exists and speakers are highly trained.
- ✓ LS: JGI coordinates general public speakers invitations through its PR office and the JGI Director has had a media training session. Others, besides the Director, have not have such training, but its desirable.
- ✓ PA: Through their communications and community relations functions maintain a list of speakers and subject matter experts.
- ✓ PB: Does not have a public speakers list, although they have conducted tours and given presentations to students involved with CSEE.

h. Does your division recognize and award contributions to education and outreach? Outstanding mentors?

- ✓ CS: The Division actively awards contributions to education and outreach efforts, and ex.
 - Chip Smith was recognized for his leadership in SC07 Cluster Challenge
- ✓ ES: Announces achievements through:
 - Town Hall meetings
 - Website announcements
 - ✓ Ex. Margaret Torn was recognized as an outstanding mentor by DOE
- ✓ IT: Encourages supervisors to acknowledge contributions to education and outreach.
- ✓ LS: The division Diversity committee has suggested that a special recognition awards program for diversity contributions can be use as a mechanism to raise diversity awareness.
- ✓ OCFO: CSEE annually administers the DOE's Secretary Award for Education Mentoring.
- ✓ PB: Awards are given to recognize Scientific Efforts by an underrepresented Division Member and Excellence in promoting Diversity.

D. Summary of Training and Education Practices

a. Are supervisors and managers in your division trained in leadership, performance, and problem-solving skills, Communication skills, Diversity awareness? What percentage? Was such training done internally, in partnership with the Berkeley Lab Institute?

- ✓ CH: About 10% of non-faculty staff participate in Berkeley Lab training whenever possible. Most of the training is done internally but external training has been used for software training.
- ✓ CS: Sent a representative to the:
 - American Physical Society Gender Equity Conference to discuss methods of increasing diversity.
- ✓ EH&S: Look into external diversity classes offered by organizations such as American Management Association
- ✓ GS: Supervisors and manager are largely trained by an outside consultant (Nicole Shapiro) in leadership, etc.
- ✓ IT: Supervisors have attended various UC-sponsored training programs, including:
 - UCLA Technical Management Program.
 - Management Skills Assessment program (MSAP)
 - UC Leaderships Institute (UCLI)
- ✓ OCFO: For 2 years now, have developed a supervisor's training program as part of their Human Capital Strategic Plan that has been mandatory for all OCFO managers and supervisors. They send supervisors and managers to:
 - AMA
 - MSAP
 - BOI
 - NTL.
- ✓ EETD: Trained supervisors and managers on a program that addressed how diverse cultural backgrounds may impact communications and interactions. Used (Nicole Shapiro) for leadership training.
- ✓ PB: Employees have participated in the UC sponsored MSAP program

b. How are Diversity goals communicated to staff?

- ✓ CH: Diversity goals are communicated to staff via regular divisional meetings.
- ✓ PBD: Established Diversity representatives from their scientific groups who:
 - Have knowledge of the division's diversity plan,
 - Attend quarterly PBD Diversity Committee Meetings.
 - Provide input to the PBD Diversity Committee about diversity issues,
 - Encourage group members to make nominations for the PBD Diversity Awards and help develop the diversity plan and assist in coordination of diversity related events.
- ✓ OCFO: 2005 Diversity Plan is on their website and they are in the process of updating it this year and developing a communication plan.
- ✓ CS: Weekly staff newsletter regularly includes articles pertaining to diversity, such as conferences and outreach opportunities. It also includes news of job postings, and staff are also reminded of the incentive program for referring job candidates.

c. Do you use your division's website and bulletin boards to communicate diversity awareness?

- ✓ CH: CSD website is being this year and will include the CH Diversity statement.
- ✓ CS: Diversity activities are communicated through IntheLoop as well as dedicated email list and web pages.
- ✓ EETD: Web site shows photographs of a diverse cross-section of their staff.

d. What specific actions has your division taken to mentor and develop Scientific, Technical and Administrative staff for future promotional opportunities within your division or at the Lab?

- ✓ CH: Sometimes hires staff with the intent of promoting them. Sends administrative staff to training sessions and gives them “stretch” assignments.
- ✓ EH&S: Supervisors have changed job assignments and given more challenging projects for staff development. Each group set aside a small budget for training and development, both technical and administrative.
- ✓ EETD: EETD takes advantage of Co-PI status to develop promising staff. In addition, junior staffs are coached in presenting their work at conferences and in being lead author on scientific publications.
- ✓ MS: Some Administrative staff have been encouraged to take on new projects, and join committees in an effort to increase their exposure in hopes of leading to promotional opportunities.

e. How is training and development supported in your division? Does your division allocate funding for training? If so, for what categories of employees, (e.g., Scientific, Technical, Administrative, or Student)?

- ✓ CH: A training budget is set aside each year for training of administrative staff. The size of the budget is determined based on number of staff and the type of training that is needed each year. The scientific research budgets are used for training of scientific staff and are determined by the PI on the project.
- ✓ FA: New HR Staff is coordinating new additional training opportunities.
- ✓ OCFO: Pursue training for all employees, and each department has a training budget that can be used for that department's employees. Also maintains additional funding for special training requests. All OCFO PRDs must have the development section complete and reviewed by each department manager
- ✓ EETD: The Division has funded a selected number of training workshops and development activities for staff, including two leadership workshops (in 2007 and 2005) attended by scientific and management staff, and two communications training sessions (both in 2007) attended by administrative staff.

f. What specific actions did your division take in 2007 to foster an inclusive workplace climate for your staff?

- ✓ CH: Annual holiday party, and other smaller divisional events (e.g. retirements) . We often give recognition (SPOTS, OPA's) at our events.
- ✓ GS: Outside consultants were brought in to train and counsel in specific cases
- ✓ IT: Fosters inclusiveness through regular communication and opportunities for flex-time for work-life balance.
- ✓ EETD: Division has funded training workshops and development activities for staff, including two leadership workshops (in 2007 and 2005) attended by scientific and management staff, and two communications training sessions (both in 2007) attended by administrative staff.
- ✓ FA: Facilities hired a female division director.

1. Strategic Recruitment Activities

a. Suitable Search

Question: How is your division implementing the Lab's new suitable search guidelines in recruiting for science and engineering staff?

i. Chemical Sciences

Chemical Sciences hiring supervisors meet with HR Center staff prior to all recruitments to ensure the suitable search guidelines are followed as appropriate. Recruiters work with hiring supervisors to post widely and in diverse locations wherever possible. S&E searches and cases are coordinated with HR Staff to ensure that new S&E guidelines for external advertising, membership of search committees, reference letters, etc. are followed. HR reviews all S&E cases prior to submittal for approval. Hiring supervisors for all other recruitments are asked to follow Suitable Search guidelines for the appropriate level of search. Supervisors are asked to complete a New Hire Fact Sheet which details the interview process. These are filed in the closed job file.

ii. Computing Sciences

The suitable search guidelines have been implemented and are being consistently followed.

iii. Earth Sciences

All hiring managers work with HR to assure that suitable search guidelines are being followed with each scientist hire. Professional Staff Committee members are trained on new procedures.

iv. EETD

EETD is fully following the Guidelines. We have a draft document that augments the Guidelines in a few areas of particular concern to the Division. Department heads, Division Council members and PSC members were given an Appointment & Promotion Policy & Procedures Manual to provide easy access to the guidelines.

v. EH&S

N/A

vi. Facilities

N/A

vii. General Sciences (AFRD, Nuclear Science, Physics)

These guidelines are largely consistent with our pre-existing recruitment procedures.

viii. Human Resources

N/A

ix. IT

Non-applicable.

1. Strategic Recruitment Activities (continued)

a. Suitable Search (continued)

Question: How is your division implementing the Lab's new suitable search guidelines in recruiting for science and engineering staff?

x. Genomics and Life Sciences

JGI HR Center staff held roll-out meetings with S&E staff in early 2007. In addition, HR staff and recruiters conducted training with PIs as a group. Additionally, as S&E positions are posted, HR staff and recruiter meets with hiring managers to review the new guidelines and to ensure guidelines are being followed through the selection and hiring process. JGI HR Center staff held roll-out meetings with S&E staff in early 2007. In addition, HR staff and recruiters conducted training with PIs as a group. Additionally, as S&E positions are posted, HR staff and recruiter meets with hiring managers to review the new guidelines and to ensure guidelines are being followed through the selection and hiring process.

xi. Materials Sciences

MSD works with HR Center staff to ensure the suitable search guidelines are followed appropriately. Managers are active in their outreach efforts to minorities and women whenever possible.

xii. Office of the CFO

OCFO has had recruiting and hiring guidelines, very similar to the Suitable Search guidelines, up on our website for over a year now. All hiring managers must adhere to these hiring policies and procedures.

xiii. Physical Biosciences

PBD works with HR Center staff to ensure the suitable search guidelines are followed as appropriate. Training has been provided by Human Resources to the administrative staff and Senior Management. Individual training with additional support staff and hiring managers will be conducted.

xiv. Public Affairs

As an Operations unit, Public Affairs do not have science and engineering staff that fall under the provision of the new guidelines. However, we will be following the newly established Suitable Search guidelines for operations positions going forward.

b. Advertisement

Question: Does your division advertise job openings? Term levels, including Postdocs? Is advertising done locally or nationally? Is an effort made to target a diverse applicant pool with specific advertising?

i. Advanced Light Source

We coordinate all job openings with HR. HR uses the standard recruitment, nationally and internationally for scientists and engineers, and locally for techs. We do not require advertisements in media that exist specifically for the underrepresented. We specifically encourage the underrepresented groups to apply to the ALS Fellowship program. <http://www-als.lbl.gov/als/fellowships/index.html>

ALS participates in the CSEE college student summer internship program and maintains its own summer college student internship program that is advertised on the ALS Web site at <http://www-als.lbl.gov/als/employment.html>.

1. Strategic Recruitment Activities (continued)

b. Advertisement (continued)

Question: Does your division advertise job openings? Term levels, including Postdocs? Is advertising done locally or nationally? Is an effort made to target a diverse applicant pool with specific advertising?

i. Advanced Light Source (continued)

The ALS Web site has a link to the Lab HR Web site showing a list of all ALS employment opportunities.

The ALS maintains a bulletin board advertising various job opportunities.

ii. Chemical Sciences

Chemical Sciences works with the recruiter as part of the HR Center staff to externally advertise posted positions, including postdocs, using local/national sources relevant to the hiring needs. Advertising is focused on reaching a broad discipline-specific audience using sources such as Web sites for C&E News Web & NatureJobs.com. Discipline specific sources naturally reach relevant job seekers, including diverse applicants. Sources such as NOBCCChE have not elicited much applicant response for scientific positions. However, NOBCCChE attracts postdocs who attend their conferences.

iii. Computing Sciences

Yes, they are advertised at all levels. The positions are posted on websites for local and national reference. Effort is made to target a diverse applicant pool of all qualifying and interested candidates.

Every year, since 2001, a recruitment flyer for our Summer Student Program is emailed to career centers and campus departments of nearly 800 universities, colleges, and community colleges identified as having a computing-related curriculum. The recruiting flyer emailed to these institutions includes information about who we are, descriptions of the Summer Student Program and the URL for the CS Careers Web pages.

iv. Earth Sciences

Yes - whether locally or nationally depends on position and difficulty filling. All Postdocs are advertised unless non-immigrant hire. An effort is made to target a diverse applicant pool by advertising in specific sites dependent upon underutilization figures (HR Rep maintains book with extensive list of diversity specific sites.) In addition scientific openings are advertised with EOS - an international news journal.

v. EETD

Nationally for S&E's and past practice of international postings for S&E's. For other job categories it depends on the anticipated pool of applicants as well as time available to fill position, position pay level, diversity of local applicant pool, duration of appointment, and expertise required.

vi. EH&S

EH&S advertises job openings at all career levels and term levels. The Division advertises position openings both locally and nationally depending on the job level (e.g., Division Director) and the degree of difficulty in filling particular positions (e.g., Health Physicist). EH&S posts some openings in specific media to reach diverse applicant pool (e.g., WISE, Women in Safety Engineering and HERC, Higher Education Recruitment Consortium). EH&S Division does not have Post-doc positions.

1. Strategic Recruitment Activities (continued)

b. Advertisement (continued)

Question: Does your division advertise job openings? Term levels, including Postdocs? Is advertising done locally or nationally? Is an effort made to target a diverse applicant pool with specific advertising?

vii. Engineering

The Engineering Division advertises on Career Builder, Laboratory online postings, *Physics Today*, DICE (online job board for applicants in the Electronics Engineering or Electrical Engineering fields and Integrated Circuit Design), Society of Women Engineers (job board), the National Society of Black Engineers (job board), and Cal Jobs (job board w/State of California EDD).

viii. Facilities

Facilities advertise locally for all jobs and nationally depending on the job level. All jobs go through HERC to get the largest and most diverse pool possible.

ix. General Sciences (AFRD, Nuclear Science, Physics)

Table and publications at Black & Hispanic Physics Conf., additional websites now used CC

x. Human Resources

Yes-Locally

xi. IT

Yes, they are advertised at all levels. The positions are posted on websites for national reference. Depending on the position and underutilization, IT advertises on either CareerBuilder which partners with various diversity sites and/or niche diversity sites.

xii. Genomics and Life Sciences

Career and term positions are advertised broadly on relevant external sources. Post-doctoral positions are advertised unless there is an identified candidate. Advertising is posted on specific job sites which are available locally, nationally and internationally on the web. Senior scientific positions are advertised nationally/internationally through journals like Nature & Science. Efforts are made to target a diverse candidate pool. The Life Sciences Division's (LSD's) H.R. Office coordinates all job openings with the hiring supervisors. All job openings are advertised on the Web. For scientists, including postdoc and divisional-fellow positions, LSD also uses ads placed in key journals (e.g., Science magazine). Genomics and Life Sciences advertise job openings. The level of advertising depends upon the type/level of position and difficulty of filling the position. The recruiter normally works with the Hiring Manager to develop a recruitment plan. This plan includes an advertising strategy to determine the best sources to locate candidates, and special attention is placed on underutilization data and diversity advertising. In addition to jobs being posted on the LBNL Web site, the Divisions use Career Builder, Bayareajobs.com, Craigslist, and AIRS/Oxygen, and also have placed ads in Science and Nature magazines. The magazine ads generally allow you to post on their Web site for 30 days as well. The JGI also may post positions at LLNL. JGI also has a year subscription to post on the popular biotechnology Web site BioSpace.com, which allows us to post 20 jobs a year and also uses sources such as DICE and LinkedIn on an "as needed" basis. Recently, the JGI has also used Monster.com and sciencecareers.org, and has purchased a membership with Hotjobs.com, which allows for 5 continuous job postings and résumé search capabilities.

