

CSUDH TORO AUXILIARY PARTNERS

Carson, CA

July 1, 2025 through June 30, 2026

CSUDH TORO AUXILIARY PARTNERS

**1000 E. Victoria Street, Cain LIB Suite 3002
Carson, CA 90747**

July 1, 2025 through June 30, 2026

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES

Revised and Updated Annually

Read and approved by:
Amanda Dodd
Chief Human Resources Officer

CONFIDENTIAL TRADE SECRET MATERIALS

(Not for distribution except on a need-to-know basis within CSUDH Toro Auxiliary Partners)

CSUDH Toro Auxiliary Partners wishes to make it clear that it does not consent to the release of any information whatsoever contained in this AAP under the Freedom of Information Act or otherwise. If the U.S. Government, or any agency or subdivision thereof, is considering breaching the conditions under which this AAP was loaned to such Government, or is considering a request for release of this AAP under the Freedom of Information Act, a request is hereby made that the Government immediately notify the Chief Human Resources Officer of CSUDH Toro Auxiliary Partners of any and all Freedom of Information Act requests received by the Government or any other contemplated release of this AAP by the Government which relates to information obtained by the Government from the Company. We further request that everyone who has any contact with this AAP or its supporting data treat such information as totally confidential and that such information not be released to any person whatsoever. Retention or disclosure of information relating to identifiable individuals may also violate the Privacy Act of 1974.

**AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES
FOR
CSUDH TORO AUXILIARY PARTNERS**

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DEFINITIONS
41 C.F.R. §§ 60-741.2

Disability - (i) a physical or mental impairment that substantially limits one or more of an individual's major life activities, (ii) a record of such impairment, or (iii) being regarded as having such impairment. A disability is substantially limiting if it substantially impairs the ability of an individual to perform a major life activity as compared to most people in the general population.

Qualified Individual - an individual who satisfies the requisite skill, experience, education, and other job-related requirements for the particular position held or desired and who is capable of performing the essential functions of that position, with or without reasonable accommodation for any disability.

REQUEST FOR SELF-IDENTIFICATION
41 C.F.R. §§ 60-741.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this affirmative action program and to provide sufficient data to allow CSUDH Toro Auxiliary Partners to measure and improve, if necessary, the effectiveness of CSUDH Toro Auxiliary Partners' affirmative action efforts, CSUDH Toro Auxiliary Partners invites applicants and employees to complete an invitation to self-identify status as an individual with a disability as follows:

1. When an applicant applies or is considered for employment, CSUDH Toro Auxiliary Partners invites the applicant to complete the self-identification form. The invitation to self-identify is extended again following an offer of employment but before the individual begins job duties.
2. Recognizing that an individual's status regarding disability may change over time and/or that an employee may feel more comfortable disclosing an existing disability after being employed for a period of time, CSUDH Toro Auxiliary Partners invites all employees to complete the designated form once every five years. In addition, at least once during the five-year intervals between workplace surveys, CSUDH Toro Auxiliary Partners reminds employees that they may voluntarily update their disability status.

CSUDH Toro Auxiliary Partners keeps all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files.

POLICY STATEMENT
41 C.F.R. §§ 60-741.44(a)

It is the policy of CSUDH Toro Auxiliary Partners to take voluntary, positive action in providing affirmative action and equal employment opportunity to individuals with disabilities. All personnel actions, including compensation, benefits, recruitment, hiring, training, and promoting persons in all job titles, will be administered without regard to disability, and all employment decisions are based solely on valid job requirements.

A copy of our Equal Employment Opportunity statement which reaffirms our commitment to qualified individuals with disabilities is posted. Should an employee or applicant request the policy be made available in an alternative format that is accessible and understandable to them, it shall be provided.

The Affirmative Action Program for Individuals with Disabilities, minus any data metrics, is available for review upon request by any applicant or employee. Notice of this availability for review is posted for applicants and employees.

REVIEW OF PERSONNEL PROCESSES
41 C.F.R. §§ 60-741.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all employees and applicants who have known disabilities, reviews are periodically made of the Company's examination and selection methods to identify barriers to employment, training, and promotion.

1. CSUDH Toro Auxiliary Partners will periodically conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of applicants and employees who are known individuals with disabilities and are pursuing job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available.
2. CSUDH Toro Auxiliary Partners shall ensure that its personnel processes do not stereotype individuals with disabilities in a manner which limits their access to all jobs for which they are qualified. The following steps may be a part of the review process:
 - a. Ensure documentation is provided on personnel or application records of each known employee with a disability to include:
 - i. Promotions for which the employee was considered
 - ii. Training programs for which the employee was considered
 - b. When accommodations were undertaken which made it possible to hire, promote, or train an applicant or employee with a disability, ensure a description of the accommodation is documented and maintained in a confidential manner.
3. CSUDH Toro Auxiliary Partners shall ensure that applicants and individuals with disabilities have equal access to its personnel processes, including those implemented through information and communication technologies. CSUDH Toro Auxiliary Partners provides necessary reasonable accommodation to ensure applicants and individuals with disabilities receive equal opportunity in the operation of personnel processes.

PHYSICAL AND MENTAL QUALIFICATIONS
41 C.F.R. §§ 60-741.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known employees and applicants with disabilities, reviews are periodically made of CSUDH Toro Auxiliary Partners' physical and mental qualifications and requirements as they relate to employment, training, and promotion. To the extent that qualification standards may screen out qualified individuals with disabilities, CSUDH Toro Auxiliary Partners reviews all physical and mental job qualification standards to ensure they are job-related, consistent with business necessity, and required for safe performance of the job.

