

Northern Arizona University Affirmative Action Recruitment Goals for Minorities and Women: Staff
Effective January 1, 2018 to December 31, 2018

Important note: In compliance with NAU’s affirmative action program and to promote a diverse workforce, every search committee should advertise and/or reach out to recruitment sources in a way calculated to reach potential applicants who are women and minorities. Ideally, your pool of applicants should reflect the percentage of women and minorities in the recruitment area who have the requisite skills and education for the position. To find out the availability of women and minorities for your position, complete Steps 1 and 2.

In some situations, a goal (not a quota) exists for a particular Job Group because the percentage of women and/or minorities in the NAU workforce has been lower than the calculated availability. In these cases, the search committee should contact EAO to discuss recruitment strategies. To find out if your Job Group has a goal, complete Step 3.

Step 1. When you have a job opening, find the job group number for the job title or job code in the Job Group Table.

Step 2. Find the job group number in the left hand column of this chart. The percentages listed in the two right columns reflect the calculated availability of those who are potentially qualified for a position within the job group. If you’ve made sufficient recruitment efforts, the demographics of your applicant pool should closely mirror the availability percentage. (A report of the de-identified pool demographics will be sent to the department hiring supervisor).

Step 3. A percentage that is bold with blue shading indicates that the job group is not close enough to the established availability and, therefore, extra recruitment efforts need to focus on ensuring women and/or minorities are specifically targeted for recruitment. Goals are not quotas.

Job Group	% Women	% Total Minority
01.A-01 – Management Occupations – All Others	54.29	17.45
01.A-02 – Management Occupations – Directors	61.25	19.63
02.A-01A – Business and Financial Operations Occupations – Management	67.53	27.92
02.A-01B – Business and Financial Operations Occupations – Professionals	70.28	29.73
02.A-01C – Business and Financial Operations Occupations – Other	70.33	30.02
02.A-02 – Business and Financial Operations Occupations – Accounts	70.21	27.78
02.A-03 – Business and Financial Operations Occupations – Assistant Directors	69.06	24.43
02.A-04 – Business and Financial Operations Occupations – Associate Directors	67.40	23.09
02.A-05 – Business and Financial Operations Occupations – Business Managers	79.99	28.98
02.A-06 – Business and Financial Operations Occupations – Coordinators	72.61	26.67
02.A-07 – Business and Financial Operations Occupations – Directors	59.62	22.63
02.A-08 – Business and Financial Operations Occupations – Program Coordinator	55.73	23.63
02.A-09 – Business and Financial Operations Occupations – Program Coordinator, Sr	56.91	25.66
03.A-01A – Computer and Mathematical Occupations – Management	38.06	22.91
03.A-01B – Computer and Mathematical Occupations – Professionals	47.26	21.56
03.A-01C – Computer and Mathematical Occupations – Technicians	37.88	27.38
03.A-01D – Computer and Mathematical Occupations – Other	44.70	19.29
03.A-02 – Computer and Mathematical Occupations – Applications Systems	33.30	25.16
03.A-03 – Computer and Mathematical Occupations – Business Analysts	66.46	22.18
03.A-04 – Computer and Mathematical Occupations – Support Systems Analysts	43.77	22.83
03.A-05 – Computer and Mathematical Occupations – Systems Administrators	20.24	23.32
03.C – Life, Physical, and Social Science Occupations	49.68	20.10
04.A-01 – Community and Social Service Occupations – All Others	70.54	26.81
04.A-02 – Community and Social Service Occupations – Academic Advisors	60.40	31.18
04.B – Legal Occupations	33.43	14.25
04.CA – Arts, Design, Entertainment, Sports, and Media Occupations – Management	36.63	18.11
04.CB – Arts, Design, Entertainment, Sports, and Media Occupations – Professionals	37.49	16.39
04.CC – Arts, Design, Entertainment, Sports, and Media Occupations – Other	33.95	22.39
07.A – Archivists, Curators, and Museum Technicians	67.46	18.61

07.B – Librarians	68.05	27.56
07.C – Library Technicians	90.00	0.00
08.B – Other Teachers and Instructors	61.05	27.29
08.C-01A – Other Education, Training, and Library Occupations – Management	68.04	24.50
08.C-01B – Other Education, Training, and Library Occupations – Professionals	70.47	32.33
08.C-01C – Other Education, Training, and Library Occupations – Other	78.30	35.81
08.C-02 – Other Education, Training, and Library Occupations – Coordinators	76.08	27.55
09.A – Healthcare Practitioners and Technical Occupations	73.18	16.21
10.A – Healthcare Support Occupations	69.02	40.39
10.B – Protective Service Occupations	24.75	20.12
10.D-01 – Building and Grounds Cleaning and Maintenance Occupations – Other	18.03	64.35
10.D-02 – Building and Grounds Cleaning and Maintenance Occupations – Custodians	25.59	53.50
10.E – Personal Care and Service Occupations	72.25	30.42
12.A-01 – Office and Administrative Support Occupations – All Others	78.82	27.30
12.A-02 – Office and Administrative Support Occupations – Administrative Assoc	86.35	33.07
12.A-03 – Office and Administrative Support Occupations – Administrative Asst	96.32	32.54
12.A-04 – Office and Administrative Support Occupations – Administrative Spec	95.66	30.92
13.A – Farming, Fishing, and Forestry Occupations	52.63	16.67
13.B – Construction and Extraction Occupations	1.29	30.04
13.C – Installation, Maintenance, and Repair Occupations	1.44	23.50
14.A – Production Occupations	8.0	27.50
14.B – Transportation and Material Moving Occupations	35.73	45.07
15.A1 – Part-Time Temp Employees – VP and Higher	54.45	24.01
15.A2 – Part-Time Temp Employees – Center for Business Outreach	59.80	37.77
15.A3 – Part-Time Temp Employees – Civic Service Institute	60.61	49.83
15.A4 – Part-Time Temp Employees – Campus Health Services	53.11	22.15
15.A5 – Part-Time Temp Employees – University Police	13.52	35.40
15.A6 – Part-Time Temp Employees – Academic Department Support	47.02	28.19
15.A7 – Part-Time Temp Employees – Staff Department Support	46.98	33.75
15.B – Postdoctoral Scholars	33.45	18.15