1. Strategic Recruitment Activities (continued)

b. Advertisement (continued)

Question: Does your division advertise job openings? Term levels, including Postdocs? Is advertising done locally or nationally? Is an effort made to target a diverse applicant pool with specific advertising?

xii. Genomics and Life Sciences (continued)

For our entry-level technical positions, we typically attend job fairs that are held at UCB, UCSF, Stanford, and Davis. The Life Sciences Division has proactively advertised its open positions beyond the LBNL employment Web site, with specific attention given to promoting opportunities to significant job seeker populations, with regard to scientific and/or engineering discipline, diversity, and appropriate job level.

xiii. Materials Sciences

MSD works with the recruiter as part of the HR Center staff to externally advertise all posted positions, including postdocs, using local/national sources relevant to the hiring needs. Advertising is focused on reaching a discipline specific audience using sources such as MRS Bulletin, C&E News, PhDs.org, TinyTechJobs.com. Discipline specific sources naturally reach relevant job seekers, including diverse applicants.

xiv. Office of the CFO

We advertise all our openings on the LBNL website; usually locally unless we are having trouble filling the particular position, then we broaden our scope. We typically request that jobs be posted on Career Builder as well as diversity sites.

xv. Physical Biosciences

PBD works with the recruiter as part of the HR Center staff to externally advertise posted positions, including postdocs, using local/national sources relevant to the hiring needs. Advertising is focused on reaching a broad discipline specific audience using sources such as Web sites for American Society of Plant Biologists, Bioinformatics.org, Botanical Society of America, CCP4BB, CraigsList.org, DICE, Diversityworking.com, Higher Education Recruitment Consortium, Intl Union of Crystallography, NatureJobs.com, PostdocJobs.com, ScienceJobs.com, Sciencemag.org. Discipline specific sources naturally reach relevant job seekers, including diverse applicants.

xvi. Public Affairs

Public Affairs broadly advertise job openings both locally and nationally depending on the job level (e.g., Communications Manager, CSEE Program Manager) and the degree of difficulty in filling particular positions. PA does not have Post-doc positions.

c. Living Lists

Question: Has your division formed and maintained living lists of prospective candidate and/or contacts? For which job categories?

i. Advanced Light Source

We have created a living list for the areas of science and engineering carried out at the ALS. The list was created by asking the beam line scientists for suggestions.

1. Strategic Recruitment Activities (continued)

c. Living Lists (continued)

Question: Has your division formed and maintained living lists of prospective candidate and/or contacts? For which job categories?

i. Advanced Light Source (continued)

In addition, we were able to extract a list of female (underrepresented) scientists from the American Physical Society (APS) list of members in the area of condensed matter science. Aside from the APS list of females, we have about 35 underrepresented scientists on the list so far.

ii. Chemical Sciences

The Chemical Sciences Division does not have living lists. Due to the diverse nature of our research, we would need many living lists—this is impractical.

iii. Computing Sciences

The Computing Sciences divisions do not generate living lists except in an informal manner and through our activities on the national scene (see 2a and 2c below). Since the field moves so quickly it is more effective to generate a list at the time of the search and actively network to identify qualified candidates as positions open.

iv. Earth Sciences

Succession Planning has begun in the Division which includes names of external candidates. At the moment this is only for Scientists. The Division intends to expand this to other categories.

v. EETD

Not at the Division level as EETD is so diverse that it would be an overwhelming effort. On an informal basis, individual groups and PI's maintain networks of contacts who are used to identify prospective candidates.

vi. EH&S

The EH&S Division has used living lists for past recruitments and occasionally utilizes this method for generating an applicant pool for certain disciplines. For example, our staff has maintained contacts with ES&H professional counterparts at LLNL in the Occupational Safety, Industrial Hygiene, and Occupational Medicine arenas. These contacts have helped to generate interest when positions became available and have resulted in the successful hire of several technical professionals this past year. However, with resource constraints in our recruitment function this past year, the Division has not been able to maintain formal living lists. As the recruitment staffing function increases in 2008, EH&S should be able to resume efforts under the HR guidance in this regard.

vii. Engineering

The division experienced a 20% reduction in force (RIF) less than twenty months ago. We are focused on developing the skills, knowledge, and abilities of our staff who remain with the scientific programs and projects with a targeted allocation of training dollars to each group leader. There is no new program or project on the horizon that would justify looking at additional staff currently on board with other employers. Should conditions change, we would not hesitate to compile a living list.

1. Strategic Recruitment Activities (continued)

c. Living Lists (continued)

Question: Has your division formed and maintained living lists of prospective candidate and/or contacts? For which job categories?

viii. Facilities

Living lists are not used.

ix. General Sciences (AFRD, Nuclear Science, Physics)

Due to an initiative led by Gerry Abrams, GS is piloting the Recruiting Best Practices put forward a year or more ago, which includes having Living Lists in each division and in reforming recruiting practices. Physics has met with HR to discuss and determine a protocol for establishing and maintaining living lists. Spearheaded by AFRD, all of GS is looking for a database tool, currently eRoom, in order to maintain living-list information.

The Physics Chamberlain Fellow Search provides a good seed pool of applicants for living lists, since it naturally selects strong applicants. It will be used as part of the living-list pool. NSD hosted two summer schools in nuclear science in 2005 for graduate students and young postdocs. The minority and female attendees at these schools have been identified as the beginning of a living list for future hires.

x. Human Resources

We are starting this process.

xi. IT

No, the division does not maintain a living list, however, some individual managers/supervisors do.

xii. Genomics and Life Sciences

LSD's H.R. Office maintains a list of current applications. Also, the Division is in the process of contacting higher-education institutions with a systems biology graduate program to advertise the Lab and LSD. At this time, there are no living lists of individuals in Life Sciences and Genomics Divisions. Rather than devoting limited resources to tracking only prospective individual job candidates for positions at LBNL through the living list mechanism, the Life Sciences and Genomics Division Diversity Committee has discussed an effort to assemble a list of contacts culled from minority professional societies within top-tier colleges and universities with systems biology and genomics areas of emphasis. In addition, lists have been combined from contacts at HBCUs, other minority-serving institutions, and minority grant recipients from the National Institute for General Medical Sciences. Among the goals of this effort is for the Committee to engage these contacts (via email) for disseminating recruitment and other promotional literature, and to offer possible guest speakers from a roster of LBNL Life Sciences and Genomics researchers.

xiii. Materials Sciences

Yes. MSD search committees at the Staff Scientist level usually include at least one minority and/or woman as well as someone from outside the division. The search committee must be approved by the Division Director and HR.

1. Strategic Recruitment Activities (continued)

c. Living Lists (continued)

Question: Has your division formed and maintained living lists of prospective candidate and/or contacts? For which job categories?

xiv. Office of the CFO

We do not use living lists.

xv. Physical Biosciences

Yes, at the division director level and high profile scientific positions.

xvi. Public Affairs

Public Affairs plans to start keeping a list but has not to date.

d. Recruitment Contacts at MSI

Question: Has your division formed a list of contacts at minority serving institutes for recruiting purposes?

i. Earth Sciences

Our HR representative has contacts for diversity locations and uses these as necessary. Postdoctoral opportunities are often publicized with colleges and universities with historically diverse student bodies.

ii. General Sciences (AFRD, Nuclear Science, Physics)

PD - yes, attempts have been made but in order to have a sustainable process need to recruit from small faculty pool, Hampton was promising but the PI moved to Yale

iii. Human Resources

Yes

iv. Genomics and Life Sciences

Yes. However, the list is in need of revising/revitalizing (through reestablishing personal contacts with the institutions). Closer to home, we have established a relationship with the UC Berkeley Biology Scholars Program (BSP) and the UC Berkeley SAGE Scholars Program. In addition, we have other contacts established with minority-serving professional societies. Diversityworking.com. Mexican-American Scientists and Engineers. Association for Women in Science (AWIS)

v. Materials Sciences

By using the Web to advertise positions, the division reaches out to a wide audience of potential applicants. In addition to proactive advertising, applicant pool diversity is also heavily affected by the available diversity within the discipline specific job seeker market. When feasible, diversity focused sources such as DiversityWorking.com, NSBP and NOBCChE are utilized in addition to general, discipline specific sources. It has been noted over time that diversity focused sources elicit only a very minimal applicant response. Status of diversity within an applicant pool is monitored by using the Lab's applicant tracking system to determine advertising source effectiveness.

1. Strategic Recruitment Activities (continued)

d. Recruitment Contacts at MSI (continued)

Question: Has your division formed a list of contacts at minority serving institutes for recruiting purposes?

v. Materials Sciences (continued)

Additionally, PeopleSoft query reports help determine applicant pool metrics such as gender and ethnicity as well as advertising source effectiveness. Using these technologies enables better understanding of our applicant pools and shows whether strategic recruitment efforts have been effective or need to be recalibrated.

e. Diverse Representation on Hiring Committees

Question: Does your division have diverse representation in hiring committees? How does your division ensure that diverse representation exists in hiring committees?

i. Advanced Light Source

We have divisional policy that our staff hiring committee will review the makeup of all other hiring committees to ensure diversity on those committees. The Division Director, the chair of the staff hiring committee, and divisional diversity committee chair ensure diversity on all hiring committees before the hiring committee convenes.

ii. Chemical Sciences

Search committees for S&E positions consist of a diverse group, usually with at least one woman and one minority, and are approved by the Division Director. Searches for nonS&E positions always consist of a diverse group.

iii. Computing Sciences

Yes. Generally, search committees consist of individuals that are internal and external to the hiring department or group from a variety of levels with diverse perspectives.

iv. Earth Sciences

Whenever possible a diverse hiring committee is chosen by the selection chair/hiring manager. This is reinforced by HR representative.

v. EETD

Hiring Committees are only used for S&E's. Our draft augmentation to the Lab's Guidelines calls for a diverse committee and one person who specifically seek to insure that the search focuses on diversity.

vi. EH&S

The Division's search committee membership has been focused primarily on the diversity of perspectives from technical standpoint so as to assess the competency and fit of potential candidates. EH&S has not specifically structured membership based on gender or ethnic diversity. Without special intention, however, search committee membership has been in general quite diverse due to existing diversity among EH&S staff composition.

1. Strategic Recruitment Activities (continued)

e. Diverse Representation on Hiring Committees (continued)

Question: Does your division have diverse representation in hiring committees? How does your division ensure that diverse representation exists in hiring committees?

vii. Engineering

Because the programs and projects are not in a hiring mode, Engineering is not in a hiring mode.

Therefore, the Division has no business need for several hiring committees.

In place of several hiring committees, the Division has a staffing committee that reviews proposed positions [primarily term positions, because of the limited demand for career employees in the current project/program environment].

Potential positions, postings, candidates, and all candidate selections are presented to the staffing committee and our human resource professionals to assure equity in recruitment, equity in opportunity, and equity in selection.

Our skills, knowledge, and abilities (SKA) requirements reflect the strategic requirements of the programs and projects. We target a diverse pool of potential candidates by advertising our SKA requirements with professional job boards and professional organizations, including those job boards owned and maintained by traditionally underrepresented populations in the engineering disciplines.

Pools and selected candidates are presented to the engineering staff committee and HR to assure equity.

viii. Facilities

Facilities' main focus is to ensure that hiring committees have diversity in backgrounds and skill levels. At least one person from outside of the division is included in the committees as well.

ix. General Sciences (AFRD, Nuclear Science, Physics)

As before, Division office tries to ensure this, contingent on available staff. AFRD ensures that diverse perspectives are brought to hiring committees - when possible, committees are comprised of people from different levels in the organization, different groups than the one with the open position, and a gender/ethnic composition that reflects the division as a whole.

x. Human Resources

Yes-It is a requirement to have diversity on hiring committees.

xi. IT

Generally, search committees consist of individuals that are internal and external to the hiring department or group, from a variety of levels with diverse perspectives.

xii. Genomics and Life Sciences

Efforts are made to have diverse representation on hiring committees; however, depending upon the position, there may be a limited diversity pool of subject matter experts in the Division. However, for higher level positions, we would partner with divisions outside of Genomics to gain diverse representation. LSD's H.R. Office handles all applications.

1. Strategic Recruitment Activities (continued)

e. Diverse Representation on Hiring Committees (continued)

Question: Does your division have diverse representation in hiring committees? How does your division ensure that diverse representation exists in hiring committees?

xii. Genomics and Life Sciences (continued)

Strategic hires and Divisional Fellows are given the opportunity to meet the entire Division through the mechanism of a recruitment seminar. A Divisional Search Committee is working on filling strategic openings (e.g., a current senior scientist opening). Due to the unique nature of funding in LSD and Genomics (in particular, more often than not, a P.I. has his or her own funding and is responsible entirely for their lab) often the P.I. is the main or only person to make the decisions about hiring. Our goal is to have diverse representation on our hiring committees while at the same time ensuring that we have subject-matter experts. Candidates are typically interviewed by an interview panel composed of a diverse group of staff within the organization. For management and staff scientist appointments, we form a search committee and ensure a mix of subject matter experts from the varying departments as well as labs (LBNL/LLNL). Generally, the search committee works directly with a recruiter who addresses any underutilization issues and assists the committee in attracting a diverse candidate pool. In the Life Sciences Division panel, interviews take place for administrative and management jobs and higher-level scientific appointments (and a few lower-level scientific appointments). The interview panels and search committees are composed of representatives from various departments in Life Sciences, and sometimes from other divisions/departments at the Laboratory. As in the case of JGI, the search committee works directly with a recruiter to ensure that suitable search guidelines are being followed and that any underutilization issues are discussed. The recruiter also assists the committee in attracting a diverse candidate pool through the development of a recruiting plan and advertising strategy.

xiii. Materials Sciences

Students who attend Nano*High are asked to provide contact info, resulting in a student pipeline list for CSEE, SULI, etc.

xiv. Office of the CFO

Focus for OCFO search committees are primarily based on diversity of perspective from a technical standpoint to focus on assessing the competency and fit of potential candidates. Because OCFO is such a diverse Office to begin with, we usually have a very diverse committee. When the position is at the .4 level we also require representation from our customer divisions as well.

xv. Physical Biosciences

Each committee is chosen individually to ensure that an adequate candidate is chosen. This will be an area of focus in the future.

xvi. Public Affairs

PA's search committee membership has been focused primarily on the diversity of perspectives from a substantive and subject matter context. Although PA has not specifically structured membership based on gender or ethnic diversity in the past, it is a criterion about which we would like to work with HR to develop.

1. Strategic Recruitment Activities (continued)

f. Diverse Applicant Pool

Question: How does your division ensure a diverse applicant pool including applicants from under-represented groups? How is this monitored?

i. Advanced Light Source

We have divisional policy that our staff hiring committee will review the diversity of the applicant pool before proceeding. Hiring committees are can't proceed without appropriate representation in the pool.

ii. Chemical Sciences

By using the Web to advertise positions, the Division reaches out to a wide audience of potential applicants. Status of diversity within an applicant pool is monitored by using the Lab's applicant tracking system to determine advertising source effectiveness. Additionally, PeopleSoft query reports help determine applicant pool metrics such as gender and ethnicity as well as advertising source effectiveness. Using these technologies enables better understanding of our applicant pools and shows whether strategic recruitment efforts have been effective or need to be recalibrated.

iii. Computing Sciences

A good faith effort is made to advertise broadly for all open positions. Special attention is paid to underrepresented groups and internet advertising targets these groups. One example of this is our Alvarez Fellowship which is broadly advertised by Computing Sciences and nationally competed.

iv. Earth Sciences

Ads are placed on diversity sites that reach the under-represented groups. Each hiring manager is informed of such group during the recruitment plan meeting. This information is recorded in the Recruitment Plan.

v. EETD

We regard this as a Lab responsibility as it is beyond the resources of a division. HR provides Lab-wide underutilization in recruiting plan for specific job code.

vi. EH&S

Efforts to maintain awareness of diversity in EH&S recruitment and retention processes in CY07 have resulted in the hire of 3 female minority clerical and 3 female minority professional administrative positions, 1 minority male technical professionals, 3 female and 1 minority female technical professionals, 1 female and 2 female minority students. These minority hires represented 10% of the entire EH&S staff. They have also resulted in promotions for 1 female minority administrative professional, 1 female technical professional and 4 minority male technicians (one to a technical professional position).

EH&S engages with Human Resources to develop strategic recruitment plans for every open position to address underutilization and minority recruitment issues.

vii. Engineering

Our skills, knowledge, and abilities (SKA) requirements reflect the strategic requirements of the programs and projects. We target a diverse pool of potential candidates by advertising our SKA requirements with professional job boards and professional organizations, including those job boards owned and maintained by traditionally underrepresented populations in the engineering disciplines.