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS 41 C.F.R §§ 60-741.44(d)

As stated in its policy statement, CSUDH Toro Auxiliary Partners will make every effort to provide reasonable accommodations for any physical and mental limitations of applicants and employees with disabilities unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. CSUDH Toro Auxiliary Partners will confidentially review performance issues of employees with known disabilities to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

CSUDH Toro Auxiliary Partners makes reasonable accommodation for the special needs of disabled individuals including access to the building, utilization of rest room facilities, and mobility requirements within the building and parking locations. Such accommodations may include providing assistive devices, removing architectural barriers, and/or restructuring worksites and job content.

The Company has developed and utilizes written procedures for processing requests for reasonable accommodation. These procedures help ensure that applicants and employees are aware of how to request a reasonable accommodation and of how the request will be processed. They also help ensure that Company employees responsible for processing such requests are able to do so in a reasonable amount of time.

Should an individual with a disability request an accommodation that is deemed to present an undue hardship on CSUDH Toro Auxiliary Partners, it is our practice to give the individual the option to provide the accommodation or pay the portion of the cost which constitutes the undue hardship on the operation of the business.

HARASSMENT
41 C.F.R. §§ 60-741.44(e)

CSUDH Toro Auxiliary Partners has developed and maintains procedures to ensure that its employees are not harassed because of a disability.

POSITIVE RECRUITMENT AND EXTERNAL POLICY DISSEMINATION
41 C.F.R. §§ 60-741.44(f)

CSUDH Toro Auxiliary Partners shall undertake the following appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified individuals with disabilities.

1. Periodically inform the community at large of the Company's commitment to engage in affirmative action to increase employment opportunities for individuals with disabilities by publishing announcements in community media. All advertisements seeking applicants for employment will identify CSUDH Toro Auxiliary Partners as an "equal opportunity employer" and shall, at a minimum, identify individuals with disabilities as a protected group.
2. Recruitment programs will be established with recruiting sources for disabled individuals, which may include publications and websites designed to serve individuals with disabilities or career fairs for individuals with disabilities.
3. A notice is posted which indicates that reasonable accommodations will be provided to those who are unable to utilize our online application system due to a disability.
4. CSUDH Toro Auxiliary Partners will incorporate the Equal Opportunity Clause regarding disabled individuals in purchase orders and other contracts as required by law, executive order and regulation.
5. Send written notification of Company policy to all subcontractors, vendors and suppliers, requesting appropriate action on their part.
6. CSUDH Toro Auxiliary Partners documents all activities undertaken and retains documents for a period of three years.

OUTREACH AND RECRUITMENT EFFORTS
41 C.F.R. §§ 60-741.44(f)(3)

On an annual basis, CSUDH Toro Auxiliary Partners reviews the outreach and recruitment efforts it has undertaken over the previous twelve months to evaluate their effectiveness in identifying qualified individuals with disabilities. The evaluation shall be documented, including, at a minimum, the criteria used to evaluate the effectiveness of each outreach and whether each effort was determined to be effective. If the totality of these efforts are determined to be ineffective in identifying and recruiting individuals with disabilities, alternative efforts will be identified and implemented.

INTERNAL POLICY DISSEMINATION
41 C.F.R. §§ 60-741.44(g)

In order to provide information, training, and counseling to gain positive support and understanding of the affirmative action program for individuals with disabilities among supervision, management, and employee organizations, CSUDH Toro Auxiliary Partners has developed the following internal dissemination procedures. The following policies and procedures are designed to foster support and understanding from CSUDH Toro Auxiliary Partners' executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid CSUDH Toro Auxiliary Partners in meeting its obligations.

1. Include a non-discrimination/equal opportunity policy in the Company's policy manual or otherwise make the policy available to employees, including those working from field or home-based locations.
2. Provide the EEO policy statement electronically to employees working remotely, if applicable.
3. CSUDH Toro Auxiliary Partners has posted in a conspicuous place the EEO notice prescribed by the director of the OFCCP. For employees who do not work at a physical location of CSUDH Toro Auxiliary Partners, it is posted in an electronic format and they are notified of its location for viewing.
4. CSUDH Toro Auxiliary Partners' electronic application process prominently includes notice of the policy so that it may be reviewed by applicants.

AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-741.44(h)

CSUDH Toro Auxiliary Partners monitors employment and personnel practices to ensure compliance with applicable regulations and adherence to the Company's policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of CSUDH Toro Auxiliary Partners' AAP.

The audit and reporting system is designed to:

1. Measure the effectiveness of the AAP;
2. Identify any need for remedial action;
3. Determine the degree to which the Company's objectives are being attained;
4. Determine whether individuals who are known individuals with disabilities have had the full opportunity to participate in all Company-sponsored educational, training, recreational and social activities; and
5. Measure the Company's compliance with the AAP obligations.

Where the affirmative action program is found to be deficient, CSUDH Toro Auxiliary Partners will undertake necessary action to bring the program into compliance.

To ensure that the audit system is effective, all records concerning this monitoring will be maintained for as long as legally required. This AAP is updated annually.

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. §§ 60-741.44(i)

CSUDH Toro Auxiliary Partners has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the Chief Human Resources Officer, as the EEO Coordinator, and those employed as supervisors and managers have undertaken the responsibilities described below.