1. Strategic Recruitment Activities (continued)

f. Diverse Applicant Pool (continued)

Question: How does your division ensure a diverse applicant pool including applicants from under-represented groups? How is this monitored?

viii. Facilities

Facilities advertise all postings and do not proceed with interviews until there is a pool of applicants. Hiring committees focus on job qualifications. All interviews and hires are managed through Facilities HR Center.

ix. General Sciences (AFRD, Nuclear Science, Physics)

As before, see results, use the Division Staff Committee as tool to monitor the performance of each search committee

x. Human Resources

If possible-Depends on pool-try to source at diverse sites. All candidates are reviewed by management.

xi. IT

A good faith effort is made to advertise broadly for all open positions.

xii. Genomics and Life Sciences

By using the web and specially-placed advertisements, the Divisions reach out to a wide audience of potential applicants. By establishing contacts to key higher educational institutions, the Divisions will further extend the applicant pool. A candidate pool is established in part by the inclusion of “under-utilization data,” and if the resulting candidate pool is still not sufficiently diverse, the decision is made about whether to range more widely or simply to move forward with the hire. The nature of the position is inherently a factor in formation of the candidate pool. LSD has also participated quite actively in various internship programs (*e.g.*, DOE, NSF, NIH programs, Biotech Partners co-op program, etc.), and in fact several well-trained individuals from these programs have been hired.

The level of diversity within an applicant pool is monitored by using the Lab’s applicant tracking system, which is used also to determine advertising source effectiveness. Additionally, PeopleSoft query reports help determine applicant pool metrics such as gender and ethnicity, as well again as advertising source effectiveness. Using these technologies results in a deeper understanding of our applicant pools, and shows whether our strategic recruitment efforts have been effective or need to be recalibrated.

xiii. Materials Sciences

Planning is underway to establish practices that will lead to a diverse applicant pool. Activities may include reviewing past hiring practices and assessing outcomes.

xiv. Office of the CFO

We depend on the HRIS system to alert us and to track. We advertise on diversity web sites. If the applicant fills out a job application, we capture their self-disclosed ethnic group.

1. Strategic Recruitment Activities (continued)

f. Diverse Applicant Pool (continued)

Question: How does your division ensure a diverse applicant pool including applicants from under-represented groups? How is this monitored?

xv. Physical Biosciences

By using the Web to advertise positions, the Division reaches out to a wide audience of potential applicants. Status of diversity within an applicant pool is monitored by using the Lab's applicant tracking system to determine advertising source effectiveness. Additionally, PeopleSoft query reports help determine applicant pool metrics such as gender and ethnicity as well as advertising source effectiveness. Using these technologies enables better understanding of our applicant pools and shows whether strategic recruitment efforts have been effective or need to be recalibrated.

xvi. Public Affairs

The PA Dept has not experienced a lot of recruitment activity over the years. Recently, we have had a number of departures and are currently in the process of recruiting for those vacant positions. We work with the recruiter for operations to ensure that our positions are posted on relevant sources as well as diversity website as part of the Lab's normal process.

2. Strategic Retention Activities

a. Career Advancement Paths

Question: Has your division established clear career advancement paths and processes? Are the processes and criteria for advancement transparent, documented and available to all staff? Which job classifications?

i. Chemical Sciences

Clear career paths are identified and documented for the S&E population as defined by RPM 2.07. Career paths for non-S&E positions are not formally identified; however promotions have been implemented in all of the Administrative functions.

ii. Computing Sciences

The new processes related to scientist hires and promotions are complex, burdensome and not very transparent. There is not a very a clear path for scientists. Despite this, within the Computing Sciences division, all managers work with employees to address career development goals on an individual basis through performance reviews.

iii. Earth Sciences

The Division has developed a career path from research associates to distinguished staff scientist. Process and most criteria are driven by the RPM and HR policies. Only the step between the S&E job categories have been documented and shared with the staff at this time.

iv. EETD

The new RPM Section 2.07 established a highly useful framework for advancement of S&E's. EETD has no documented paths for other job classifications. We rely on the PRD process, Supervisors, and the Department Heads to bring cases for advancement to our attention. Previously for S&Es, this process was somewhat ad hoc; we are now implementing an annual schedule when S&E cases for advancement will be developed and evaluated. During any given year we always have a number of cases for advancement.

v. EH&S

Managers and supervisors are asked to talk about career development during the annual Performance Review. The Division has a succession plan for the Division Director position and will work on similar plans for group leaders in the future. The Division has also identified key and critical positions and has in place a semi-structured succession plan for specific positions, including Subject Matter Experts (SME) such as laser safety officer and electrical safety officer positions. There are no formal processes and criteria for advancement documentation for the division; most advancement information is in the form of Salary Administration Manual on the Lab's web site.

EH&S conducted a survey of staffs and about 18% responded. Among those who provided input, most do not think processes and criteria for advancement are transparent, documented and available.

Staffs in certain job classifications such as administrative and technical support felt that there are limited to no advancement opportunities.

2. Strategic Retention Activities (continued)

a. Career Advancement Paths (continued)

Question: Has your division established clear career advancement paths and processes? Are the processes and criteria for advancement transparent, documented and available to all staff? Which job classifications?

vi. General Sciences (AFRD, Nuclear Science, Physics)

Postdocs: our policy is to cycle postdocs and train for competitive positions elsewhere since we lack a significant number of future openings. We could consider a more aggressive tracked approach, target of opportunity etc but this would have to be looked at by the Divisions as a whole. Technical and admins: business manager oversees this for admins and there have been a number of promotions and happy moves. In the technical area there is a very small pool but we can do better on career development.

vii. Human Resources

Working on this. However, there are limited opportunities given the specialization required in some of the disciplines and the size of the department.

viii. Genomics and Life Sciences

No documented career advancement process has been established. Typically, there are various levels within a job family; however, often the work spans only one or two of these levels. In the Genomics Division there are specific classifications that employees have an opportunity for advancement through posted promotions and/or reclassifications (i.e., Research Technicians, Research Associates, and Software Developers). Supervisors who recognize that the employees are working above their classification level contacts HR staff to discuss a potential reclassification and/or job audit. In represented positions, contractually the unions will periodically ask for a review (typically every two years).

ix. Materials Sciences

MSD's Division Staff Committee (12 members) and HR follow the Lab's policy 2.07 for the advancement of scientists. The career paths and the process are documented in the RPM and are fully available to the staff. MSD has developed standards of performance that warrant a promotion to Sr. Scientist and are currently developing guidelines for the midterm review of career track promotions to career.

x. Office of the CFO

OCFO has developed a Human Capital Strategic Plan as part of our overall Strategic Plan and these processes are part of that plan that we are rolling out in stages over the next 5 years.

xi. Physical Biosciences

PBD follows the established career paths for scientific staff. Research associates are informally tracked by their lead scientist. No career paths are established for administrative or financial staff.

xii. Public Affairs

We do encourage all supervisors and managers to discuss developmental goals with employees as part of the annual PRD process.

2. Strategic Retention Activities (continued)

b. Improvement in the Last Three Years

Question: Has your division improved or regressed in the last three years in retaining workforce demographic in high priority job groups ([see link](#)), which matches the available pool? In which job groups? Do you understand the root cause of the change?

i. Chemical Sciences

Search committees for S&E positions consist of a diverse group, usually with at least one woman and one minority, and are approved by the Division Director. Searches for nonS&E positions always consist of a diverse group.

ii. Computing Sciences

In October of 2004, attention to diversity was required for both women and minorities for CSEs and Scientists. Since that time, as of September 2007 we have diversified our workforce with regard to Asians and have had some progress with regard to African Americans. Overall attention is needed in all areas to maintain the gains that we have made and to further diversify our workforce relative to the available population.

iii. Earth Sciences

It is not possible to make any definitive comments in classifications where there are only one or two employees. In the Scientist area, it has remained about the same. Emphasis should be placed on hiring more Hispanic and Female employees. In both the Research Associate and Technical Associate classifications, the Division has improved in all categories

iv. EETD

EET workforce demographics in high priority job groups have not changed much in last 3 years. Staffing changes reduced EET positions in 2 job groups to a level below the 25% threshold which is the criteria for "high priority" job groups. Even in these groups, EET has retained similar levels of representation of individuals belonging to groups that are underrepresented lab-wide.

v. EH&S

The EH&S Division's workforce demographic composition in major ethnic groups has not fluctuated much in the past three years. (see chart)

Among EH&S three high priority job groups, females were well represented in two, but lacking in one (Health/Medical), whereas minority groups in totality are well representation among 'Environmental Health and Safety' and 'Health/Medical' positions but lacking in 'Technical management' positions. In all job categories, Native American continues to have 0% representation in EH&S which mirrors statistics for the majority of the Lab divisions (18 out of 23 divisions showed 0%). %'s for African Americans and white have declined slightly in 2007 as compared to 2005 and 2006 whereas those for Asians and Hispanics have increased slightly in 2007.

vi. Facilities

Overall there has been a slight improvement (48% FY05Q1 to 50% FY08Q1) due to staff turnover (retirements, layoffs and new hires). No definition for "high priority job groups."

vii. General Sciences (AFRD, Nuclear Science, Physics)

We are holding steady

2. Strategic Retention Activities (continued)

b. Improvement in the Last Three Years (continued)

Question: Has your division improved or regressed in the last three years in retaining workforce demographic in high priority job groups ([see link](#)), which matches the available pool? In which job groups? Do you understand the root cause of the change?

viii. Human Resources

Same

ix. IT

The division has made progress with the following groups: Asians, Females. The division still needs improvement with representation from the following groups: Hispanics and Native Americans. The root cause of this change is unknown.

x. Genomics and Life Sciences

There has not been information readily available to Divisions to make an adequate evaluation. There would have to be institutional as well as Divisional information available regarding the demographics to review and evaluate annually. This will allow divisions to establish baseline data and review data periodically.

xi. Materials Sciences

MSD does not have high priority job groups. However, there has been notable hiring activity. H3-Administrative Mgmt; above market availability for female category, yet below market availability for total minority category.

H6-Other Mgmt; Remained above market availability for female category and increased total minority representation in FY07.

J2-Chemistry; Remained well above market availability for total minority category. Increased Hispanic staff members from FY05/06 to FY07 to above market availability. Decreased female representation compared to market availability.

J3-Physicist; Increased Asian staff members from FY05/06 to FY07. Remain relatively comparable to market availability for female category. Decreased total minority representation in FY07.

J6-Other S&E; Increased African American staff members from FY05 to FY06, yet decreased in FY07. Remained above market availability for the Asian category throughout FY05/06/07. Decrease in Hispanic staff members in FY07. Well below market availability for female category throughout FY05/06/07.

K1-Administrative Support; Increased staff numbers overall. Well above market availability for female category throughout FY05/06/07. Well above market availability for African American staff in FY05/06, slight decrease in FY07. Below market availability for Asian category throughout FY05/06/07.

L7-Technical Associates; More than doubled staff numbers from FY05 to FY06. Increased staff in total minority category. Above market availability for Hispanic category in FY06/07. Increased staff in Asian category from FY06 to FY07.

N1-Office Support; Well above market availability for African American category throughout FY05/06/07. Above or equal to market availability for Asian and total minority categories in FY06/07. Slightly below market availability for female category in FY06/07.

2. Strategic Retention Activities (continued)

b. Improvement in the Last Three Years (continued)

Question: Has your division improved or regressed in the last three years in retaining workforce demographic in high priority job groups ([see link](#)), which matches the available pool? In which job groups? Do you understand the root cause of the change?

xii. Office of the CFO

We have regressed somewhat in Administrative Management and Administrative Support. We are not clear on the root cause for the change but will be working with our HR Center to aggressively recruit for our underutilized categories.

xiii. Physical Biosciences

PBD is planning to incorporate the use of the workforce diversity database that is now available, into our hiring strategies.

xiv. Public Affairs

PA has maintained the same balance.

c. Family-Friendly Policies

Question: Within the guidelines of the RPM, does your division have family-friendly policies such as flex time, telecommuting or part time work options? What percentage of your staff takes advantage of such options?

i. Chemical Sciences

Yes, the majority of our staff is on a flexible schedule and approximately 20% of the staff does some telecommuting on an informal basis. Two employees are part time.

ii. Computing Sciences

Yes, we implement all the policy and procedures established by the Laboratory. Computing Sciences allows staff to telecommute as long as business needs are met and staff participation is appropriate. Opportunities for these options are made available based on business need. Computing Sciences allows employees to take advantage of part time work options on an as-needed basis with the approval of the group lead.

The Laboratory, however, does not support family-friendly policies such as the 9/80 work schedule.

Computing Sciences participated in the 9/80 pilot, and staff were pleased with the option, and work was being completed. The pilot was discontinued, and the policy was not implemented.

iii. Earth Sciences

The Division attempts to work with employees needs when requested, although flex-time is not advertised. Telecommuting is allowed per the RPM. Part time work options are considered provided the employee initiates the discussion and the project can accommodate.

2. Strategic Retention Activities (continued)

c. Family-Friendly Policies (continued)

Question: Within the guidelines of the RPM, does your division have family-friendly policies such as flex time, telecommuting or part time work options? What percentage of your staff takes advantage of such options?

iv. EETD

The Division actively supports flexible work schedules, telecommuting and part time work options for employees. A sizable majority of employees have taken advantage of flexible work schedules. EETD also has a large number of fulltime and part-time telecommuters (approx 32) and has approved a number of part-time schedules to provide flexibility to employees.

v. EH&S

Flex time, telecommuting, and reduced schedules are available to most employees but are not regularly and widely used. Requests are evaluated/approved on case by case basis and are based on business needs. Through a survey of staff, some expressed that they are not aware of the existence of such options. Most departments/groups have few or no staff with those arrangements due to support and service nature of many of the EH&S positions. 10% of Environmental Services staffs and a number of staffs from various groups do take advantage of the options. One staff member who recently transferred from another DOE lab commented that EH&S is the most family-friendly organization he has ever worked for. Staffs expressed an interest to revisit the energy-saving policy of 4-10, 9-80 and other flexible work options piloted at the Lab some years ago.

vi. Facilities

Very few employees work with these options. The current environment doesn't support this.

vii. General Sciences (AFRD, Nuclear Science, Physics)

Yes, no one or minimal requests for this. AFRD: two scientists telecommute regularly; almost all scientists telecommute on an occasional basis.

viii. Human Resources

Yes-very few

ix. IT

IT does offer flex-time and telecommuting. In addition, some employees do work part-time. Opportunities for these options are made available based on business need.

x. Genomics and Life Sciences

Under the RPM, the Lab does not have a formal flex time policy in which schedules such as 4/10's or 5/80 are allowed. Divisions allow flex hours within the workday or workweek. Telecommuting is available by agreement and approval with supervisor and department head. Typically, requests for telecommuting whether full- or part-time are considered on a case-by-case basis. It's estimated that 7-8% have some form of telecommuting agreement in place.

2. Strategic Retention Activities (continued)

c. Family-Friendly Policies (continued)

Question: Within the guidelines of the RPM, does your division have family-friendly policies such as flex time, telecommuting or part time work options? What percentage of your staff takes advantage of such options?

xi. Materials Sciences

Yes, for those scientists who are on reduced time, their schedule is taken into account when considering the number of pubs, conferences attended, etc.

xii. Office of the CFO

Yes. ~ 5-10%

xiii. Physical Biosciences

PBD is sensitive to the work/life balance needs of our employees. Decisions are made on a case by case basis taking the business needs and employee needs into consideration. We currently have 7 part time employees and 13 indeterminate time employees.

xiv. Public Affairs

Flex time, telecommuting, and reduced schedules are available to most employees but are not regularly and widely used. Requests are evaluated/approved on case by case basis and are based on business needs.

d. Other Recruitment and Retention Practices

Question: Describe other recruitment and retention practices not referenced above

i. Chemical Sciences

Search committees for S&E positions consist of a diverse group, usually with at least one woman and one minority, and are approved by the Division Director. Searches for nonS&E positions always consist of a diverse group.

ii. Computing Sciences

As a supporter of the Richard Tapia Celebration of Diversity in Computing conference, the division has received a book of resources from students attending the conference, which is held every two years. Following the conference, information about opportunities at Berkeley Lab was sent to all of the students. The Richard Tapia Celebration of Diversity in Computing Conference is held every two years and seeks to provide a supportive and encouraging environment for undergraduate and graduate students, as well as to provide information about career opportunities.

The Grace Hopper Celebration of Women in Computing is a series of conferences designed to bring the research and career interests of women in computing to the forefront. Several staff members attend this conference on an annual basis. Representatives from the division often give talks/presentations at this particular conference.

2. Strategic Retention Activities (continued)

d. Other Recruitment and Retention Practices (continued)

Question: Describe other recruitment and retention practices not referenced above

iii. Earth Sciences

Recruitment- Recruitment at diversity job fairs. Retention-Regular equity analysis to ensure a fair salary, mentoring.

iv. EETD

We have provided training programs and have actively encouraged supervisors to work with staff to consider reclasses and promotions, both of which have a positive impact on staff retention. In 2007, the Division convened a Group Leader strategic planning meeting to identify recruitment needs.

v. EH&S

EH&S Division has a job sharing program that has worked and can continue to work. At this time, it is not being utilized. The Division has instituted inter-disciplinary rotation of job assignment to encourage and foster career development and cross training. Group leaders also encourage career development during group and one-one meetings. Group leaders consider implementation of 4/10 work week, flex time, and telecommuting as helpful in the recruitment and retention of staff.

vi. Facilities

Recruitment and retention practices are being developed with new Facilities HR staff.

vii. General Sciences (AFRD, Nuclear Science, Physics)

Sign on bonus, start-up and relocation packages, two-body efforts, recruiting information maintained at our website <http://www.gsworkplace.lbl.gov/StrategicRecruiting.htm>

viii. Human Resources

N/A

ix. IT

The division has representation on industry advisory boards to local community colleges. Laney, Solano, Ohlone, DVC and Alameda. They typically convene a meeting every year or two.

x. Genomics and Life Sciences

For recruitment, job fairs; networking through "dear colleague" letters and employee referral bonus. Retention: We promote the attractive UC Lab benefits (including tuition reimbursement). Offer competitive pay. Offer green card sponsorship.

xi. Materials Sciences

Hired an undergraduate research assistant who is Hispanic. A MSD staff scientist hosted a student from the University of New Orleans for approximately 9 months, immediately after the Hurricane Katrina disaster. Renewed appointment of a female postdoc (native of Singapore).

2. Strategic Retention Activities (continued)

d. Other Recruitment and Retention Practices (continued)

Question: Describe other recruitment and retention practices not referenced above

xi. Materials Sciences (continued)

MSD staff scientist hired a female postdoc from France.

A MSD staff scientist hired female staff for positions which include: staff scientist, scientific engineering associate, student assistant, and 4 graduate student positions at the Foundry.

Hired a woman postdoc from 2/07 - 2/08. Also, recently hired another woman postdoc who will start 3/17/08.

5 of our Staff Scientist positions were advertised at DiversityWorking.com.

A MSD PI hired a Hispanic postdoc who won the Presidential Postdoctoral Fellowship.

A MSD PI hired 2 female graduate students.

A MSD PI recently recruited two female students, who are also graduate researchers aiming for their Ph.D. degree.

xii. Office of the CFO

We strongly believe in a work/life balance, i.e. we expect 100% of an employee's effort during the 40 hr/week and actively manage work load to minimize required overtime.

3. Pipeline and Mentoring

a. Institutional Program Participation and Mentoring

Question: Which of the following institutional programs does your division participate in, and what percentage of your staff participates as mentors or in other ways?

i. Earth Sciences

FY07: DOE Academies Creating Scientist Teachers (Acts); Industrial Initiatives for Science and Mathematics Education (IISME) teacher program; DOE Faculty and Student Team (FaST); DOE's Science Undergraduate Laboratory Internship (SULI); DOE's Community College Initiative (CCI); High School Student Research Participation program; Daughters and Sons to Work (DSTW); Science Bowl. This is approximately 7-10% of the staff.

ii. EETD

There is a culture of volunteerism and outreach in EET that manifests in diverse formal and informal activities. Activities noted below are based on information provided by CSEE for FY2007 and by EET staff responding to short e-mail survey about the previous 3 years. Total number of participants in specific programs could be larger than noted below.

iii. General Sciences (AFRD, Nuclear Science, Physics)

About 20 staff responded positively to a question about participation in institutional programs. The respondents were typically senior level group or project leaders. This represents a significant portion of the senior staff.

iv. Genomics and Life Sciences

JGI HR Center staff held roll-out meetings with S&E staff in early 2007. In addition, HR staff and recruiters conducted training with PIs as a group. Additionally, as S&E positions are posted, HR staff and recruiter meets with hiring managers to review the new guidelines and to ensure guidelines are being followed through the selection and hiring process. Also, Genomics formed a Division Staff Committee in response to the guidelines, selected a chair, and as positions are identified HR staff, and the recruiter meets with hiring manager to ensure guidelines are being followed.

v. Physical Biosciences

We do not have a database which tracks participation.

1) Research Experience Programs for Undergraduates

Question: Does your division participate in DOE Science Undergraduate Laboratory Internship (SULI), Community College Institute (CCI) and Pre-Service Teacher Program (PST) research experience programs for undergraduates run by the Laboratory's Center for Science & Engineering Education (CSEE)? What percentage of your staff participates as mentors or in other ways?

i. Chemical Sciences

One of our Divisional Fellows hosted a female high school student from Santa Teresa High School in San Jose, CA, for a summer internship from 6/28/07-8/20/07. We have also hired postdocs through the Lawrence Fellow program. We also had one volunteer.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

1) Research Experience Programs for Undergraduates (continued)

Question: Does your division participate in DOE Science Undergraduate Laboratory Internship (SULI), Community College Institute (CCI) and Pre-Service Teacher Program (PST) research experience programs for undergraduates run by the Laboratory's Center for Science & Engineering Education (CSEE)? What percentage of your staff participates as mentors or in other ways?

ii. Computing Sciences

1 mentor in the DOE Science Undergraduate Laboratory Internship (SULI) program. 1 mentor in CSEE's Berkeley Lab Undergraduate Research (BLUR) program. 3 CSEE summer students for summer 2007.

iii. Earth Sciences

4 mentors for DOE's Science Undergraduate Laboratory Internship (SULI). 5 mentors for DOE's Community College Initiative (CCI)

iv. EETD

In past 3 years, 19 EET researchers (S&E or RA-series) reported participating as a (co-)mentor for one or more CSEE undergraduate programs, mentoring over 40 students.

v. EH&S

In 2007, one EH&S staff served as mentor for DOE's Science Undergraduate Laboratory Internship (SULI), one for the Industrial Initiatives in the Science and Mathematics Education (IISME) teacher program, and two for the High School Student Research Participation (HSSRP).

vi. General Sciences (AFRD, Nuclear Science, Physics)

SULI: AFRD 8, PD 3, NSD 7; CCI: AFRD 1, PD1, BLUR: AFRD 1, PD 3

vii. Genomics and Life Sciences

Involvement in CSEE programs has been limited given the proximity of the JGI to the Laboratory. JGI has also worked with ETEC from LLNL on DOE-sponsored programs. JGI has recently re-established efforts with the SULI program through our new Outreach Program.

viii. Material Sciences

MSD has hired students through CSEE in the past, but not in this last two years. However, our PI's do hire interns on occasion outside of the CSEE program.

x. Physical Biosciences

PBD has participated in SULI, HSSRP and CCI.

ix. Public Affairs

CSEE is a part of the Public Affairs Department and administers the Lab's education outreach and development programs.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

2) MSI: Faculty Student Teams

Question: Does your division participate in Faculty Student Teams with minority serving institutions? What percentage of your staff participates as mentors or in other ways?

i. Advanced Light Source

- The ALS has made this connection through CSEE.

ii. Chemical Sciences

The previous CSD representative of the BPDC established a contact program with an MSI, details of which follow. The current representative is not continuing this program.

In 2004, a staff scientist conducted a tour of the Chemical Dynamics Beamline for ten JSU chemistry graduate students. A UC Berkeley President's Postdoctoral Fellow associated with a Chemical Sciences faculty scientist took the students to visit labs on campus. The faculty scientist, the head of the Center for Science and Engineering Education (CSEE), and the Director of Research and the LSAMP Bridge coordinated the students' visit.

That same year, a staff scientist attended the National Society of Black Physicists annual conference and presented a talk. A concurrent one-day visit was made to Howard University to discuss possible research collaboration.

A faculty scientist will serve as advisor for an undergraduate student from Morehouse College as part of the Summer Undergraduate Program in Engineering Research at Berkeley (SUPERB), offered by the Center for Underrepresented Engineering Students. The scientist will also participate on a faculty panel, organized by SUPERB, on the subject of graduate school, and will speak to a group of African American high school seniors who are being encouraged by the nonprofit agency Stiles Hall to apply to UC Berkeley. In addition, the scientist will serve as Chair of the newly created Gordon Research Conferences Blue Ribbon Committee on Diversity, and will continue to serve as a member of the organizing committee for the JSU Conference on Current Trends in Computational Chemistry. Finally, he has written the forward to the book *Beyond Small Numbers—Voices of African American PhD Chemists*, by Willie Pearson, Jr., published in 2005 by Elsevier.

Recently, a qualified minority applicant submitted an application for a postdoctoral position. Although this position had been filled, and CSD was unable to locate any assistance within the laboratory, the PI chose to overextend their budget in order to provide the opportunity for a much underrepresented student to be mentored in CSD while working at the ALS.

iv. Computing Sciences

The Information Technology Division of Computing Sciences is participating in the Peralta District's School-to-Career Program. This program has been extended beyond the four Peralta schools (Laney College, College of Alameda, Vista College, and Merritt College) to include others within the 26 community colleges in the Bay Area. The program started in the spring of 1999 with two student interns. In its sixth year, two student interns who were hired in spring 2004 continued working at LBNL as second-year interns. Three students were hired in the summer as part of the Center for Science and Engineering Education (CSEE) Faculty and Student Team (FaST) initiative to work on Linux clusters; the faculty member came from Contra Costa Community College, as did each of the students. For the first time, two high school students (one was part of the CSEE High School Program) were also hired.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

2) MSI: Faculty Student Teams (continued)

Question: Does your division participate in Faculty Student Teams with minority serving institutions? What percentage of your staff participates as mentors or in other ways?

v. Earth Sciences

1 mentor of a DOE Faculty and Student Team (FaST)

vi. EETD

One EET staff scientist reported involvement in FaST program in past 3 years.

vii. EH&S

EH&S has not established contact with an MSI.

viii. Engineering

The LBNL Engineering Division Director has established a new working contact with the department head of the College of Engineering at UC Berkeley (a minority-serving institution). Efforts to develop student or internship opportunities between UCB and LBNL are in the very initial stages of discussion and are not fully developed.

ix. Facilities

The Division has increased its visibility by attending career days at local schools with CSEE.

x. General Sciences (AFRD, Nuclear Science, Physics)

GS (rotating among the divisions) has had a presence at every Black & Hispanic Physicist Conference for the last several years; has recruited undergraduate interns from them for several years; and has had FaST and other partnerships with Southern University, Prairie View A&M, and Clark Atlanta. Peggy McMahon has mentored 6 students from HBCUs over several years plus Hispanic and women physics and engineering students.

xi. Human Resources

Not applicable.

xii. IT

There has been involvement in the DOE/NSF Faculty and Student Team (FaST). Last year there was one faculty member and three students. This year the Division will have 2 students. Typically, approximately 4 people in IT get involved.

xiii. Genomics and Life Sciences

JGI has hosted a FaST team for two years from Jackson State. Life Sciences has in the past as well.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

2) MSI: Faculty Student Teams (continued)

Question: Does your division participate in Faculty Student Teams with minority serving institutions? What percentage of your staff participates as mentors or in other ways?

xiv. Material Sciences

An MSD scientist hosted underrepresented minority graduate student visitors from the Jackson State University, LSAMP Bridge Program, in November 2004, and advised students on choosing research topics.

3) CSEE HS research program

Question: Does your division participate in High School research experience program run by Center for Science & Engineering Education (CSEE) (specify financial support, providing mentors, both or neither)? What percentage of your staff participates as mentors or in other ways?

i. Advanced Light Source

The ALS provides funding for two students each summer and asks that underrepresented students be strongly considered. For more information, see http://csee.lbl.gov/student_opps.html.

ii. Chemical Sciences

CSEE - 2-3 PI's per year hire students through CSEE. One PI's research group participated in the LBNL High School Student Research Participation Program in 2007. As a result, a female student from El Cerrito High School was able to spend several weeks in the lab during the summer.

iii. Computing Sciences

1 mentor for the High School Student Research Participation (HSSRP).

iv. Earth Sciences

1 mentor for the High School Student Research Participation program

v. EETD

Three EET staff scientists reported serving as mentors for 5 HSSRP students in past 3 years.

vi. EH&S

Environmental Services, Security and Emergency Operations, and Health Service groups have supported high school students participation in EH&S activities.

vii. Engineering

Every year the Engineering Division reviews its program and project requirements to identify potential areas of opportunity with CSEE. The Division has been able to take advantage of this program in prior years in the summers only.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

3) CSEE HS research program (continued)

Question: Does your division participate in High School research experience program run by Center for Science & Engineering Education (CSEE) (specify financial support, providing mentors, both or neither)? What percentage of your staff participates as mentors or in other ways?

viii. Facilities

Mentors

ix. General Sciences (AFRD, Nuclear Science, Physics)

NSD 1 (mentor and financial support)

x. Human Resources

Not applicable.

xi. IT

Last year the Division sponsored two high school students from CSEE's program. Generally, the Division has one staff member in IT who serves as a mentor and they work with others as required.

xii. Genomics and Life Sciences

LSD and Genomics researchers have mentored high school students in various DOE-funded programs facilitated by CSEE. Division scientists often visit Bay Area high schools and talk about their science with the students. Beyond CSEE, for more than seven years, the Divisions have hosted high school interns through Biotech Partners (formerly BBEL: <http://www.biotechpartners.org>). Biotech Partners is a nonprofit education-to-career program targeting underrepresented minorities for skilled, entry-level technical positions in the life sciences. These high school internships are full-time paid laboratory jobs that run eight weeks during the summer.

xiii. Material Sciences

In the summer of 2005, MSD hosted three high school students to do research in x-ray optics, and organic synthesis and polymer chemistry applied to nanoscience.

Nano*High is an outreach program on nanoscience for science's next generation. MSD has completed two years and began a third year in the fall of 2005.

Nano*High is a series of free Saturday morning lectures for high school students of all interests, and teachers of all subjects.

Average attendance is 150–200 for each lecture.

We were successful in attracting both girls and boys to the program. We worked with the Center for Science and Engineering Education (CSEE) for outreach to Oakland schools and underrepresented student groups.

xiv. Office of the CFO

Not applicable as OCFO has no need or use for a high school program.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

3) CSEE HS research program (continued)

Question: Does your division participate in High School research experience program run by Center for Science & Engineering Education (CSEE) (specify financial support, providing mentors, both or neither)? What percentage of your staff participates as mentors or in other ways?

xv. Physical Biosciences

PBD has provided financial support, and mentors to the CSEE High School Program.

xvi. Public Affairs

The Public Affairs Communications Office occasionally hosts participants in CSEE's high school program by providing financial and mentoring assistance.