Chief Human Resources Officer

Responsibility for the implementation and monitoring of the affirmative action program shall rest with Amanda Dodd, Chief HR Officer, whose duties as EEO Coordinator include, but are not limited to, the following:

1. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through CSUDH Toro Auxiliary Partners' AAP.
2. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the Company's compliance status.
3. Maintaining Company-wide management support and cooperation for the Company's AAP.
4. Collaborating with Senior Management on EEO and AAP issues.
5. Assisting line management in arriving at solutions to EEO/AA problems.
6. Reviewing results of audit and reporting systems to assess the effectiveness of the Company's AA program and to direct corrective actions where necessary.
7. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
8. Ensuring that relevant staff (i.e. managers and supervisors) are aware that CSUDH Toro Auxiliary Partners is an equal opportunity employer.
9. Reviewing the qualifications of all employees who have expressed interest in an available position to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
10. Providing career counseling for employees upon request.
11. Reviewing job descriptions and specifications as positions open to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are

job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

12. Serving as the liaison between CSUDH Toro Auxiliary Partners and enforcement agencies.
13. Ensuring that recruiting sources and/or techniques targeting disabled job seekers have been identified and implemented. Monitoring the effectiveness of this outreach on a periodic basis.
14. Conducting periodic audits to ensure all required posters and those advertising the Company's equal employment opportunity policies and AAP, as well as the Invitation to Self-Identify for individuals with disabilities are displayed and that the Company's equal employment opportunity and AAP policies are being thoroughly communicated.
15. Ensuring that the AAP is updated annually.
16. Ensuring overall the Company's compliance with the AAP.
17. Ensuring recordkeeping pursuant to 41 CFR 60-741.80.
18. In conjunction with Managers and Supervisors, ensuring requests for reasonable accommodations for employees and applicants with disabilities are handled in accordance with applicable laws and company procedures.

Managers and Supervisors

In their direct day-to-day contact with the Company's employees, managers and supervisors have assumed certain responsibilities to help CSUDH Toro Auxiliary Partners ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Adhering to the Company's equal employment opportunity policy.
2. Supporting and assisting the EEO Coordinator in developing, maintaining, and successfully implementing the AAP.
3. Taking action to prevent harassment of employees placed through affirmative action efforts.
4. Counseling employees with respect to what is needed for advancement within the employment structure.
5. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the Company's policy.
6. Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.

TRAINING
41 C.F.R. §§ 60-741.44(j)

CSUDH Toro Auxiliary Partners trains all employees involved in any way with the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in CSUDH Toro Auxiliary Partners' affirmative action program are implemented.

DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-741.44(k)

CSUDH Toro Auxiliary Partners documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years:

1. The number of applicants who self-identified as individuals with disabilities, or are otherwise known as individuals with disabilities;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of applicants with disabilities hired; and,
5. The total number of applicants hired.

The number of jobs filled refers to all jobs the company filled during the program year by any means, be it through a competitive process or non-competitively, such as through reassignment or merit promotion. It takes into account both new hires into the company and those employees who were placed into new positions.

The number of applicants hired refers solely to those applicants (both internal and external) who are hired through a competitive process, including internal job changes.

UTILIZATION ANALYSIS
41 C.F.R. 60-741.45(d)

CSUDH Toro Auxiliary Partners has compared the representation of employees with known disabilities in our workforce with the utilization goal identified by the Office of Federal Contract Compliance Programs in effect at the start of this AAP year. In conducting this analysis, the following principles apply:

1. The purpose of the utilization goal established by the OFCCP is to provide a benchmark against which CSUDH Toro Auxiliary Partners may measure the representation of individuals with disabilities in its workforce.
2. The OFCCP believes that the utilization goal serves as an equal employment opportunity objective that should be attainable through the use of the affirmative action measures included in this AAP.
3. The utilization goal is not a quota that must be met, nor is it to be considered as a ceiling that limits or restricts the employment of individuals with disabilities.
4. In all employment decisions, CSUDH Toro Auxiliary Partners makes selections in a nondiscriminatory manner. Utilization goals do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status, on the basis of that individual's disability status.
5. Utilization goals do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
6. Utilization goals are not used to supersede merit selection principles, nor do these utilization goals require CSUDH Toro Auxiliary Partners to hire a person who lacks qualifications to perform the job successfully or hire a less-qualified person in preference to a more-qualified one.
7. A finding that the utilization goal has not been attained in the workforce does not constitute either a finding or admission of discrimination.

JOB GROUP GUIDELINES

Listed below are the guidelines that were followed in developing the job groups referenced throughout this document.

1. The content of the jobs included in a group should be similar. Similar content refers to job responsibilities and requisite skills required.
2. The wage or salary rate for the jobs included in a group should be similar. Pay rates should be considered in conjunction with job content.
3. Job titles placed in a job group should be similar in opportunity. Opportunity refers to the ability to take advantage of training, transfers, promotions, mobility to desirable situations, and other employment benefits. Ideally, each job within a job group should have opportunities similar to other job titles within the same job group.

IDENTIFICATION OF PROBLEM AREAS

41 C.F.R. 60-741.45(e)

When the Utilization Analysis conducted in accordance with the regulations indicates that the representation of individuals with known disabilities is less than the current goal identified by the OFCCP, CSUDH Toro Auxiliary Partners has assessed our personnel processes and has reviewed the confidential data metrics prepared in accordance with 41 CFR § 60-741.44(k) and the assessment of external outreach and recruitment efforts prepared in accordance with 41 CFR § 60-741.44(f)(3). We have made the following determinations:

1. Sources which have provided limited qualified candidates will be reviewed and the Chief HR Officer will identify actions which may increase the number of qualified applicants received. Actions may include holding a meeting or conference call about expected open positions, calling to follow up on opportunities, or other actions deemed necessary.
2. The Chief HR Officer will review positions or job groups that require specialized skill sets or physical requirements.
3. Based on the results of the recruitment source review, new recruitment sources may be identified.
4. We have examined our personnel processes and have concluded that they continue to ensure the careful, thorough and systematic consideration of the job qualifications of applicants and employees with known disabilities and that no barriers to equal employment opportunities exist. We anticipate that by changing the sources where we send notices of our open positions, we will increase our pool of qualified candidates with disabilities and the representation of individuals with disabilities in our workplace.