4) CSEE In-Service Teacher Academies

Question: Does your division participate in in-service teacher academies run by CSEE? What percentage of your staff participates as mentors or in other ways?

i. Advanced Light Source

The ALS participates in a CSEE science education program that attempts to bring every fifth-grade Berkeley student to the Laboratory, and the ALS, for hands-on activities and an introduction to scientific careers.

ii. Chemical Sciences

The BPDC representative will host a returning high school teacher as part of CSEE's Laboratory Science Teacher Professional Development (LSTPD) Program, arranging visits for students from their classroom, and has recently participated in a science outreach program at a local girls' school. CSD has routinely hosted summer students through CSEE.

iii. EETD

Three EET researchers reported service in CSEE classroom activities (BLAZES, BLAST, etc.) in past 3 years.

iv. General Sciences (AFRD, Nuclear Science, Physics)

DOE-ACTS: AFRD 1, PD 1, NSD 1; IISME: PD 2

v. Genomics and Life Sciences

JGI has participated with ETEC (LLNL) for in-service teachers.

vi. Physical Biosciences

PBD has participated in Acts.

vii. Public Affairs

CSEE is a part of the Public Affairs Department and administers the Lab's education outreach and development programs.

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

5) Other CSEE programs

Question: Does your division participate in Other Center for Science & Engineering Education (CSEE) programs such as school visits, Take Your Daughter to Work Day, etc.? What percentage of your staff participates as mentors or in other ways?

i. Computing Sciences

1 volunteer for Daughters and Sons to Work (DSTW). 1 volunteer for the Science Bowl. The division participates in various institutional programs. In particular Cecilia Aragon mentored four summer students in three years at the Lab that are either minorities or female.

- Two high school students (one was part of the CSEE High School Program) were hired in 2007 last summer to work with Chip Smith in CRD.
- One program that we have had striking success with is the DOE's Computational Sciences Graduate Fellowship program. This program is administered by the Krell Institute (www.krellinst.org), and we participate in the selection process. The fellows chosen for this program are required to serve a summer practicum at one of the DOE labs, and we have hosted a number of these fellows during their practicum. In summer 2007 four students from the Krell Institute participated. Computing Sciences at LBL has consistently attracted a greater percentage of these students than other labs. In addition, we have instituted a mentoring seminar series for all of our postdoctoral fellows. The goal of the mentoring program is to provide training in areas such as communication (giving talks, writing), grant preparation, ethics, networking, and other topics as suggested by the postdocs.

ii. Earth Sciences

2 volunteers for Daughters and Sons to Work (DSTW). 1 volunteers for Science Bowl.

iii. EETD

In past 3 years, 6 EET researchers volunteered on Daughters and Sons to Work day. Several others provide frequent facility tours for schools and other groups as requested by CSEE.

iv. EH&S

Several EH&S staff members volunteered for or participated in Daughters and Sons to Work (DSTW); a few have expressed interest in participating in future ones

v. Facilities

yes - Daughters & Sons to Work Day

vi. General Sciences (AFRD, Nuclear Science, Physics)

Science Bowl: AFRD 1, NSD 1; BLAZES: AFRD 1; BLAST: AFRD 2, NSD 1; DSTWD: AFRD 4, PD 2, NSD 3; other tours: AFRD 4

3. Pipeline and Mentoring: a. Institutional Program Participation and Mentoring (continued)

5) Other CSEE programs (continued)

Question: Does your division participate in Other Center for Science & Engineering Education (CSEE) programs such as school visits, Take Your Daughter to Work Day, etc.? What percentage of your staff participates as mentors or in other ways?

vii. IT

IT sponsors the "School to Career" program in partnership with the Workforce Diversity Office. This is the 9th year. The division is involved in recruitment from local community colleges. At the moment, the division has two students and generally always has one or two with the Mac/PC support group (MPSG) or Help Desk.

viii. Genomics and Life Sciences

JGI has hosted sons & daughters independent from the Lab and has supplied volunteers for the Lab event, including Open Houses, and Founders Day.

ix. Physical Biosciences

We do not have a database which tracks participation. We have had PBD personnel take part in Take Your Daughter to Work Day, but again have had no formal tracking process.

x. Public Affairs

CSEE is a part of the Public Affairs Department and administers the Lab's education outreach and development programs.

b. Sponsorship of Pipeline and Mentoring Programs

Question: Does your division sponsor programmatically funded programs at LBNL (e.g., Quarknet, NanoHigh, etc.)? Research internships independent of the DOE Science Undergraduate Laboratory Internship (SULI) program? Do any of these programs specifically target diverse populations?

i. Advanced Light Source

The ALS has continued the ALS summer college internship program by maintaining recruitment efforts to assure inclusion of minority organizations.

For more information, see <http://www-als.lbl.gov/als/employment.html> and http://csee.lbl.gov/student_opps.html

ii. Chemical Sciences

CSD normally has students from CSEE programs. Typically there are limited numbers of underrepresented students, none of which have expressed interest in research fields of staff scientists at the laboratory.

3. Pipeline and Mentoring (continued)

b. Sponsorship of Pipeline and Mentoring Programs (continued)

Question: Does your division sponsor programmatically funded programs at LBNL (e.g., Quarknet, NanoHigh, etc.)? Research internships independent of the DOE Science Undergraduate Laboratory Internship (SULI) program? Do any of these programs specifically target diverse populations?

iii. Computing Sciences

The Information Technology Division of Computing Sciences is participating in the Peralta District's School-to-Career Program. This program has been extended beyond the four Peralta schools (Laney College, College of Alameda, Vista College, and Merritt College) to include others within the 26 community colleges in the Bay Area. The program started in the spring of 1999 with two student interns. In its sixth year, two student interns who were hired in spring 2004 continued working at LBNL as second-year interns. Three students were hired in the summer as part of the Center for Science and Engineering Education (CSEE) Faculty and Student Team (FaST) initiative to work on Linux clusters; the faculty member came from Contra Costa Community College, as did each of the students. For the first time, two high school students (one was part of the CSEE High School Program) were also hired.

iv. Earth Sciences

Whenever possible, the Division participates in institutional activities.

v. EETD

Outreach to community colleges. EETD staff coauthored and were awarded a National Science Foundation grant to work with community colleges in developing a curriculum to train energy managers for buildings. EETD staff worked with Peralta college administrators and faculty to develop the curriculum and held a day-long workshop to structure a program with potential industry partners to provide internships for the trainees.

Training college students. As in the past, EETD hosted a large number of summer college students, many of whom were women and minorities.

vi. EH&S

Being a specialized field, The EH&S Division does not have an undergraduate internship program. The Division normally seek staff with professional certification. Limited resources restrains the Division's ability to reach out and establish an internship program. EH&S radiation physicists do, in collaboration with the Advanced Light Source (ALS), help to mentor student interns from France.

vii. Engineering

Our program needs to be reviewed, and appropriate sources of funding need to be identified. We do have plans to work with UCB and assess their interest in developing a program of mutual benefit.

viii. Facilities

The Facilities Division does not participate in an undergraduate internship program.

3. Pipeline and Mentoring (continued)

b. Sponsorship of Pipeline and Mentoring Programs (continued)

Question: Does your division sponsor programmatically funded programs at LBNL (e.g., Quarknet, NanoHigh, etc.)? Research internships independent of the DOE Science Undergraduate Laboratory Internship (SULI) program? Do any of these programs specifically target diverse populations?

ix. General Sciences (AFRD, Nuclear Science, Physics)

The GS divisions (Physics, NSD, and AFRD) have significant participation in a variety of these programmatically funded efforts. At least 17 staff are actively involved. Notable are Quarknet, SULI, and various CSEE sponsored activities. Others are DOE Science Bowl, BCCP, I2U2, US-LHC and ATLAS Outreach. The Particle Data Group is based at LBNL and drives a range of educational activities including the Particle Adventure. The QuarkNet coordinator is in the PD. George Smoot's cosmology center has a program for HS students. AFRD - The LOASIS Program and Superconducting Magnets Program host students for 3 or 6-month internships as part of the students' degree requirements

x. Human Resources

Not applicable.

xi. Genomics and Life Sciences

JGI's has participated independently in outreach activities including Expanding Your Horizons (targeting young woman for inspiring careers in science). In year's past JGI has organized a 7th grade DNA Day with a local Concord school district, which is mostly minority-serving.

xii. Material Sciences

In 2007, Nano*High averaged approximately 200 students per session. Girl to boy ratio was 40-60, ages 13-17/18 years old. Informational packets are sent to a number of area high schools, including those with diverse populations.

xiii. Office of the CFO

This is under consideration.

xiv. Physical Biosciences

PBD has a substantial undergraduate student population. PBD averages 79 guest student assistants and eight employed student assistants. Last summer, PBD hosted four undergraduate students through CSEE.

xv. Public Affairs

CSEE manages undergraduate internships programs sponsored by the Office of Science. These include the Student Undergraduate Laboratory Internship (SULI), Community College Institute (CCI), and the Preservice Teacher Program (PST). An annual tracking report is produced, and a report on Berkeley Lab's Division's participation, diversity of the participants, etc. is produced each year. CSEE manages the Secretary of Energy Outstanding Mentor Award process each year.

3. Pipeline and Mentoring (continued)

b. Sponsorship of Pipeline and Mentoring Programs (continued)

Question: Does your division sponsor programmatically funded programs at LBNL (e.g., Quarknet, NanoHigh, etc.)? Research internships independent of the DOE Science Undergraduate Laboratory Internship (SULI) program? Do any of these programs specifically target diverse populations?

c. Local Community Partnering

Question: Does your division partner with local organizations such as UC Berkeley or local science museums on education and outreach activities?

i. Advanced Light Source

The ALS has hired underrepresented employees through the ALS Fellowship program, and has encouraged underrepresented groups to apply through the ALS Fellowship Web site.

The Division offers educational outreach online by maintaining the Division's educational Web site, MicroWorlds, <http://www.lbl.gov/MicroWorlds/>.

The ALS organizes specialized tours and meetings with scientists for Berkeley Biotechnology Education, Inc. (BBEI) to introduce at-risk students to technical careers in the sciences.

ii. Chemical Sciences

Robert G. Bergman participated in a program that was originally called the 'Modular Chemistry Consortium' and subsequently 'Chem Connections'. This project involved a number of educational institutions, including UC Berkeley. The project led to the development of a number of lecture and laboratory 'modules,' for use in place of textbooks, which focus on specific chemical problems that can be addressed by students at the undergraduate level. These modules are now being marketed nationally.

Robert G. Bergman has taken the lead in organizing a new outreach program involving graduate students in the UC Berkeley chemistry department, and elementary schools in the local community (primarily Berkeley and other cities in the immediate area, such as Oakland, Alameda and San Leandro). In this program, graduate students are organized into teams that create hands-on science activities for elementary students in grades 3 through 5. The schools that are targeted for these presentations have large proportions of minority students.

The program has been carried out in collaboration with a small non-profit organization called Community Resources for Science (CRS), based in Berkeley, CA. Approximately 15 graduate students were involved in the initial phase of the program. This number has now grown during the past year to approximately 52. The program is playing an important role in stimulating the interest of elementary school students in science.

Two of Don T. Tilley's graduate students have participated in Expanding Your Horizons. This annual workshop is geared toward stimulating interest in science, math, and engineering among middle school girls. Tilley Group members plan to be involved in both of these programs for the foreseeable future.

Christopher Chang participated in the UC Berkeley EDGE program, Oct 2007.

Christopher Chang is an advisory board member for the Amgen Scholars program at UC Berkeley, to promote diversity in summer undergraduate research positions.

William, A. Lester, Jr. is a Board Member for the Museum of African American Technology

3. Pipeline and Mentoring (continued)

c. Local Community Partnering (continued)

Question: Does your division partner with local organizations such as UC Berkeley or local science museums on education and outreach activities? (MAAT), Oakland, CA.

ii. Chemical Sciences (continued)

William, A. Lester, Jr. was a panelist for the UC Berkeley Edge Retreat, Bodega Bay, CA, Jan. 26-27, 2007.

iii. Computing Sciences

This past summer, Computing Sciences staff participated as invited speakers in the USF Summer Enrichment program which is specifically designed to expose high school girls to computer science. MSRI-UP is a comprehensive program for undergraduates that aims at increasing the number of students from underrepresented groups in mathematics graduate programs. MSRI-UP includes summer research opportunities, mentoring, workshops on the graduate school application process, and follow-up support. This year the MSRI-UP program invited twelve students to participate in research on Computational Mathematics led by Dr. Juan Meza. The program was held from June 17 – July 29, 2007, and consisted of a two week course in computational mathematics followed by four weeks working on research projects that included research in density functional theory, machine learning, combinatorial optimization, and experimental mathematics. The students were all either sophomores or juniors and were predominantly African-American or Hispanic.

The goal of the University of California's new Leadership Excellence through Advanced Degrees (UC LEADS) program is to educate California's future leaders by preparing promising students for advanced education in science, technology, mathematics and engineering (STEM). CAMP is a program for underrepresented students supported by the National Science Foundation. Through peer mentoring and tutoring and faculty mentored research opportunities, CAMP supports student development and completion of the B.S. degree in science, engineering, and mathematics. Features include peer mentoring and tutoring, graduate school preparation, workshops and small group study. CAMP facilitates laboratory research and fosters a community of scholars. This year, Dr. Juan Meza gave invited talks at the UC Leads/NSF CAMP Diversity Science Students Seminar on August 29, 2007 and at Pi Day on March 14, 2007. Cecilia Aragon was also an actively participant in other related conferences. These include:

- UC Berkeley EECS - WICSE (Women in Computer Science and Engineering) 30th anniversary celebration
- University of San Francisco summer enrichment program for young women in computer science as an invited speaker.
- CAHSI Annual Meeting as an invited speaker.
- Berkeley Edge as an invited panelist.
- UC Berkeley Women in Engineering - invited panel moderator.
- Supercomputing Broader Engagement - invited panelist.
- Grace Hopper Conference as a speaker.
- Latinas in Computing - co-founder, organizer.

Broader Engagement Initiative at the SC Conference Series: In 2007, the SC conference series launched the Broader Engagement initiative, which is committed to broadening the engagement of individuals from groups that have traditionally been under-represented in the field. To achieve this, the Broader Engagement initiative (BE) provides grants to support participation in the Technical Program, encouraging technical program submissions, and fostering networking through both a formal mentoring program and informal contacts at SC07. CS Communications Manager Jon Bashor has served as the liaison between the SC07 PR Committee and the BE committee, helping write news releases, web content, newsletter items and information for the

3. Pipeline and Mentoring (continued)

c. Local Community Partnering (continued)

Question: Does your division partner with local organizations such as UC Berkeley or local science museums on education and outreach activities? (MAAT), Oakland, CA.

iii. Computing Sciences (continued)

conference program. Bashor, along with BE Chair Jennifer Teig von Hoffman of Boston University, developed and submitted a proposal for a panel discussion on “How to Find and Keep a Job in the 21st Century.” While the topic should have broad appeal to many SC07 attendees, the makeup of the panel also ensures that issues of diversity will be addressed. Among the panel members recruited by Bashor is Cecilia Aragon of LBNL’s Visualization Group. Ekow Otoo of the Scientific Data Management Group has also been recruited to help with the BE initiative at SC07 and SC08.

iv. Earth Sciences

Working with Public Affairs, the Division's Sr. Scientist, and Bill Collins has participated in several presentations related to his research on Climate. Most recent event was in support of the Friends of Science talk for the City of Berkeley given Oct. 2007. This past year through current, Collins and others at LBNL have started to work with the Chabot Space & Science Center on a project related to Climate Change and Innovations.

v. EETD

Two EET researchers reported involvement with Community Resources for Science. EET staff volunteer as guest lecturers, career panelists, advisors and/or committee members at UC-Berkeley, Laney College, Mills, Diablo Valley College and other local institutions.

vi. EH&S

Being an operations unit, EH&S has less involvement with professional societies and educational institutions. EH&S staffs do make a concerted efforts to reach out to communities, although these may not be specifically minority-oriented activities. Individual groups, in different degrees, do form partnership with organizations and conduct outreach activities. Staff engages in outreach activities through organizations such as CARD (Collaborating Agencies to Responding to Disaster), Alameda County Emergency Manager's Association, Hills Emergency Forum, Eden I&R (Information and Referral), and Alameda County Medical Center Disaster Council.

vii. Engineering

Last summer, in partnership with the LBNL workforce diversity office, Engineering brought in an instructor from Laney College. LBNL shared its expertise in computerized machining with the instructor from Laney. Our contact with Laney College will be maintained. Engineering staff have also participated on the curriculum advisory boards of various Bay Area community colleges and vocational schools such as Heald College.

viii. Facilities

Intermittently, managers are asked to speak at career days. There is no formal program of outreach by the Division. However, whenever the opportunity arises, the Division’s managers are encouraged to participate.

3. Pipeline and Mentoring (continued)

c. Local Community Partnering (continued)

Question: Does your division partner with local organizations such as UC Berkeley or local science museums on education and outreach activities? (MAAT), Oakland, CA.

ix. General Sciences (AFRD, Nuclear Science, Physics)

At least 18 staff report activity in this area. This includes involvement in the UCB URAP program, Cosmology Center Teachers Academy, service on the Chabot board, numerous lectures and workshops at local schools and churches, Berkeley EDGE program, Community Resource for Science, UCB Soc for Women in Physics, LHS, Hearst Museum-Linguistics Dept, KQED QUEST articles, and the development of education and outreach programs for DUSEL (in South Dakota).

x. Human Resources

Not applicable.

xi. Genomics and Life Sciences

JGI partners with the Contra Costa Biotech Collaborative on the Summer Biotech Camp. We have also participated in both the Biology Scholars program and SAGE scholars program through UCB.

xii. Material Sciences

An MSD scientist hosted a group of fifth-grade girls as part of the Oakland Techbridge program, gave a talk at the 2005 American Physical Society Meeting on the Status of African American Scientists at the DOE-Funded National Laboratories, met with the Secretary of Energy on diversity issues, and judged at the Museum of African and African American Technology (MAAT) Science Fair in April 2005.

An MSD scientist became a member of the Board of Directors for the Exploratorium, in San Francisco; participated in the Women in Science (WINS) NPR Day at California Academy of Sciences; and gave a "Discovery Lecture" at the University of California at Santa Cruz for COSMOS (the UC-led high school summer science program), which has a high proportion of minorities and women students.

xiii. Office of the CFO

We have no activity at this time due to limited resources. CSEE has never approached us with any candidates or asked us to participate in any educational programs, as its focus is primarily scientific.

xiv. Physical Biosciences

Several scientists in PBD have participated in IGEM (International Genetically Engineered Machine Competition). In 2007 two students from Prairie View A&M participated in the program.

xv. Public Affairs

In addition to the work of CSEE, which partners with many local education organizations, Public Affairs also partners with UC Berkeley, local high schools, other science institutions and museums through our community relations program. A good example is the Lab's Science at the Theatre Program which is co-sponsored by Oakland, Berkeley and Albany high schools, along with the Lawrence Hall of Science, the Chabot Space and Science Center and the Exploratorium.

3. Pipeline and Mentoring (continued)

d. National Community Partnering

Question: Does your division partner nationally, e.g., with professional societies, on educational and outreach activities?

i. Advanced Light Source

- The ALS hosted a special tour group from the 2006 Black and Hispanic physicist conference. The Division provided scientists and tour guides and created contacts with graduate students looking for career opportunities in physics.

ii. Chemical Sciences

William, A. Lester, Jr. was a Chair for the Gordon Research Conferences Blue Ribbon Committee on Diversity.

iii. Computing Sciences

Computing Sciences is a major participant in the annual SC (Supercomputing) conference, sponsored by the IEEE Computing Society and the Association for Computing Machinery, and the biannual Richard Tapia Celebration of Diversity in Computing Conference, which is organized by the Coalition to Diversify Computing and co-sponsored by the Association for Computing Machinery and the IEEE Computer Society, in cooperation with the Computing Research Association. While the Tapia Conference is almost entirely devoted to education and outreach to a diverse audience, the SC Conference has a very strong Education Program to complement the rest of the conference program. At SC07, LBNL staff made significant contributions to the Broader Engagement effort and increasing the diversity of conference attendees. At SC05, Computing Sciences was instrumental in introducing an emphasis on involving the disabled community in the conference Education Program. In addition, at the SC07 conference Chip Smith played a major role in proposing, organizing and running the Cluster Challenge which involved students from academic institutions across the world. The competition is open to teams of students from universities. The challenge was to build a cluster and it involved student teams. These students had an opportunity to meet, interact and compete. There was industry and resource laboratory involvement. This competition was highly successful and is expected to be included in future Super Computing conferences.

iv. Earth Sciences

Whenever possible, the Division staff who actively participate in the various professional societies bring up diversity and mentorship concerns/issues that are relevant to the Division's future. In doing so, suggestions and actions are reviewed and implemented.

v. EETD

The division as an entity has no formal partnership. EET researchers are active in an array of professional societies that reflect the wide diversity of our research. EET researchers contribute to the planning of technical meetings and conferences that include special programs and outreach to students and/or international researcher.

vi. EH&S

Staff participate in outreach programs sponsored by their professional societies such as AIHA-NCS, Health Physics Society

3. Pipeline and Mentoring (continued)

d. National Community Partnering (continued)

Question: Does your division partner nationally, e.g., with professional societies, on educational and outreach activities?

vii. General Sciences (AFRD, Nuclear Science, Physics)

At least 10 staff report involvement with national programs and efforts including service to APS Historical committees, DPF and DNP education committees, APS California Section, US Particle Accelerator School, national SWPS Expanding Horizons, Contemporary Physics Education Project. AFRD provides support to CCAS (Coalition for Commercial Applications of Superconductivity) and provides teachers as well as monetary support for US particle accelerator schools. In addition AFRD participates in outreach activities at various conferences.

viii. Human Resources

Not applicable.

ix. Genomics and Life Sciences

JGI holds an annual user meeting that draws over 300 participants internationally. Cheryl Kerfeld, JGI's Education Program Head, has established a microbial annotation workshop that has worked with a dozen institutions nationally, but none are specifically deemed to be minority-serving. Likewise, she is partnering with the American Society for Microbiology and the Howard Hughes Medical Institute on coordinating related workshops. JGI's Genome Biology Group hold periodic microbial genome annotation workshops, using the data management resources IMG and IMG/M.

x. Material Sciences

MSD represented LBNL at the DOE STARS What's Next Expo, Chicago, 2004 ("Scientists Teaching and Reaching Students" expo for seventh-and eighth-grade students in Chicago).

In a series of informational spots recorded for the Hispanic Radio Network, an MSD scientist encouraged young Spanish-speaking listeners to pursue a career in the sciences; the series, produced in conjunction with the Department of Energy, is called "Camino al Futuro" ("Road to the future").

An MSD scientist applied for and received NSF funding to promote the participation of women and minorities at the 2004 Gordon Conference on Correlated Electron Systems.

xi. Office of the CFO

Yes, in almost every area of OCFO, I.e. Budget, Controller, Procurement, SPO, Travel, Conferences.

xii. Physical Biosciences

PBD has investigated partnering with the JGI in developing relationships with junior colleges in the bay area. However we have not formally established connections.

xiii. Public Affairs

CSEE has an extensive network of relationships with national societies, organizations and activities.

3. Pipeline and Mentoring (continued)

e. MSI Pipeline and Mentoring Contact Program

Question: Has your division established or attempted to establish a minority-serving institution contact program? How was this accomplished? With which institutions? Have you been able to sustain such a contact program, and if not, why not?

•

i. Chemical Sciences

William, A. Lester, Jr. attended a seminar at HBCU, "Quantum Monte Carlo for Molecules," Clark Atlanta University, Atlanta, GA, May 1, 2007.

William, A. Lester, Jr. served on the External Board for Howard University CREST Center for Nanomaterials Science Characterization and Processing Technology.

William, A. Lester, Jr. served on the External Advisory Board, Jackson State University CREST Center: Computation Center for Molecular Structure and Interactions.

ii. Computing Sciences

(a) Computing Sciences continued its efforts to support San Francisco Bay Area community colleges by participating in advisory boards for Contra Costa Community College, the College of Alameda, Diablo Valley College, and Solano Community College.

(b) Every year (2001–present), a recruitment flyer is emailed to career centers of nearly 800 universities, colleges, and community colleges identified as having a computing-related curriculum. The recruiting flyer emailed to these institutions includes information about who we are, descriptions of openings and positions available in Computing Sciences at LBNL, and the URL (<http://www.lbl.gov/CS/Careers/OpenPositions/>) for the CS Careers Web pages.

(c) Establishing a more visible presence on the national scene will allow us to recruit more successfully. In addition to our broad and inclusive outreach efforts, a proactive and focused effort will be made to develop close working relationships with faculty at the schools listed below in the hope of being able to recruit more students:

- University of Maryland
- Texas A&M University
- University of Texas at El Paso
- Portland State University
- Georgia Tech
- San Jose State University
- San Diego State University

These schools were selected because each already has faculty that are recognized as leaders in the fields of Computer Science and Mathematics, and are active in broad and inclusive outreach activities.

(d) In February 2004, students from Jackson State met with Laboratory scientists about career opportunities, took a tour of the facilities, and gained a sense of the diversity of the Laboratory.

3. Pipeline and Mentoring (continued)

e. MSI Pipeline and Mentoring Contact Program (continued)

Question: Has your division established or attempted to establish a minority-serving institution contact program? How was this accomplished? With which institutions? Have you been able to sustain such a contact program, and if not, why not?

iii. Earth Sciences

The Division continuously collaborates with organizations that support a diverse workforce. The Division did not establish a formalized program and has relied upon the staff's numerous relationships outside of LBNL to build such connections. This is primarily amongst the UC schools, other universities external and internal to California as well as international universities.

iv. EETD

One EET faculty scientist participates in a joint NSF-NIRT with CCNY, a historically minority serving (mainly Hispanic) institution; One EET research group has long-standing relationship with U. Puerto Rico.

v. EH&S

EH&S has not established contact with an MSI.

vi. Engineering

The LBNL Engineering Division Director has established a new working contact with the department head of the College of Engineering at UC Berkeley (a minority-serving institution). Efforts to develop student or internship opportunities between UCB and LBNL are in the very initial stages of discussion and are not fully developed.

vii. General Sciences (AFRD, Nuclear Science, Physics)

Connections have been established with Southern, Hampton, Alabama, Jackson State, Clark Atlanta, University of Puerto Rico, and Los Medanos. The Hands On Universe program has worked closely with Jackson State. The overall success of these efforts have varied. In some cases staff report sustained relationships with yearly visits from faculty and students to LBL. In other case we have been unable to sustain these due to lack of students, departure of PI or lack of sustained interest at the school.

viii. IT

The Information Technology Division of Computing Sciences is participating in the Peralta District's School-to-Career Program. This program has been extended beyond the four Peralta schools (Laney College, College of Alameda, Vista College, and Merritt College) to include others within the 26 community colleges in the Bay Area. The program started in the spring of 1999 with two student interns. In its sixth year, two student interns who were hired in spring 2004 continued working at LBNL as second-year interns. Three students were hired in the summer as part of the Center for Science and Engineering Education (CSEE) Faculty and Student Team (FaST) initiative to work on Linux clusters; the faculty member came from Contra Costa Community College, as did each of the students. For the first time, two high school students (one was part of the CSEE High School Program) were also hired.

3. Pipeline and Mentoring (continued)

e. MSI Pipeline and Mentoring Contact Program (continued)

Question: Has your division established or attempted to establish a minority-serving institution contact program? How was this accomplished? With which institutions? Have you been able to sustain such a contact program, and if not, why not?

ix. Genomics and Life Sciences

The LSD and Genomics Divisions have had ongoing contact with Cal State campuses, primarily San Jose and East Bay (formerly Hayward), highly diverse campuses of the California State University system. The interactions have included meetings with students and faculty, seminar information exchange sessions, joint mentoring of master thesis projects, and summer internships in Division laboratories. In addition, the Biosciences Post-Doctoral Society has been providing seminar speakers to the campuses for selected topics of interest to CSU faculty, based on a list of topics suggested by the postdocs. Through its contacts at the CSUs, the Committee has been cultivating long-term relationships with their faculty and their students, with an emphasis on the undergraduate and Master's level internships within the Divisions and on prospective employment opportunities.

This strategy entails twice-yearly visits (spring and fall) to the respective campuses, by a contingent of Life Sciences and Genomics divisions researchers (PIs and postdocs), to promote research-driven internship opportunities and to familiarize faculty and students with the research conducted at LBNL. After these visits, the Committee will post a list of LBNL researchers interested in hosting interns and collaborating with CSU, UC and community college faculty to facilitate mentor-intern matching, on the Life Sciences and Genomics divisions Web page (<http://www.lbl.gov/Workplace/GD-LS-Diversity/>). In 2006, the Life Sciences and Genomics Division Diversity Committee (the Committee) initiated a relationship with San Jose State University's Bridges to Baccalaureate Degree program through SJSU faculty member Adrian Rodriguez. The goal through Bridges is to provide NIH-funded summer internships for community college students seeking entrance into SJSU, and thus to inspire careers in the sciences.

The Committee committed to designing and implementing new mechanisms to increase the diversity of the applicant pool for scientific and technical positions at various levels—with an emphasis on the undergraduate-to-graduate student transition and then to postdoctoral fellows. To help bring about positive outcomes at these critical junctures, an internship pilot program was launched in 2007 in partnership with the UC Berkeley Biology Scholars Program (BSP: <http://bsp.berkeley.edu/>). The initiative is designed to provide BSP students with high-quality, mentored internships with LBNL research scientists, well-aligned with the student's coursework, so as to ensure a successful academic career at UC Berkeley while creating post-graduate career opportunities at LBNL. Instead of independently recruiting mentors, the Committee will seek to coordinate its outreach efforts (for both BSP and Bridges) to LBNL scientific staff through CSEE. The intent of our relationships with the CSUs—to establish formalized, long-term relationships with their faculty and their students, with an emphasis on the undergraduate and Master's levels—is to lead to the preparation for career opportunities at the Lab. In the same way, through NIH minority supplements, the Divisions will be able to provide exposure to the Lab's work environment to those who may wish to consider Lab career positions. LSD and JGI researchers have participated in hosting DOE- and NSF-funded FaST program teams. These contacts have led to joint publications, long-term research projects, and further mentoring. LSD researchers have mentored high school students, undergraduate and graduate students, and pre-service teachers in various DOE-funded programs. LSD and Genomics Division researchers have hosted faculty and students from Jackson State University during their autumn visits to Berkeley. The Divisions' involvement with Biotech Partners (formerly BBEI: <http://www.biotechpartners.org>) is designed to provide opportunities for internships that could potentially progress into technician-level career positions. JGI (through Genomics Division) has hosted as many as six community college-level students for year-round cooperative internships ("co-ops").

3. Pipeline and Mentoring (continued)

e. MSI Pipeline and Mentoring Contact Program (continued)

Question: Has your division established or attempted to establish a minority-serving institution contact program? How was this accomplished? With which institutions? Have you been able to sustain such a contact program, and if not, why not?

x. Material Sciences

An MSD scientist hosted underrepresented minority graduate student visitors from the Jackson State University, LSAMP Bridge Program, in November 2004, and advised students on choosing research topics.

xi. Office of the CFO

No activity.

xii. Physical Biosciences

In association with the Life Sciences Division Diversity Committee, PBD has established relationships with Cal State East Bay and San Francisco City College.

xiii. Public Affairs

The Center for Science and Engineering Education (CSEE) promotes MSI contact with Lab divisions and their investigators through a variety of activities as part of its mission. These include:

Faculty Student Team (FaST) appointments: This program, funded by the Department of Energy, Office of Science, with supplemental funding from the National Science Foundation, supports a 10-week summer collaborative research appointment for FaST Teams (a team is one faculty member and two or three students) from MSIs or community colleges. We have had 12 different faculties, and in the last four years with three faculties participating for two consecutive summers.