Based on this analysis, we have developed and will execute the action-oriented programs described in this AAP.

ACTION-ORIENTED PROGRAMS
41 C.F.R. § 60-741.45(f)

CSUDH Toro Auxiliary Partners tailors our action-oriented programs each year to ensure they are specific to any problem areas identified pursuant to Sec. 60-741.45(d) and to attain established goals and objectives. When developing these programs, we reviewed them to ensure that they did not consist solely of the same procedures that may have previously produced inadequate results.

Individuals with disabilities are underrepresented in part or all of our workforce in this AAP. Should openings occur, the current external recruitment practices will be analyzed to determine how they can be more effective in attracting qualified individuals with disabilities to the initial applicant pool. Based on these results, a program will be put into place for recruiting individuals with disabilities. The program will include modification of current practices and/or substitutions of new practices. These practices may include notifying management and professional recruitment sources, in writing, of CSUDH Toro Auxiliary Partners' interest in attracting qualified individuals with disabilities to apply for job openings, seeking new recruitment sources that target individuals with disabilities, encouraging employees to refer qualified applicants with disabilities, and expansion of help-wanted advertising to include interest/news media for individuals with disabilities. We also plan on continuing to partner with the Employment Development Department of the State of California, to target job seekers with disabilities (including disabled veterans). We will ensure that all candidates identified through this process receive consideration without regard to their disability status.

If we recruit within the Company, an assessment of the academic, skill, and experience levels of employees with disabilities will be conducted to ensure that potential candidates are identified and given fair consideration. As benefits, employees, including those with disabilities, are able to participate in on-the-job training and flexible scheduling where business needs allow. In addition to Human Resources, employees also have access to the Title IX Office for assistance with questions or concerns regarding disability status.

CSUDH Toro Auxiliary Partners

Carson, CA

07/01/2025 - 06/30/2026

Job Group Detail

1A : Executive/Senior Level Officials & Managers

Job Code : Job Title

120 : Chief Human Resources Officer

129 : Controller

138 : Executive Director

CSUDH Toro Auxiliary Partners

Carson, CA

07/01/2025 - 06/30/2026

Job Group Detail

1B : First/Mid Level Officials & Managers

Job Code : Job Title

111 : Assistant Director
112 : Assistant Director, Post Award
113 : Assoc Dir Professional Dev
115 : Business Systems Manager
122 : CISE Toro Tutors Coordinator
123 : Co Director
131 : Direc Undergrad & Toro Tutors
132 : Director
133 : Director of FAB LAB Projects
134 : Director of TPD & K-12 STEM
139 : Fab Lab Coordinator
144 : Finance Manager
151 : Human Resources Manager
154 : Interim Project Director
166 : Payroll Manager
170 : Procurement & Contract Manager
175 : Program Manager
181 : Project Director
190 : SITE Director

CSUDH Toro Auxiliary Partners

Carson, CA

07/01/2025 - 06/30/2026

Job Group Detail

2A : Business & Administrative Professionals

Job Code : Job Title

101 : Accountant

105 : Accounts Specialist

121 : CISE IT & Media Specialist

128 : Content Expert

136 : Event Coordinator

157 : IT Helpdesk Analyst

160 : Marketing & Communication Spc

161 : Marketing/Film Site Specialist

167 : Payroll Technician

168 : Post Award Analyst

169 : Post Award Analyst II

189 : Scholarship Specialist

192 : Staff Accountant

202 : Toro Tutor Recruit Specialist

CSUDH Toro Auxiliary Partners

Carson, CA

07/01/2025 - 06/30/2026

Job Group Detail

2B : Education Professionals

Job Code : Job Title

114 : Black Educator Director
124 : Coach
127 : Computer Scholar
135 : Educational Pathway Specialist
143 : Facilitator
147 : Graduate Assistant
152 : Instructor
159 : Lab School Lead Teacher
162 : Math Instructor
163 : Mental Health Education Assist
177 : Program Specialist Technology
178 : Program Support
191 : Sr Research Associate
194 : Stem Lab School Lead
195 : STEM Up Peer Instructor
199 : T4E1 & STEM Edu Specialist
200 : Teacher
201 : Tech & Digital Education Coord

CSUDH Toro Auxiliary Partners

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07/01/2025 - 06/30/2026

Job Group Detail

2C : Student Success Professionals

Job Code : Job Title

- 110 : Advisor
- 117 : Career Dev & Engagement Spec
- 118 : CDC Student Services Coord
- 125 : College Corps Associate Manage
- 126 : College Mentor
- 145 : First Year Student Success Cor
- 146 : GPS Assistant Advisor
- 172 : Program Advisor

CSUDH Toro Auxiliary Partners

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07/01/2025 - 06/30/2026

Job Group Detail

3A : Lab Technicians

Job Code : Job Title

- 140 : Fab Lab Tech I
- 141 : Fab Lab Tech II
- 142 : Fab Lab Tech III
- 158 : Lab Assistant
- 204 : Vivarium Assistant