Promoting partnerships with Department chairs and deans at MSIs (e.g., Jackson State University, Norfolk State University, North Carolina A&T, and Laney Community College) to provide opportunities for collaborative research and talks and visits by Lab staff.

f. Minority-Serving Professional Conferences

Question: Does your division send representatives in your field to minority-serving professional conferences? How often? Please list conferences/meetings they've attended.

i. Chemical Sciences

HBCU, Clark Atlanta University, Atlanta, GA

ii. Computing Sciences

The Berkeley Edge Conference, sponsored by the National Science Foundation's Alliance for Graduate Education and the Professoriate (AGEP), is designed to encourage underrepresented minority students who are competitively eligible for our Ph.D. programs in science, math and engineering to apply to UC Berkeley. The conference program includes workshops on preparing competitive applications for graduate admission and fellowships. Participants also are given tours of the science and engineering departments and research facilities. The National Laboratories in the San Francisco Bay Area-- LBNL, LLNL and Sandia, showcase the research opportunities they offer to Berkeley graduate students.

3. Pipeline and Mentoring (continued)

f. Minority-Serving Professional Conferences (continued)

Question: Does your division send representatives in your field to minority-serving professional conferences? How often? Please list conferences/meetings they've attended.

ii. Computing Sciences (continued)

This year we worked with the program to coordinate involvement from LBNL at the Berkeley EDGE Conference. Richard Tapia and Grace Hopper Conference: The Richard Tapia Celebration of Diversity in Computing Conference is held every two years and seeks to provide a supportive and encouraging environment for undergraduate and graduate students, as well as to provide information about career opportunities. For 2007, LBNL Computing Sciences was a Bronze Supporter, providing scholarships for two students to attend the conference held Oct. 14-17 in Orlando, Fla. CS Communications Manager Jon Bashor served as the conference PR chair and provided guidance to the conference committee. When the original 2007 chair unexpectedly bowed out, LBNL hosted meetings with newly recruited committee members to jump start the planning (with just over 10 months to go).

Bashor wrote news releases, compiled and edited the conference program and helped keep the conference website current. The result was that the 2007 conference attracted 431 registered participants – more than 80 more than in 2005. CS Diversity Work Group representative Ekow Otoo attended the conference and spoke to many students about career opportunities at the Lab.

iii. Earth Sciences

Supported by research programs, staff attend meeting/conferences where opportunities to network and meet with junior scientists occur. This includes American Geophysical Union, Genomics to Life and VMSS, American Society for Microbiology, Annual Biomedical Research Conference for Minority Students

iv. EETD

Several EET researchers reported serving on panels for local meetings of minority serving professional societies. Individual researchers attend conferences as opportunities arise. Examples include the 2007 AGU Joint Assembly of the American and Latin American sister societies in Mexico, and the 2008 V Iberoamerican Conference on Environmental Chemistry and Physics in Argentina.

v. EH&S

EH&S has not established contact with an MSI.

vi. General Sciences (AFRD, Nuclear Science, Physics)

National Black and Hispanic Physicists Conference is attended regularly with recruiting table and presentations

vii. Human Resources

Yes-2 to 3 times per year.

viii. IT

Occasionally. The division has had representation at conferences such as the Tapia Conference.

3. Pipeline and Mentoring (continued)

f. Minority-Serving Professional Conferences (continued)

Question: Does your division send representatives in your field to minority-serving professional conferences? How often? Please list conferences/meetings they've attended.

ix. Genomics and Life Sciences

Yes, JGI has provided researchers to present and promote career opportunities at JGI and LBNL at the CSU Campuses (East Bay, San Jose) and community colleges (Laney, DVC, Merritt). These are mostly informal seminars, at least a half-dozen per year. JGI hosts several hundred high school, community college and 4-year university visitors each year at its Walnut Creek Production Genomics Facility.

x. Office of the CFO

Our HR Center represents us at various job fairs.

xi. Physical Biosciences

This is not tracked within the division. However, we do have division personnel take part of minority-serving professional conferences such as sending staff to the Women's Leadership Symposium each year.

xii. Public Affairs

CSEE staff attends conferences focused on serving minority populations through educational outreach.

g. Public Speaking

Question: Does your division have a public speakers list? Are staffs in your division trained to speak to the general public?

i. Chemical Sciences

The division does not have a formal list, however all scientific staff and the Business Manager are trained to speak to the general public.

ii. Earth Sciences

The Division does not currently keep a public speakers list, but does address the need based on the subject matter. The Scientific staff is expected to participate as needed. The Division has summarized policies related to such activities from its website here, http://esd.lbl.gov/workplace_resources/business_practices/public_relations.html.

iii. EETD

The Division does not maintain a formal public speakers list. However, we have an active Communications Office (CO) that coordinates talks and other interactions with the public. The CO identifies EET speakers and provides training, content assistance and support to EETD staff who provide public talks or presentations

iv EH&S

EH&S staffs regularly attend and speak at public and community meetings (city planning board, etc.)

3. Pipeline and Mentoring (continued)

g. Public Speaking (continued)

Question: Does your division have a public speakers list? Are staffs in your division trained to speak to the general public?

v. Facilities

No list. Senior Management may be trained.

vi. General Sciences (AFRD, Nuclear Science, Physics)

An informal list exists; highly self trained due to nature of physics work.

vii. Genomics and Life Sciences

JGI coordinates general public speaker invitations through its PR office. Individuals respond to invitations as well. The JGI Director has had a media training session. Others have not, but it certainly would be desirable.

viii. Physical Biosciences

PBD has conducted tours and given presentations to various students involved in the CSEE summer student programs.

ix. Public Affairs

Public Affairs, through our communications and community relations functions maintain a list of speakers and subject matter experts. Several PA staff members are well experienced in public speaking.

h. Awards, Recognition

Question: Does your division recognize and award contributions to education and outreach? Outstanding mentors?

i. Advanced Light Source

The ALS has not participated, but we hope to in the coming year.

ii. Chemical Sciences

Not currently but the division will move forward with recognition in the next performance year.

iii. Computing Sciences

Yes, the division actively rewards contributions to education and outreach efforts. An example of this was recognition of Chip Smith. He was recognized for his extraordinary leadership and effort with the SC07 Cluster Challenge.

iv. Earth Sciences

Whenever possible, the Division announces such achievements through TownHall meetings, website announcements, etc. Over this past year, Margaret Torn was recognized as an Outstanding Mentor by DOE.

3. Pipeline and Mentoring (continued)

h. Awards, Recognition (continued)

Question: Does your division recognize and award contributions to education and outreach? Outstanding mentors?

v. EETD

EET has no formal program to recognize education and outreach; some supervisors encourage mention of such activities as part of annual performance review.

vi. EH&S

No. We have just reactivated the diversity council due to staff changes.

vii. Engineering

Engineering would be interested in an award process for diversity that does not discriminate.

viii. Facilities

In the past year, the Division held its first Diversity potluck lunch to call attention to the Division's diversity and the Best Practices Diversity Committee.

In addition, the Facilities Division was a key supporter of the Laboratory Women's Forum, as the conference co-chairs were both from the Facilities Division. The Division provided time and other support for the planning, implementation, and follow-up to the conference.

ix. General Sciences (AFRD, Nuclear Science, Physics)

General Sciences does not participate in this activity.

x. Human Resources

We utilize SPOT and OPA awards for recognition. There is another form of recognition that contributes to diversity.

xi. IT

Supervisors are encouraged to acknowledge contributions to education and outreach.

xii. Genomics and Life Sciences

The Division Diversity Committee has raised the prospect of a special recognition awards program for diversity contributions above and beyond the standard OPA and SPOT mechanisms, but at the very least the Committee suggested that it be reiterated to staff that the above-mentioned mechanisms can be used in recognition of efforts to raise diversity awareness.

xiii. Materials Sciences

Newsletter features are planned.

3. Pipeline and Mentoring (continued)

h. Awards, Recognition (continued)

Question: Does your division recognize and award contributions to education and outreach? Outstanding mentors?

xiv. Office of the CFO

We actively use SPOT and OPA awards that are available for diversity as one of many categories.

xv. Physical Biosciences

Yes. Awards are given to recognize Scientific Efforts by an Underrepresented Division Member and Excellence in promoting Diversity.

xvi. Public Affairs

CSEE annually administers the DOE's Secretary Award for Education Mentoring.

i. Other Pipeline and Mentoring Practices

Question: Describe other pipeline and mentoring practices not referenced above.

i. Earth Sciences

The Division relies upon Supervisors to provide the first line of mentoring and support to all new staff. In addition, the Division maintains a new employee website introducing new hires to LBNL and ESD. http://www-esd.lbl.gov/workplace_resources/new_employee/index.html. In addition, the Division hosted a "Summer Student/Guest Welcome Meeting" describing what the Division is and how the Division can help them achieve their scientific goals.

ii. EETD

Several EET PIs routinely hire and train UC Berkeley undergraduate and graduate students to work in their research groups. Mentoring occurs through formal supervisory relationships and informally through connections made through research and social connections. Mentoring relationships span research groups and departments. Senior division and department leaders recognize succession as a critical priority which is being addressed through planning, mentoring, and creation & filling of deputy group leader and department head positions.

iii. EH&S

EH&S has been hiring more college students, especially in the Industrial Hygiene group through advertisement on college websites, such as UCB and CSU East Bay. This practice presents mentorship and learning opportunities for young technicians who are developing interests in ES&H related fields.

iv. General Sciences (AFRD, Nuclear Science, Physics)

Within GS is there is considerable leadership in certain flagship education and outreach activities. In particular: Carl Pennypacker runs the Hands On Universe Program, Michael Barnett is the ATLAS wide educational coordinator, the Particle Data Group is based here and has led many well know educational efforts. The Berkeley Optical Sound Recovery (IRENE) project partners nationally with educational institutions such as the Library of Congress. Across GS there is extensive participation in HS tours,

3. Pipeline and Mentoring (continued)

i. Other Pipeline and Mentoring Practices (continued)

Question: Describe other pipeline and mentoring practices not referenced above.

iv. General Sciences (AFRD, Nuclear Science, Physics) (continued)

presentations at clubs, museums, etc. Staff run educational web sites, UCB faculty are well represented in Physics Div, HEDGE, and Universe Adventure.org

v. Human Resources

Building a relationship with UCB for students interested in HR to work as work study or student assistants.

vi. Genomics and Life Sciences

Genomics Division through JGI has hosted two high school teachers through the Pre-Service Teacher Training Program. Neither Life Sciences nor Genomics has participated in a post baccalaureate program; a program at JGI, however, is being contemplated.

vii. Physical Biosciences

PBD has established an Undergraduate Outreach Internship Program which provides opportunities for undergraduates at UCB to work with PBD researchers to further develop their interest in science. Also a former student in CSEE has been hired into the division.

viii. Public Affairs

Although CSEE's programs are designed to build a "pipeline" of scientists and technologists, there is still much to be done. CSEE is currently reviewing all programs for the effectiveness and efficiency.

4. Training and Education

a. Supervisor Training

Question: Are supervisors and managers in your division trained in leadership, performance, and problem-solving skills? Communication skills? Diversity awareness? What percentage? Was such training done internally, in partnership with the Berkeley Lab Institute?

i. Advanced Light Source

All supervisors have taken sexual harassment prevention training. Diversity training was given to many ALS employees about four years ago.

ii. Chemical Sciences

Small percentages (10%) of Non-Faculty staff participate in Berkeley Lab Institute training whenever possible. Most of the training is done internally. Some external sources have been used for software training (Microsoft Office Suite).

iii. Computing Sciences

The Laboratory does not provide diversity awareness training – we would like the Laboratory to provide this so that we can send supervisors, management and staff.

Supervisors take courses through the Berkeley Lab Institute. Last year, two group leads participated in a management leadership series.

The Computing Sciences division has sponsored attendees at Senior Women's Leadership in Computing Sciences workshops which are specifically targeted toward mentoring women. In addition Computing Sciences sent a representative to the American Physical Society Gender Equity Conference which brought together chairs of major academic departments to discuss methods of increasing diversity.

iv. Earth Sciences

Supervisors and managers are told about applicable training coursework when it becomes available. ESD hosted internal seminars: (1) given by ESD writer/editor on "The Art of Writing Scientific Papers" (2) given by 2 ESD scientists on "Science Writing." The Division has also been working with BLI to try to establish a Lab wide Verbal communication course. At this time, no course work has been identified.

v. EETD

The Division has provided training to supervisors and managers in leadership, management and performance. While diversity awareness was just one element in the leadership training, the training addressed how diverse cultural backgrounds may impact communications and interactions. We have used Nicole Schapiro (an outside consultant) for leadership training. In addition we have used BLI to offer training in communications.

vi. EH&S

EH&S supervisors take leadership, problem-solving, and communication skill classes, mostly from external vendors. EH&S participated in the pilot supervisor and leadership program developed by BLI. Group leaders look for internal training first, then external classes offered by organizations such as American Management Association.

4. Training and Education (continued)

a. Supervisor Training (continued)

Question: Are supervisors and managers in your division trained in leadership, performance, and problem-solving skills? Communication skills? Diversity awareness? What percentage? Was such training done internally, in partnership with the Berkeley Lab Institute?

vii. Engineering

Approximately three to four years ago, the Operations Directorate provided diversity training to all supervisors in the Engineering Division. The training was held in B50. There were also Operations-sponsored trainings in diversity with representatives from the private sector. Given our limited resources following our reduction in force, Engineering is willing to partner with the Diversity Office and other ALDs at LBNL and participate in additional diversity training.

viii. Facilities

Most have taken training but application of the skills needs to be improved. Many are currently going through the BLI management training. Planning to do internal workshops as well.

ix. General Sciences (AFRD, Nuclear Science, Physics)

Supervisors and managers were largely trained by an outside consultant (Nicole Shapiro) in leadership etc. AFRD: Yes - periodic leadership training/courses.

x. Human Resources

Yes-internal and external courses. Primarily internal courses due to funding in FY08-with the reallocation of funds-are sending staff to external courses.

xi. IT

Supervisors take courses through the Berkeley Lab Institute. In addition, supervisors within the division have attended various UC-sponsored training programs, including the UCLA Technical Management Program, Management Skills Assessment program (MSAP), and the UC Leaderships Institute (UCLI).

xii. Genomics and Life Sciences

All supervisors at the Laboratory, including Life Sciences and Genomics Division, have taken the State-mandated sexual harassment training. In addition, HR at the JGI has trained supervisors in Best Recruitment Practices, and has held a number of supervisory training related to screening and interviewing candidates. These have included workshops conducted by external sources as well as training from the workforce planning team. Training has included topics such as: Behavioral Interviewing Skills Program, Screening Résumés and Conducting Reference Checks, and How to Identify Top Candidates. There was no diversity awareness training administered to the Life Sciences supervisors. Harry Reed conducted customized diversity training for JGI production staff. It would be desirable for the Divisions to engage the Diversity Office to work with BLI to offer broader training/development of relevant curriculum.

xiii. Material Sciences

No activity.