CSUDH Toro Auxiliary Partners

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Job Group Detail

5A : Administrative Support Workers

Job Code : Job Title

102 : Accountant Technician
103 : Accounting Tech/AP Specialist
104 : Accounts Payable Specialist
106 : AccTech/Accounts Payable II
107 : Admin Assistant
108 : Administrative Assistant
109 : Administrative Coordinator
116 : CalFresh Food Coordinator
130 : Coordinator
137 : Executive Assistant
149 : Hr Coordinator
150 : Human Resources Assistant
153 : Interim Assistant Director
156 : IT Assistant
165 : Non-Academic Coordinator
171 : Procurement Coordinator
180 : Project Coordinator
183 : Project Rebound Outreach Coord

CSUDH Toro Auxiliary Partners

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07/01/2025 - 06/30/2026

Job Group Detail

5B : Educational Support Staff

Job Code : Job Title

- 173 : Program Assistant
- 174 : Program Coordinator
- 176 : Program Specialist
- 179 : Program Support Specialis
- 193 : STEM Instructional Specialist
- 198 : Supplementary Instructor

CSUDH Toro Auxiliary Partners

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07/01/2025 - 06/30/2026

Job Group Detail

5C : Research Assistants & Interns

Job Code : Job Title

- 155 : Intern
- 185 : Research Assistant
- 186 : Research Intern
- 187 : Research Technician
- 197 : Student Research Assistant

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07/01/2025 - 06/30/2026

Job Group Detail

5D : Student Assistants

Job Code : Job Title

196 : Student Assistant

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07/01/2025 - 06/30/2026

Job Group Detail

5E : Academic Tutors & Mentors

Job Code : Job Title

- 100 : Academic Coach
- 119 : Centinela Valley Toro Tutors
- 148 : Graduate Mentor
- 164 : Mentor
- 182 : Project Reach Tutor
- 184 : Reach Tutor
- 188 : Rise Math Tutor
- 203 : Tutor

CSUDH Toro Auxiliary Partners

Carson, CA

07/01/2025 - 06/30/2026

Utilization Summary of Individuals with Disabilities*(By Job Group using the Any Difference Rule)***41 C.F.R. 60-741.45**

Job Group	Employees	Disabled	Utilization Goal %	Utilization %	Met Goal
1A : Executive/Senior Level Officials & Managers	4	0	7.0%	0.0%	No
1B : First/Mid Level Officials & Managers	25	0	7.0%	0.0%	No
2A : Business & Administrative Professionals	18	0	7.0%	0.0%	No
2B : Education Professionals	58	3	7.0%	5.2%	No
2C : Student Success Professionals	14	2	7.0%	14.3%	Yes
3A : Lab Technicians	35	2	7.0%	5.7%	No
5A : Administrative Support Workers	34	0	7.0%	0.0%	No
5B : Educational Support Staff	48	1	7.0%	2.1%	No
5C : Research Assistants & Interns	59	5	7.0%	8.5%	Yes
5D : Student Assistants	46	2	7.0%	4.4%	No
5E : Academic Tutors & Mentors	144	4	7.0%	2.8%	No
Total Workforce	485	19	7.0%	3.9%	No

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07/01/2025 - 06/30/2026

Data Collection Analysis of Individuals with Disabilities
41 C.F.R. 60-741.44(k)
07/01/2024 - 06/30/2025

		Applicants	Applicant Ratio	Hires	Hire Ratio	Total Openings	Total Jobs Filled
Total Workforce	Disabled Total	76 1417	5.4%	33 373	8.8%	389	373

The number of hires refers to those who are hired through a competitive process, including internal job changes.

CSUDH TORO AUXILIARY PARTNERS

**1000 E. Victoria Street, Cain LIB Suite 3002
Carson, CA 90747**

July 1, 2025 through June 30, 2026

AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS

Revised and Updated Annually

Read and approved by:
Amanda Dodd
Chief Human Resources Officer

CONFIDENTIAL TRADE SECRET MATERIALS

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DEFINITIONS
41 C.F.R. §§ 60-300.2

The phrase “protected veterans” as used in this affirmative action program includes the veteran groups defined in this section.

Disabled Veteran – (1) A veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veterans Affairs, or (2) A person who was discharged or released from active duty because of a service-connected disability.

Recently Separated Veteran – Any veteran during the three-year period beginning on the date of such veteran's discharge or release from active duty in the U.S. military ground, naval or air service.

Armed Forces Service Medal Veteran – Any veteran who, while serving on active duty in the U.S. military, ground, naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

Active Duty Wartime or Campaign Badge Veteran – A veteran who served on active duty in the U.S. military, ground, naval or air service during a war or in a campaign or expedition for which a campaign badge has been authorized, under the laws administered by the Department of Defense.

REQUEST FOR SELF-IDENTIFICATION
41 C.F.R. §§ 60-300.42

In order to notify applicants and employees of the existence of and the opportunity to participate in this affirmative action program and to provide sufficient data to allow CSUDH Toro Auxiliary Partners to measure and improve, if necessary, the effectiveness of CSUDH Toro Auxiliary Partners' affirmative action efforts, CSUDH Toro Auxiliary Partners invites applicants and employees to complete an invitation to self-identify status as a protected veteran as follows:

1. CSUDH Toro Auxiliary Partners invites the applicant to complete the self-identification form when an applicant applies or is considered for employment.
2. The invitation to self-identify is extended again following an offer of employment but before the individual begins job duties.

CSUDH Toro Auxiliary Partners keeps all self-identification information confidential and maintains it in a data analysis file rather than in individual employee personnel or medical files. If an employee or applicant identifies himself or herself as a disabled veteran, CSUDH Toro Auxiliary Partners seeks the advice of the individual concerning any necessary reasonable accommodations to allow the individual to perform the job.

POLICY STATEMENT
41 C.F.R. §§ 60-300.44(a)

It is the policy of CSUDH Toro Auxiliary Partners to take voluntary, positive action in providing affirmative action and equal employment opportunity to protected veterans. All personnel actions, including compensation, benefits, recruitment, hiring, training, and promoting persons in all job titles, will be administered without regard to protected veteran status, and all employment decisions are based solely on valid job requirements.

A copy of our Equal Employment Opportunity statement which reaffirms our commitment to qualified protected veterans is posted. Should an employee or applicant request the policy be made available in an alternative format that is accessible and understandable to them, it shall be provided.

The Affirmative Action Program for Protected Veterans, minus any data metrics, is available for review upon request by any applicant or employee. Notice of this availability for review is posted for applicants and employees.

REVIEW OF PERSONNEL PROCESSES
41 C.F.R. §§ 60-300.44(b)

To ensure that all personnel activities are conducted in a job-related manner which provides and promotes equal employment opportunity for all employees and applicants who are known protected veterans, reviews are periodically made of the Company's examination and selection methods to identify barriers to employment, training, and promotion.

1. CSUDH Toro Auxiliary Partners will periodically conduct a review of its employment processes to ensure thorough and systematic consideration of the job qualifications of applicants and employees who are known protected veterans and are pursuing job vacancies filled either by external hiring or internal promotions/transfers, as well as for all training opportunities available.
2. In determining the qualifications of a protected veteran, consideration is given only to that portion of the military record, including discharge papers, relevant to the job qualifications for which the veteran is being considered.
3. CSUDH Toro Auxiliary Partners shall ensure that its personnel processes do not stereotype protected veterans in a manner which limits their access to all jobs for which they are qualified. As part of the review process, CSUDH Toro Auxiliary Partners may ensure documentation is provided on personnel or application records of each known protected veteran to include:
 - a. Promotions for which the employee was considered
 - b. Training programs for which the employee was considered
4. CSUDH Toro Auxiliary Partners shall ensure that applicants and protected veterans have equal access to its personnel processes, including those implemented through information and communication technologies. CSUDH Toro Auxiliary Partners provides necessary reasonable accommodation to ensure applicants and protected veterans receive equal opportunity in the operation of personnel processes.

PHYSICAL AND MENTAL QUALIFICATIONS
41 C.F.R. §§ 60-300.44(c)

To ensure that all physical and mental qualifications and requirements are job-related and promote equal employment opportunity for all known disabled veterans, reviews are periodically made of CSUDH Toro Auxiliary Partners' physical and mental qualifications and requirements as they relate to employment, training, and promotion. To the extent that qualification standards may screen out qualified disabled veterans, CSUDH Toro Auxiliary Partners reviews all physical and mental job qualification standards to ensure they are job-related, consistent with business necessity, and required for safe performance of the job.

REASONABLE ACCOMMODATION TO PHYSICAL AND MENTAL LIMITATIONS
41 C.F.R §§ 60-300.44(d)

As stated in its policy statement, CSUDH Toro Auxiliary Partners will make every effort to provide reasonable accommodations for any physical and mental limitations of those who are otherwise qualified disabled veterans unless it can demonstrate that the accommodations would impose an undue hardship on the operation of business. CSUDH Toro Auxiliary Partners will confidentially review performance issues of disabled veterans to determine whether a reasonable accommodation is needed when: 1) the employee is having significant difficulty with job performance, and 2) it is reasonable to conclude that the problem is related to the known disability.

CSUDH Toro Auxiliary Partners makes reasonable accommodation for the special needs of disabled veterans including access to the building, utilization of rest room facilities, and mobility requirements within the building and parking locations. Such accommodations may include providing assistive devices, removing architectural barriers, and/or restructuring worksites and job content.

The Company has developed and utilizes written procedures for processing requests for reasonable accommodation. These procedures help ensure that applicants and employees are aware of how to request a reasonable accommodation and of how the request will be processed. They also help ensure that Company employees responsible for processing such requests are able to do so in a reasonable amount of time.

Should any disabled veteran request an accommodation that is deemed to present an undue hardship on CSUDH Toro Auxiliary Partners, it is our practice to give the individual the option to provide the accommodation or pay the portion of the cost which constitutes the undue hardship on the operation of the business.

HARASSMENT
41 C.F.R. §§ 60-300.44(e)

CSUDH Toro Auxiliary Partners has developed and maintains procedures to ensure that its employees are not harassed because of status as a protected veteran.

SPOUSES OF PROTECTED VETERANS
41 C.F.R. §§ 60-300.21(e)

It is the policy of CSUDH Toro Auxiliary Partners not to exclude or deny equal jobs or benefits to, or otherwise discriminate against, a qualified individual because of the individual's relationship or association with a protected veteran. This includes spouses and other family members.

POSITIVE RECRUITMENT AND EXTERNAL POLICY DISSEMINATION
41 C.F.R. §§ 60-300.44(f)

CSUDH Toro Auxiliary Partners shall undertake the following appropriate outreach and positive recruitment activities that are reasonably designed to effectively recruit qualified protected veterans.