4. Training and Education (continued)

a. Supervisor Training (continued)

Question: Are supervisors and managers in your division trained in leadership, performance, and problem-solving skills? Communication skills? Diversity awareness? What percentage? Was such training done internally, in partnership with the Berkeley Lab Institute

xiv. Office of the CFO

We have developed a supervisor's training program as part of our Human Capital Strategic Plan that has been mandatory for all OCFO managers and supervisors. It is in its second year. We are also partnering closely with BLI for additional training. We also send supervisors and managers to AMA, MSAP, BOI, and NTL.

xv. Physical Biosciences

PBD participated in the Supervisor Development Pilot sponsored by the BLI. The BLI has assisted with team building and strategic planning activities with the Administrative Team. Employees have participated in the UC sponsored MSAP program.

xvi. Public Affairs

Not done in public affairs.

b. Communication of Diversity Goals to Staff

Question: How are diversity goals communicated to staff?

i. Advanced Light Source

The ALS Division reported on diversity at Division reviews and Town Meetings, ensures diverse representation on all its committees, and would like to partner with the Lab in creating a Diversity Day.

ii. Chemical Sciences

At regular divisional meetings.

iii. Computing Sciences

The weekly staff newsletter regularly includes articles pertaining to diversity, such as conferences and outreach opportunities. The newsletter also includes news of job postings, with the objective of fostering opportunities for career development. Staff are also reminded of the incentive program for referring job candidates.

iv. Earth Sciences

Goals are identified and are shared to the staff via the website, through the Diversity committee to hiring staff, and HR representatives, the Professional Staff Committee.

v. EETD

Diversity goals and progress are communicated at all-hands "Town Hall" meetings.

4. Training and Education (continued)

b. Communication of Diversity Goals to Staff (continued)

Question: How are diversity goals communicated to staff?

vii. Engineering

Engineering management recognizes the need to increase the frequency, and quality, of discussion of diversity as a topic. We are not satisfied with the current state.

We are interested in learning how to develop interesting and engaging ways of integrating diversity into our technical, project, and program meetings. Help from the diversity office or other scientific or engineering professionals at LBNL is most welcome in this regard.

viii. Facilities

Facilities are under new management and this has not been a focus yet. Important diversity announcements are communicated by supervisors and through "Facilities Update" newsletter.

ix. General Sciences (AFRD, Nuclear Science, Physics)

Meetings, website. For AFRD diversity goals are communicated through the annual diversity meeting, the General Sciences Workplace Committee and through the role of the Outreach and Diversity Coordinator.

x. Human Resources

Through managers

xi. IT

Diversity goals are discussed during recruitment plan meetings which include Hiring Manager, Recruiter and HR Division Partner.

xii. Genomics and Life Sciences

In the past, diversity goals were part of the division's annual development plan during the salary management process. Informal communication is conducted for diversity in terms of recruitment by the recruiter in the form of reviewing underutilization data. While diversity is discussed and communicated at the management level more needs to be done at the employee/staff level.

xiii. Material Sciences

Diversity activities and goals are communicated on our division website.

xiv. Office of the CFO

Our 2005 Diversity Plan is on the OCFO website and we are in the process of updating it this year and developing a communication plan for it as well.

xv. Physical Biosciences

PBD has established Diversity Representatives from the various scientific groups. Their primary responsibilities are to:

4. Training and Education (continued)

b. Communication of Diversity Goals to Staff (continued)

Question: How are diversity goals communicated to staff?

xv. Physical Biosciences (continued)

- Have knowledge of the division's diversity plan.
- Attend quarterly PBD Diversity Committee Meetings and update their respective groups on diversity issues.
- Provide input to the PBD Diversity Committee about diversity issues within the division and the laboratory.
- Encourage group members to make nominations for the PBD Diversity Awards.
- Help develop the diversity plan.
- Assist in coordination of diversity related events.

xvi. Public Affairs

In most groups, diversity goals are communicated to staff in group-wide meetings, but also in the review process.

c. Website, Bulletin Board

Question: Do you use your division's Web site and bulletin boards to communicate diversity awareness?

i. Advanced Light Source

The Division provided a bulletin board at the ALS to display the value of diversity.

ii. Chemical Sciences

CSD website is being updated this year and will include our Diversity statement.

iii. Computing Sciences

The activities of the Diversity Working Group are communicated through the division's communications channels, such as InTheLoop as well as a dedicated email list and web pages.

iv. Earth Sciences

In conjunction with LBNL's Diversity assessment, ESD updates and maintains diversity awareness from its website here, http://www-esd.lbl.gov/business_plan/diversity.html. The Diversity committee and Best Practices Council Representative communicate issues and concerns to the Division Director. Other forums for communicating information include our quarterly TownHalls, as well as the Peer Reviews and other Programmatic DOE-BES presentations. Most recently a presentation on ESD's Diversity Plan was shared within the Basic Energy Sciences Program.

v. EETD

The EETD website shows photographs of a diverse cross-section of our staff.

4. Training and Education (continued)

c. Website, Bulletin Board (continued)

Question: Do you use your division's Web site and bulletin boards to communicate diversity awareness?

vi. EH&S

No. It is in discussion.

vii. Engineering

Engineering does not have a Web site or other media for the communication of diversity issues, but will take responsibility to work with its own diversity representative and the Workforce Diversity Office to do so.

viii. Facilities

The weekly bulletin to all Facilities Division staff is used to announce Division activities such as the Diversity Potluck.

ix. General Sciences (AFRD, Nuclear Science, Physics)

Yes

x. Human Resources

Yes-Administrative

xi. Genomics and Life Sciences

In 2005, the Division's Diversity Committee launched a Web page: (<http://www.lbl.gov/Workplace/GD-LS-Diversity/>) to keep Division members and prospective partners apprised of Diversity activities. However, there is a need to refresh the site's content and make the Divisions' populations aware of its existence.

xii. Material Sciences

MSD has their diversity plan posted on their website.

xiii. Office of the CFO

Web site

xiv. Physical Biosciences

Yes, there is a direct link to our diversity page from the PBD division's main page.

xv. Public Affairs

Within Public Affairs, Communications and Creative Services maintain the look, feel, and content of the Lab's Web site at the highest levels. Diversity is an important factor in the overall consideration of the content, messages, and images in the Web site.

4. Training and Education (continued)

d. Staff Development

Question: What specific actions has your division taken to mentor and develop Scientific, Technical, and Administrative staff for future promotional opportunities within your division or at the Laboratory?

i. Chemical Sciences

Two Divisional Fellows have been recruited in hopes of promoting them to Sr. Scientists. Career-track Staff Scientists have been hired with the intention of promoting them to career Staff Scientists. We have sent a number of postdocs to national and international conferences where they make presentations and network with other scientists. Administrative staff have been sent to internal and external trainings and have been given "stretch" assignments whenever possible.

ii. Computing Sciences

The annual performance review process is used as an opportunity for management to address career development.

iii. Earth Sciences

The Division purchased access to a training database geared toward technical and administrative staff on using software programs (in the areas of creative suites and communication). The Business Manager receives notices for training from the BLI staff and passes the information to the ES Division Council members to seek nominations for attendees. Over the past period, participants went to the "Influencing When You Are Not In Charge: Practicing Positive Politics at Work" seminar. The Division also sent a manager to participate in the "UC Leadership Institute."

iv. EETD

Mentoring and supervision responsibilities are shared across supervisors, principal investigators, department heads, and group leaders. EETD takes advantage of Co-PI status to develop promising staff. In addition, junior staff are coached in presenting their work at conferences and in being lead author on scientific publications.

v. EH&S

Succession plan is being developed for the Division Director.

Supervisors have changed job assignments and given more challenging projects for staff development. Each group set aside a small budget for training and development, both technical and administrative.

vi. Facilities

These are being developed under new management.

vii. General Sciences (AFRD, Nuclear Science, Physics)

See strategic recruiting section. AFRD provides the opportunity for stretch assignments and training.

viii. Human Resources

Enhanced communication, bi-monthly HR Forums, quarterly All Hands meeting, upward review of supervisors and HR Newsletter.

4. Training and Education (continued)

d. Staff Development (continued)

Question: What specific actions has your division taken to mentor and develop Scientific, Technical, and Administrative staff for future promotional opportunities within your division or at the Laboratory?

ix. IT

The annual performance review process is used as an opportunity for management to address career development.

x. Genomics and Life Sciences

Generally, career development is discussed during the performance evaluation period and goals are established with the employee and supervisor; however, there is no overall divisional plan. Recently, JGI management has discussed and is implementing succession planning.

LSD has initiated meetings to discuss these questions.

xi. Material Sciences

Some Administrative staff have been encouraged to take on new projects, and join committees in an effort to increase their exposure in hopes of leading to promotional opportunities.

xii. Office of the CFO

We strategically place employees on Division committees and stretch assignments.

xiii. Physical Biosciences

Development plans are reviewed as a part of the Performance Review Process. Ongoing mentoring is provided by supervisors.

e. Training and Development Support and Funding

How is training and development supported in your division? Does your division allocate funding for training? If so, for what categories of employees (e.g., Scientific, Technical, Administrative, or Student)?

i. Chemical Sciences

A training budget paid for by the org burden is set aside each year for training of administrative staff. The size of the budget is determined based on number of staff and the type of training that is needed each year. The scientific research budgets are used for training of scientific staff and are determined by the PI on the project.

ii. Computing Sciences

Each department budgets for specific training initiatives.

iii. Earth Sciences

Supported through HR and the BLI, the Division budgets an amount of funds for training for all categories of employees, but mostly relies upon the projects for direct support, primarily for the scientists and engineers. When no direct funding can be identified, then the Division will allocate funds as necessary.

4. Training and Education (continued)

e. Training and Development Support and Funding (continued)

How is training and development supported in your division? Does your division allocate funding for training? If so, for what categories of employees (e.g., Scientific, Technical, Administrative, or Student)?

iv. EETD

Training and development is generally funded by specific research programs, as relevant to the employee and the program needs. The Division has funded a selected number of training workshops and development activities for staff, including two leadership workshops (in 2007 and 2005) attended by scientific and management staff, and two communications training sessions (both in 2007) attended by administrative staff.

v. EH&S

Training and development opportunities are open to all staffs and are provided on a priority basis due to limited funding.

The Division emphasizes and supports staff's effort in obtaining professional certification and continuing education.

vi. Facilities

Each group has its own training budget. Additional training opportunities are being coordinated with new HR staff.

vii. General Sciences (AFRD, Nuclear Science, Physics)

Leadership courses, skills course for technical staff. Post docs attend workshops, summer schools, conferences; students attend summer schools, tutorials, coursework. AFRD has brought in consultants to work with scientific and technical groups on a variety of skills development, e.g. communication, problem-solving.

viii. Human Resources

Yes

ix. IT

Each department budgets for specific training initiatives.

x. Genomics and Life Sciences

JGI has been pro-active in promotion and support of training opportunities. Funding is allocated across departments. On-going management and supervisory training is conducted through BLI and/or AMA and also supports other outside training. Employee training is also offered and has been conducted in areas such as communication, time-management, how to conduct meetings, how to give constructive criticism

xi. Material Sciences

No formal budget has been allocated for training. Training tends to happen when an individual supervisor requests to send their employee to training. Division office administrative staff have been encouraged to expand their skills by attending Word, Excel and PowerPoint classes. This has been noted in their PRD's as an expectation.

4. Training and Education (continued)

e. Training and Development Support and Funding (continued)

How is training and development supported in your division? Does your division allocate funding for training? If so, for what categories of employees (e.g., Scientific, Technical, Administrative, or Student)?

xii. Office of the CFO

We actively pursue training for all employees (see above). Each department has a training budget for that can be used for that department's employees. The Division Office also maintains additional funding for special training requests. All OCFO PRDs must have the development section complete and reviewed by each department manager.

xiii. Physical Biosciences

Each scientific program is responsible for providing funding for its staff. Funding is allocated for administrative staff.

f. Fostering an Inclusive Workplace Climate

Question: What specific actions did your division take in 2007 to foster an inclusive workplace climate for your staff?

i. Chemical Sciences

Annual holiday party, and other smaller divisional events (e.g. retirements). We often give recognition (SPOTS, OPA's) at our events.

ii. Computing Sciences

The division recently expanded its Diversity Working Group and is now chaired by Deb Agarwal. The committee meets quarterly to discuss strategies for promoting diversity in the division and to create action plans for implementation. The working group is composed of representatives from each department as well as any staff interested in joining.

iii. Earth Sciences

The Division hosts employee activities, annual picnic and a holiday party, coffee socials throughout the year, and announce recognitions of all honors and awards during quarterly town halls. Diversity, mentorship, best practices are often honored and a theme during such activities.

iv. EETD

The Division hosts two annual employee social events as well as (typically) four Townhall meetings a year, which all Division employees and guests are encouraged to attend. We maintain a photo board in the Division Office with photos of all staff to encourage interaction and inclusiveness.

v. EH&S

Through Divisional All Hands meetings and picnics.

Group leaders hold regularly scheduled group meetings with all group members, and more frequent direct report and matrixed staff to discuss activities and issues. On occasion, groups would gather for specific events/occasions.

4. Training and Education (continued)

f. Fostering an Inclusive Workplace Climate (continued)

Question: What specific actions did your division take in 2007 to foster an inclusive workplace climate for your staff?

vi. Facilities

Facilities hired a female division director.

vii. General Sciences (AFRD, Nuclear Science, Physics)

Outside consultants were brought in to train and counsel in specific cases. Career development training for postdocs done by BLI staff. Outside attorney Mary Topliff addressed the all hand diversity meeting on hidden-bias in hiring. Organized the APS wom

viii. Human Resources

Enhanced communication, bi-monthly HR Forums, quarterly All Hands meeting, upward review of supervisors and HR Newsletter.

ix. IT

IT fosters inclusiveness through regular communication and opportunities for flex-time for work-life balance.

x. Genomics and Life Sciences

JGI hosts annual picnic, holiday party and has developed an active Employees Activities Committee that hosts periodic (monthly) events (e.g., BBQs, chili cook-offs, Halloween parties, St. Patrick's Day, Cinco de Mayo, weekly coffee offering). Yearly group photos. Monthly directors' luncheons to share concerns and provide informational updates. JGI has quarterly all-hands meetings as well.

LSD has semiannual events, holiday gathering to which all divisional staff are invited. Periodically town hall meetings are held to review the state of the division. Division provides financial and other support to mentor the Postdoctoral Fellow Society. Smaller working group frequently hold social gatherings for team building. LSD initiated internal seminar series to foster more extensive collaborations within the division.

xi. Office of the CFO

The senior staff of OCFO paid for a division-wide catered picnic to bring staff together in a social environment to promote community. We also have several town hall meetings per year and a large social gathering during the holidays. OCFO recently completed a communications survey and are using the results to better reach our community with information. The CFO also conducts breakfasts with his employees and does "skip-level" meetings with all staff.

xii. Physical Biosciences

PBD sponsors an annual Safety Picnic and co-sponsors the Holiday Party with the Life Sciences Division. Also, there are various social gatherings that occur within each scientific program.

xiii. Public Affairs

No actions other than a Christmas party was taken by PA leadership.

E. Principles for a Diverse Community

Lawrence Berkeley National Laboratory is principally an institution of scientific research, committed to addressing the needs of society. A diverse workforce is an invaluable asset to innovation and research excellence. To this end, we must embody the following principles to successfully affect the Laboratory's mission and embrace our diverse workplace community:

We affirm the inherent dignity in all of us and strive to maintain an environment characterized by respect, fairness, and inclusion. Our valued community encompasses an array of races, creeds, and social circumstances. We recognize and cherish the richness contributed by our diversity.

We accept open expression of our individuality and diversity within the bounds of courtesy, respect, and sensitivity. We take pride in our collective achievements. We honor our differences.

As mandated by law and reaffirmed here, we will not tolerate any manifestations of discrimination, including those based on race, ethnicity, gender, age, disability, sexual orientation, religious or political beliefs, and status within the Laboratory.