1. Periodically inform the community at large of the Company's commitment to engage in affirmative action to increase employment opportunities for protected veterans by publishing announcements in community media. All advertisements seeking applicants for employment will identify CSUDH Toro Auxiliary Partners as an "equal opportunity employer" and shall, at a minimum, identify veterans as a protected group.
2. Recruitment programs will be established with recruiting sources for protected veterans, which may include local veterans' groups and veterans' service centers, publications and websites designed to serve protected veterans, or career fairs for protected veterans.
3. List with the local Employment Service Delivery System (ESDS) all job openings (except executive and top management, positions that will be filled from within, and positions lasting three days or less). An ESDS is a service delivery system at which or through which labor exchange services, including employment, training, and placement services, are offered in accordance with the Wagner-Peyser Act.
 - a. Postings are provided in the manner and format specified by the agency.
 - b. CSUDH Toro Auxiliary Partners notifies the ESDS office of all hiring locations in the state and supplies the contact information for the appropriate hiring official.
 - c. In the event that CSUDH Toro Auxiliary Partners uses any external job search organization to assist in its hiring, contact information for the job search organization(s) is provided to the ESDS.
4. A notice is posted which indicates that reasonable accommodations will be provided to those who are unable to utilize our online application system due to a disability.
5. CSUDH Toro Auxiliary Partners will incorporate the Equal Opportunity Clause regarding protected veterans in purchase orders and other contracts as required by law, executive order and regulation.
6. Send written notification of Company policy to all subcontractors, vendors and suppliers, requesting appropriate action on their part.
7. CSUDH Toro Auxiliary Partners documents all activities undertaken and retains documents for a period of three years.

OUTREACH AND RECRUITMENT EFFORTS
41 C.F.R. §§ 60-300.44(f)(3)

On an annual basis, CSUDH Toro Auxiliary Partners reviews the outreach and recruitment efforts it has undertaken over the previous twelve months to evaluate their effectiveness in identifying qualified veterans. The evaluation shall be documented, including, at a minimum, the criteria used to evaluate the effectiveness of each outreach and whether each effort was determined to be effective. If the totality of these efforts are determined to be ineffective in identifying and recruiting veterans, alternative efforts will be identified and implemented.

INTERNAL POLICY DISSEMINATION
41 C.F.R. §§ 60-300.44(g)

In order to provide information, training, and counseling to gain positive support and understanding of the affirmative action program for protected veterans among supervision, management, and employee organizations, CSUDH Toro Auxiliary Partners has developed the following internal dissemination procedures. The following policies and procedures are designed to foster support and understanding from CSUDH Toro Auxiliary Partners' executive staff, management, supervisors, and other employees in an effort to encourage all employees to take the necessary actions to aid CSUDH Toro Auxiliary Partners in meeting its obligations.

1. Include a non-discrimination/equal opportunity policy in the Company's policy manual or otherwise make the policy available to employees, including those working from field or home-based locations.
2. Provide the EEO policy statement electronically to employees working remotely, if applicable.
3. CSUDH Toro Auxiliary Partners has posted in a conspicuous place the EEO notice prescribed by the director of the OFCCP. For employees who do not work at a physical location of CSUDH Toro Auxiliary Partners, it is posted in an electronic format and they are notified of its location for viewing.
4. CSUDH Toro Auxiliary Partners' electronic application process prominently includes notice of the policy so that it may be reviewed by applicants.

AUDIT AND REPORTING SYSTEM
41 C.F.R. §§ 60-300.44(h)

CSUDH Toro Auxiliary Partners monitors employment and personnel practices to ensure compliance with applicable regulations and adherence to the Company's policy, to report specific problems to the appropriate management personnel, and to measure the effectiveness of CSUDH Toro Auxiliary Partners' AAP.

The audit and reporting system is designed to:

1. Measure the effectiveness of the AAP;
2. Identify any need for remedial action;
3. Determine the degree to which the Company's objectives are being attained;
4. Determine whether individuals who are known protected veterans have had the full opportunity to participate in all Company-sponsored educational, training, recreational and social activities; and
5. Measure the Company's compliance with the AAP obligations.

Where the affirmative action program is found to be deficient, CSUDH Toro Auxiliary Partners will undertake necessary action to bring the program into compliance.

To ensure that the audit system is effective, all records concerning this monitoring will be maintained for as long as legally required. This AAP is updated annually.

RESPONSIBILITY FOR IMPLEMENTATION
41 C.F.R. §§ 60-300.44(i)

CSUDH Toro Auxiliary Partners has designated specific responsibilities to various staff to ensure the AAP focuses on all components of the employment system. To that end, the Chief Human Resources Officer, as the EEO Coordinator, and those employed as supervisors and managers have undertaken the responsibilities described below.

Chief Human Resources Officer

Responsibility for the implementation and monitoring of the affirmative action program shall rest with Amanda Dodd, Chief HR Officer, whose duties as EEO Coordinator include, but are not limited to, the following:

1. Imparting the personal direction that ensures total involvement and commitment to equal employment opportunity programs through CSUDH Toro Auxiliary Partners' AAP.
2. Presenting all needed recommendations and procedural changes to Senior Management concerning EEO and affirmative action and ensuring that Senior Management is kept informed of the Company's compliance status.
3. Maintaining Company-wide management support and cooperation for the Company's AAP.
4. Collaborating with Senior Management on EEO and AAP issues.
5. Assisting line management in arriving at solutions to EEO/AA problems.
6. Reviewing results of audit and reporting systems to assess the effectiveness of the Company's AA program and to direct corrective actions where necessary.
7. Providing guidance to managers and supervisors in taking proper action to prevent employees from being harassed in any way, through one-on-one contact, training, and disciplinary action.
8. Ensuring that relevant staff (i.e. managers and supervisors) are aware that CSUDH Toro Auxiliary Partners is an equal opportunity employer.
9. Reviewing the qualifications of all employees who have expressed interest in an available position to ensure equitable opportunity, based on job-related employment practices, is given to all for transfers and promotions.
10. Providing career counseling for employees upon request.
11. Reviewing job descriptions and specifications as positions open to ensure they are free of discriminatory provisions and artificial barriers. Ensuring that all requirements are job-related, that they are realistic, and that they reflect the actual work requirements of the essential job duties.

12. Serving as the liaison between CSUDH Toro Auxiliary Partners and enforcement agencies.
13. Ensuring that recruiting sources and/or techniques targeting protected veteran job seekers have been identified and implemented. Monitoring the effectiveness of this outreach on a periodic basis.
14. Conducting periodic audits to ensure all required posters and those advertising the Company's equal employment opportunity policies and AAP, as well as the Invitation to Self-Identify for protected veterans are displayed and that the Company's equal employment opportunity and AAP policies are being thoroughly communicated.
15. Ensuring that the AAP is updated annually.
16. Ensuring the Company's VETS-4212 form is filed annually with the U.S. Department of Labor.
17. Ensuring overall the Company's compliance with the AAP.
18. Ensuring recordkeeping pursuant to 41 CFR 60-300.80.
19. Ensuring requests for reasonable accommodations for disabled veteran employees and applicants are handled in accordance with applicable laws and company procedures.

Managers and Supervisors

In their direct day-to-day contact with the Company's employees, managers and supervisors have assumed certain responsibilities to help CSUDH Toro Auxiliary Partners ensure compliance with equal employment opportunity programs and effective implementation of the AAP. These include, but are not limited to the following:

1. Adhering to the Company's equal employment opportunity policy.
2. Supporting and assisting the EEO Coordinator in developing, maintaining, and successfully implementing the AAP.
3. Taking action to prevent harassment of employees placed through affirmative action efforts.
4. Counseling employees with respect to what is needed for advancement within the employment structure.
5. Ensuring that all interviews, offers of employment and/or wage commitments are consistent with the Company's policy.
6. Implementing the internal promotion and transfer of all employees under their supervision consistent with AAP goals and objectives.

TRAINING
41 C.F.R. §§ 60-300.44(j)

CSUDH Toro Auxiliary Partners trains all employees involved in any way with the recruitment, screening, selection, promotion, disciplinary, and related processes to ensure that the commitments in CSUDH Toro Auxiliary Partners' affirmative action program are implemented.

DATA COLLECTION ANALYSIS
41 C.F.R. §§ 60-300.44(k)

CSUDH Toro Auxiliary Partners documents the following computations or comparisons pertaining to applicants and hires on an annual basis and maintains the documentation for a period of three years:

1. The number of applicants who self-identified as protected veterans, or are otherwise known as protected veterans;
2. The total number of job openings and total number of jobs filled;
3. The total number of applicants for all jobs;
4. The number of protected veteran applicants hired; and,
5. The total number of applicants hired.

The number of jobs filled refers to all jobs the company filled during the program year by any means, be it through a competitive process or non-competitively, such as through reassignment or merit promotion. It takes into account both new hires into the company and those employees who were placed into new positions.

The number of applicants hired refers solely to those applicants (both internal and external) who are hired through a competitive process, including internal job changes.

HIRING BENCHMARK

41 C.F.R. § 60-300.45

CSUDH Toro Auxiliary Partners has compared the number of protected veterans hired over the 12-month period immediately preceding this AAP with an identified hiring benchmark. In conducting this analysis, the following principles apply:

1. The purpose of establishing a hiring benchmark is to provide CSUDH Toro Auxiliary Partners with a quantifiable method by which it can measure its progress toward achieving employment opportunity for protected veterans.
2. The hiring benchmark is not a quota that must be met, nor is it a ceiling that limits or restricts the employment of protected veterans.
3. In all employment decisions, CSUDH Toro Auxiliary Partners makes selections in a nondiscriminatory manner. Hiring benchmarks do not provide a justification to extend a preference to any individual, select an individual, or adversely affect an individual's employment status on the basis of that individual's veteran status.
4. Hiring benchmarks do not create set-asides for specific groups, nor are they intended to achieve proportional representation or equal results.
5. Hiring benchmark goals are not used to supersede merit selection principles, nor do these utilization goals require CSUDH Toro Auxiliary Partners to hire a person who lacks qualifications to perform the job successfully or hire a less qualified person in preference to a more qualified one.
6. A finding that the hiring benchmark has not been attained does not constitute either a finding or an admission of discrimination.

CSUDH Toro Auxiliary Partners has established its benchmark for the upcoming program year in accordance with the national percentage of veterans in the civilian labor force as published by the OFCCP website, 5.1%.

CSUDH Toro Auxiliary Partners
Carson, CA
07/01/2025 - 06/30/2026

Data Collection Analysis of Protected Veterans
41 C.F.R. 60-300.44(k)
07/01/2024 - 06/30/2025

		Applicants	Applicant Ratio	Hires	Hire Ratio	Total Openings	Total Jobs Filled
Total Workforce	Veterans	14	1.0%	2	0.5%		
	Total	1417		373		389	373

The number of hires refers to those who are hired through a competitive process, including internal job changes.

CSUDH Toro Auxiliary Partners
Carson, CA
07/01/2025 - 06/30/2026

Protected Veteran Hiring Benchmark
41 C.F.R. 60-300.45
07/01/2024 - 06/30/2025

		Hires	Hiring %	Hiring Benchmark
Total Workforce	Veterans	2	0.5%	5.2%
	Total	373		

The number of hires refers to those who are hired through a competitive process, including internal job changes.